



**CITY OF AZTEC  
COMMERCIAL DEVELOPMENT  
APPLICATION**

APPROVAL STAMP

Permit #: \_\_\_\_\_ Date Started: \_\_\_\_\_ Date Approved: \_\_\_\_\_ Fees Paid: \_\_\_\_\_

**APPLICANT CONTACT INFORMATION**

Name: \_\_\_\_\_  
Physical Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Utility Account Name: \_\_\_\_\_

**CONTRACTOR INFORMATION**

Name: \_\_\_\_\_  
Certificate / License: \_\_\_\_\_  
Aztec Business License: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**PROPERTY INFORMATION / DEVELOPMENT SITE**

Address: \_\_\_\_\_  
Tax ID: \_\_\_\_\_ Parcel Size (ac): \_\_\_\_\_  
Zone District: \_\_\_\_\_  
Current Use: \_\_\_\_\_  
Proposed Use: \_\_\_\_\_  
Flood Zone Designation: \_\_\_\_\_  
Existing Square Footage: Dwelling(s): \_\_\_\_\_  
Accessory Structure(s): \_\_\_\_\_  
Proposed Square Footage: Dwelling(s): \_\_\_\_\_  
Accessory Structure(s): \_\_\_\_\_  
Setbacks: Front: \_\_\_\_\_ Side: \_\_\_\_\_  
Rear: \_\_\_\_\_ Building: \_\_\_\_\_  
Building Height: Feet: \_\_\_\_\_ Stories: \_\_\_\_\_

**APPLICANT SIGNATURE**

I, \_\_\_\_\_ representing \_\_\_\_\_ hereby certify that I have read this application and hereby dispose and state under penalty of perjury that all statements, proposals, and documents submitted with this application are true and correct and that I shall adhere to the Municipal Regulations of the City of Aztec.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CITY of AZTEC USE ONLY**

**ATTACHED DOCUMENTATION (as required)**

	Yes	No	N/A	Comments
Ownership Verification	_____	_____	_____	_____
Detailed Site Map	_____	_____	_____	_____
Engineered Plans	_____	_____	_____	_____
Building Elevations	_____	_____	_____	_____
Landscape Plan	_____	_____	_____	_____
Parking Plan	_____	_____	_____	_____
Drainage Study	_____	_____	_____	_____
Electric Load Calculations	_____	_____	_____	_____
Curb Cut Permit	_____	_____	_____	_____
Street Cut Permit	_____	_____	_____	_____
Elevation Certificate	_____	_____	_____	_____
Non-Conversion Agreement	_____	_____	_____	_____
Land Use Hearing Required	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

**REGULATORY REQUIREMENTS MET**

	Yes	No	N/A	Comments
% of Lot Coverage	_____	_____	_____	_____
Setback Requirements	_____	_____	_____	_____
Height Requirements	_____	_____	_____	_____
Zone Compliance	_____	_____	_____	_____
Parking/Loading	_____	_____	_____	_____
Dumpster	_____	_____	_____	_____
Metal Building	_____	_____	_____	_____
Historic	_____	_____	_____	_____
Wetlands	_____	_____	_____	_____
NMDOT Permit	_____	_____	_____	_____
NMED	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

**FEES AND UTILITIES**

**Permit Fees**

Administrative Fee	\$	_____
Permit Fee	\$	_____
Curb/Street Cut Fee	\$	_____

**Development Fee**

Impact Fee	\$	_____
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**Utilities**

Electric	\$	_____
Water Meter	\$	_____
Water Inspection	\$	_____
Water Rights	\$	_____
Sewer	\$	_____
Sewer Inspection	\$	_____
Utility Deposit	\$	_____

**Fee Total**

\$

**Utility Total**

\$



# CITY OF AZTEC

## COMMERCIAL ELECTRICAL LOAD CALCULATION

**Applicant Name:** \_\_\_\_\_

**Address of Development Site:** \_\_\_\_\_

**Electrical Contractor:** \_\_\_\_\_

**Contractor License #:** \_\_\_\_\_

**Total Square Footage of Building:** \_\_\_\_\_

**Service Size:** \_\_\_\_\_ Amps

**Voltage Requested:** \_\_\_\_\_ 3 Phase \_\_\_\_\_ 1 Phase

**Conductor Size:** \_\_\_\_\_

**Parallel Conductor:** \_\_\_\_\_ Yes \_\_\_\_\_ No

**Number of Parallel Runs:** \_\_\_\_\_

**Lighting Load:** \_\_\_\_\_ Amps

**Receptacles Load:** \_\_\_\_\_ Amps

**Refrigerated A/C Load:** \_\_\_\_\_ Amps

    # Of Units: \_\_\_\_\_

    Tons Per Unit: \_\_\_\_\_

**Evaporative Cooler Load:** \_\_\_\_\_ Amps

    # Of Units: \_\_\_\_\_

    Motor Size Per Unit: \_\_\_\_\_

**Electric Hot Water Heater Load:** \_\_\_\_\_ Amps

**Electric Heat Load:** \_\_\_\_\_ Amps

**Elevators Load:** \_\_\_\_\_ Amps

**Electric Dryer Load:** \_\_\_\_\_ Amps

**Welders Load:** \_\_\_\_\_ Amps

**Kilns Load:** \_\_\_\_\_ Amps

**Motors:**  
(List all motors, indicate 10 or 30 by HP, voltages, starting and current)

**Miscellaneous Loads:** \_\_\_\_\_ Amps

**Total Load (In Amps):** \_\_\_\_\_ Amps

**Additional Comments:** \_\_\_\_\_



## CITY OF AZTEC COMMERCIAL DEVELOPMENT REQUIREMENT

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Welcome to the City of Aztec! We look forward to working with you on your commercial development. Below we have listed a brief overview of development requirements that may apply to your project.

- Setbacks and/or Privacy Fencing. Depending on the zone designation of your development site and the types of uses adjacent to your site, you may be required to meet setback requirements for structures and/or may be required to install privacy fencing.
- Dumpster Screening. Commercial dumpsters visible from a public right-of-way must be screened from view. Construction standards for dumpster enclosures can be provided.
- Parking Requirements. Construction of new commercial buildings as well as additions to existing commercial buildings require adherence with Aztec Municipal Code Sections 26-3-171 through Sec. 26-3-176.
  - A drainage study and drainage plan are required with your parking plan; drainage plans must be certified by a licensed engineer certified in the State of New Mexico and must be designed to accommodate a 100 year storm event with a six hour duration.
- Landscaping Requirements. All new construction, as well as redevelopment of existing lots, requires the submission of a landscaping plan. Details on landscaping requirements can be found in Aztec Municipal Code Sec. 26-3-151 through Sec. 26-3-157.
- Architectural Requirements. All metal buildings erected in the City must adhere to design requirements; these requirements are available in Aztec Municipal Code Sec. 26-3-161 through Sec. 26-3-164.

Aztec Municipal Code is available on the City of Aztec website at the following address:  
[www.aztecnm.gov/citycode/book.htm](http://www.aztecnm.gov/citycode/book.htm).

If you have additional questions on these requirements or the permit process, please do not hesitate to contact the Community Development Department at (505) 334-7604 Monday through Thursday from 7:00 a.m. to 6:00 p.m.



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# CITY OF AZTEC

## COMMERCIAL & RESIDENTIAL ACCESS STANDARDS

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A Right-of-Way Construction Permit must be obtained prior to any sidewalk, driveway, and/or curb-cut being constructed with an access off a City street or State Highway.

### **Residential**

1. Measurement: With a street style curb return entrance and driveways with curb cuts, the width shall be measured ahead of the transition sections.
2. Width: 10' minimum when serving one (1) dwelling unit, or 14' wide when serving more than one residence or a use such as an apartment building. No driveways in any residential zone will exceed 24 feet wide, plus transition, allowing 5 foot (plus transition) between parallel drives.
3. Sidewalks: Will be 4 foot minimum width in all cases and may be required to be 5 foot wide in areas of heavy traffic, near parks and schools, and in commercial areas.
4. Flow Line: Will be constructed with a 1-½ inch lip.
5. Placement: Access must not be located within 30 feet of a corner.

### **Commercial Developments on State Highways**

All individuals are required by the City to contact the New Mexico Department of Transportation to determine what will be specifically required for access to properties adjacent to State highways and roads.

1. Measurement: Accesses with street style curbs and driveway curb cuts are measured behind the flared transition section.
2. Width: Widths of 16 feet to 24 feet may be allowed for any two-way access, when the single unit vehicle volume does not exceed five "Design Hour Volume: (DHV)". Widths of 25 feet to 35 feet for two-way access when any of the following occur:
  - 1) Vehicle volume exceeds five DHV.
  - 2) Multi-unit vehicles will use the access.
  - 3) Vehicles that exceed 30 feet in length will use the access.
  - 4) Special equipment using the access will exceed 16 feet in width.

One-way access shall be 16 feet to 24 feet wide. If two one-way accesses are parallel to each other, they will be separated by a median 4 feet to 25 feet. Access requirements vary because each highway is unique. The New Mexico Highway Transportation assigns each segment of highway an access category based on the National Highway Functional Classification. This method considers existing and projected traffic volumes, the functional classification of public highways, adopted local transportation plans and needs, the character of land adjoining the highway, adopted local land use plans and zoning, the availability of vehicular access from local streets and roads rather than a State highway, and reasonable access by city streets and county roads.

**Commercial Not Adjacent to a State Highway**

The City sees no reason to institute more stringent regulations than what the State requires in the above guidelines and does not feel that more relaxed design standards should be allowed. Access development will be on a case-by-case basis and will be studied during the site review for each development. Design standards may change as the State revises its requirements.

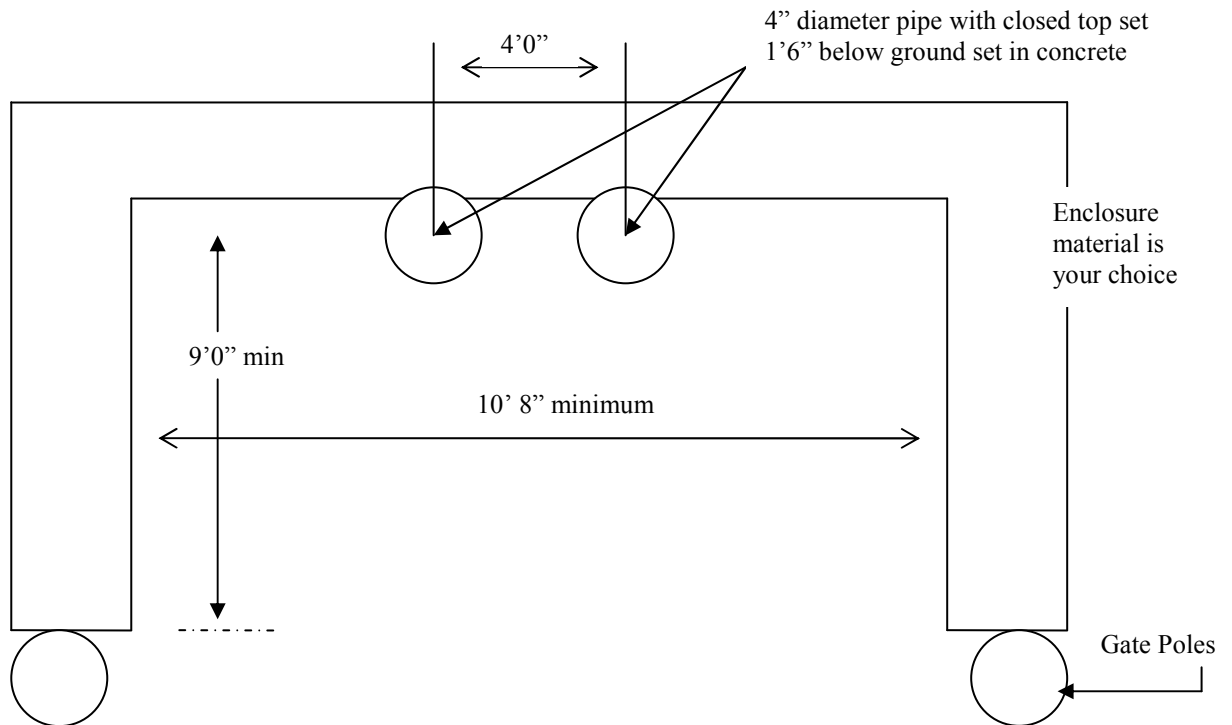
**Typical Curb, Gutter & Sidewalk Installation Standards**

The City has adopted "Construction Design Standards" which specifies the following design criteria for concrete curbs, gutters, and sidewalks:

Concrete shall be 3,000 psi and will be placed on a compacted subgrade or gravel base. The subgrade will be true to grades and lines shown on the plans and all debris, roots, deleterious or soft material shall be removed to not less than six (6) inches below subgrade or to a greater depth if deemed necessary by the City Engineer. The finished subgrade under curb, gutter and driveways must have a compaction rate of 90% as determined by Standard Proctor Test. More details can be found in the City of Aztec Construction Design Standards located in the Public Works Department and the Aztec Public Library.

## TRASH CONTAINER ENCLOSURE REQUIREMENTS

Transit Waste LLC does not require enclosures. However some city ordinances do require that Trash Containers be concealed from public view. The diagram below lists the major requirements necessary for Transit Waste to service trash containers which are placed inside of enclosures. For further information please contact Transit Waste at (505) 634.2510 or (505) 258-2394



### GENERAL REQUIREMENTS

1. All enclosures should be designed without gates.
2. If gates are used, the poles that the gates hang on must also be 10' – 8" apart. All gates **MUST** have stakes to keep gate open while servicing container inside.
3. All enclosures must have open tops (no roofs).
4. FOR FRONT-LOADING CONTAINERS ONLY – Enclosures must have a clear straight – in approach distance of 50' – 0, to front of enclosure, a minimum maneuvering of trash collection vehicles is required. Please verify with Transit Waste prior to construction.
5. NO PARKING AREA must be marked in front of enclosure.

6. No overhead electric or telephone wires in the area of enclosure.
7. For multiple containers inside of one enclosure, contact Transit Waste.
8. If containers are larger than three (3) cubic yards they will not be designed for wheels or to be moved by hand.
9. Transit Waste will not be responsible for damage if above requirements are not followed.
10. FOUNDATION: Due to the weight of garbage trucks it is suggested that a concrete slab for the containers and a concrete apron for the front truck wheels be constructed.

