

DEVELOPMENT APPLICATION

PROJECT INFORMATION

Title:

Project Address:

Description:

Check all application types, if applicable:

- Administrative Deviation ... \$25
- Administrative Wireless Telecom ... \$250
- Encroachment Permit ... \$25
- Temporary Use Permit ... \$25
- Comprehensive Plan Adoption & Amendment*... \$250
- Conditional Use Permit* ... \$300
- County Landmark or Historic District Adoption/Amendment* ... \$250
- Development Plan* ... \$500
- Major Development Plan Amendment* ... \$500
- Minor Development Plan Amendment ... \$250
- Summary Plat... \$100 plus \$25 lot; \$10 / acre for non-residential
- Sketch Plat, Subdivision*... \$250 plus
 \$175/lot (1-10 lots)
 \$125/lot (11-30 lots)
 \$75/lot (30+ lots)
- Preliminary Plat, Subdivision* ... \$250 plus
 \$175/lot (1-10 lots)
 \$125/lot (11-30 lots)
 \$75/lot (30+ lots)
- Final Plat, Subdivision* ... \$250 plus
 \$175/lot (1-10 lots)
 \$125/lot (11-30 lots)
 \$75/lot (30+ lots)
- Landscaping Plan ...\$500
- Lighting Plan ...\$500

- Site Plan* ... \$500 plus
 \$75 per/Million \$ estimated construction cost
Estimated Construction Cost: _____
- Major Site Plan Amendment* ... \$500
- Minor Site Plan Amendment ... \$250
- Major Zone Map Amendment* ... \$150
 No fee if initiated by County Council or County Manager
- Minor Zone Map Amendment* ... \$150
 No fee if initiated by County Council or County Manager
- Master Plans* (Major, Minor) ...\$250
- Text Amendment* ... \$150
 No fee if initiated by County Council or County Manager
- Variance ... \$250
 No fee if application is a part of a Site Plan review
- Administrative Wireless Telecommunication Facility ... \$250
- Discretionary Wireless Telecommunication Facility* ... \$500
- Small Wireless Facility ...\$250
- Major Historic Demolition* ... \$250
- Major Historic Property Alteration Certification* ... \$250
- Minor Historic Property Alteration Certificate ... \$250

*** Application reviews require a pre-application meeting.**

PROPERTY & OWNER INFORMATION

Property Address: _____
Address City State ZIP

Zoning District: _____ Overlay Zone: _____ N/A

Existing Structure(s) Sq. Ft.: _____ Proposed Structure(s) Sq. Ft.: _____

Lot Area (sq.ft.): _____

Property Owner(s) Name: _____

Owner(s) Email: _____

Owner(s) Phone(s)#: _____

Owner's Address same as Property Address

Owner(s) Address: _____
Address City State ZIP

APPLICANT / OWNER'S AGENT INFORMATION

Applicant is same as Owner

Applicant Name: _____

Applicant Address: _____
Address City State ZIP

Applicant Email: _____

Applicant Phone(s)#: _____

ASSOCIATED APPLICATONS

Application Type: _____

Case Number: _____

I hereby certify and affirm, under penalty of perjury, that the information I have provide in this application is true and accurate to the best of my knowledge, information, and belief. [NMSA 1978, §30-25-1]

Signature: _____ Date: _____

Signature: _____ Date: _____

STAFF USE ONLY

Date Received: _____ Staff: _____

Case No.#: _____ Meeting Date: _____

SUBMITTALS

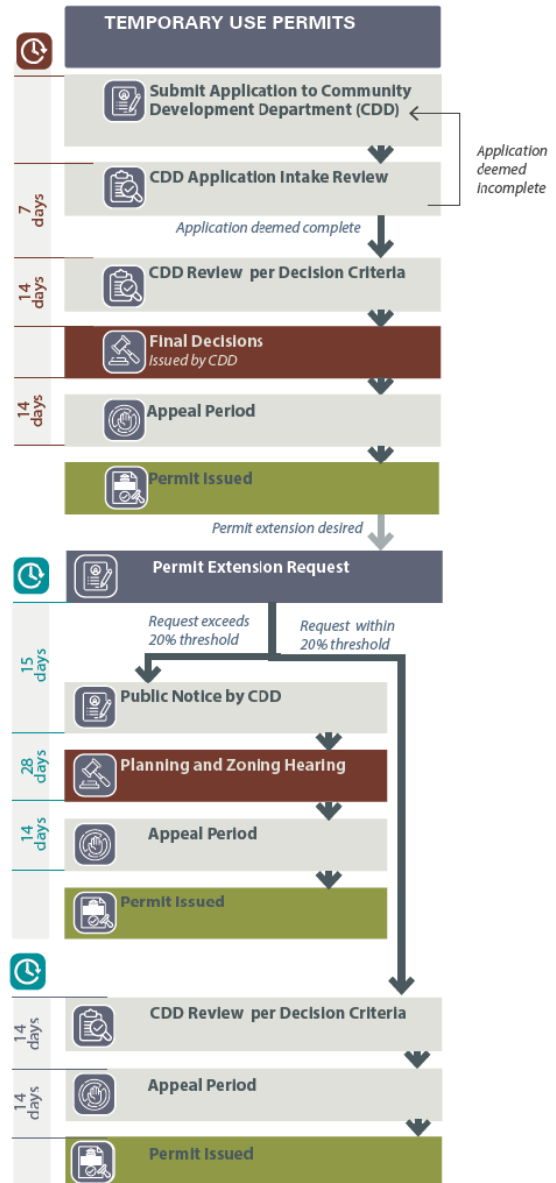
- | | |
|--|--|
| <input type="checkbox"/> Proof of Ownership or Letter of Authorization from Owner | <input type="checkbox"/> Complete Application – Date: _____ |
| <input type="checkbox"/> Items from associated Application Checklist | <input type="checkbox"/> Payment – Accepted upon verification of a complete application - Date: _____ |

TEMPORARY USE CHECKLIST

Applicants for all development application reviews must complete this checklist and submit it with the Development Application. Refer to the referenced code sections for additional information. Contact the Planning Division with questions regarding these requirements: planning@lacnm.us.

| SITE PLAN |
|--|
| Scaled site plan at a minimum of 1" = 100' that illustrates the following: |
| <input type="checkbox"/> Graphic Scale and North Arrow <input type="checkbox"/> Property Lines according to recorded survey <input type="checkbox"/> Existing and proposed structures <input type="checkbox"/> Proposed fences with height <input type="checkbox"/> Access and circulation <input type="checkbox"/> Parking Locations <input type="checkbox"/> Temporary sanitary facilities <input type="checkbox"/> Signage, if any <input type="checkbox"/> Additional information as noted for specific request. |
| DATE |
| Start Date: |
| End Date: |
| ADDITIONAL SUBMITTALS |
| Based on staff's review and Interdepartmental Review Committee's recommendation - additional submittals may be required and will be communicated to the applicant by the assigned Case Manager. |

See Reverse.



TEMPORARY USES 16-19

Construction Staging Area, Traylor, or Office:

- This use may only be ancillary to a construction project and shall not be allowed 30 days before construction begins to 30 calendar days after issuance of a Certificate of Occupancy for a structure, or 30 calendar days after construction finishes if no Certificate of Occupancy is required.
- Security fences not exceeding 8 feet in height may be erected on the construction site, with location and material of the fence to be approved by the Community Development Director as part of the Temporary Use Permit for the contractor's office and/or equipment shed.
- Barbed wire may be utilized for added security, but only at the top of the fence above 6 feet. Such fences shall be removed on or before the expiration of the Temporary use Permit.

Building Permit #:

Dwelling Unit, Temporary:

- Temporary Dwelling Units shall only be permitted during construction of a permanent single-family or two-family dwelling unit and shall be in a structure, mobile home or recreational vehicle on the same premises as the activity or construction that it serves.
- The applicant shall arrange for appropriate utility services to the Temporary Dwelling Unit.
- The dwelling unit's location on the site shall conform to the site development standards of the residential district in which it is to be located.
- The Temporary Dwelling Unit shall be removed from the site on or before occupancy of the permanent dwelling unit.

Building Permit #:

Fair, Carnival, Circus:

- The use shall only operate for a maximum period of 15 days in any 6-month period at the same time.

Hours of Operation:

Film Productions:

- A Noise Permit may be required.
- Traffic Closure Permit, if applicable
- Required contracts and leases shall be coordinated with Los Alamos County Film Liaison.

Special Event:

- This checklist does not pertain to Special Events. Please use "Special Event Permit Application".

Garage or Yard Sale:

- This use shall be permitted multiple times per year, if duration of any sale shall not exceed 3-consecutive calendar days.

Real Estate Office:

- Real Estate Office and model homes may be located within a Residential zone district as part of an on-going residential development.

Seasonal Outdoor Sales:

- Use shall only operate for a maximum period of 45 days in any calendar year, except for seasonal produce sales which may be granted for a period that accommodates the growing/harvest season.
- In any INS zone district, seasonal sales are permitted only with the consent of the owner of such property for a period of no longer than 45 days. The County Council shall designate those county lands where lot sales are to be permitted.
- Seasonal Outdoor Sales shall not obstruct nor encroach upon any required side yard setback, pedestrian or bicycle access or passage, or parking lot circulation.
- Seasonal Outdoor Sales on sidewalks or on-site pedestrian walkways shall maintain a minimum of 4 feet of unobstructed sidewalk clear zone along the public sidewalk at any time. **Illustrate on Site Plan.**

Temporary Storage:

- Use shall only operate for a maximum period of 60 consecutive days in any calendar year.
- Temporary storage containers shall not be permanently placed within any front, side, or rear yard.
- Temporary storage containers shall not be placed within public rights-of-way; except if the lot, because of topography or shape, and the structures located on the lot, cannot reasonably accommodate the location of temporary storage in areas other than within the public rights-of-way.
- Temporary storage containers shall not interfere with required sight visibility triangles. **Illustrate on Site Plan.**

Mobile Vending:

- Use may be operated outside an enclosed structure.
- Operations in the public right-of-way shall obtain all required licenses and permits from the County and made available on-site for inspection by government officials.
- Operations on private property shall obtain written consent from the private property owner.
 - Attach Owner's Affidavit**
- Operators shall obey all parking and traffic laws.
- No part of the mobile vending operation shall obstruct required parking stalls.
- Mobile vending operations shall not obstruct pedestrian or bicycle access or passage, or parking lot circulation.
- Mobile vending on sidewalks or on-site pedestrian walkways shall maintain a minimum of 4 feet of unobstructed sidewalk clear zone along the public sidewalk at any time. **Illustrate on Site Plan.**
- The display or sales of merchandise is permitted in the MU, WRTC, DTLA, GC P-O and the IND zone districts for a maximum period of 30 calendar days cumulative in any 12-month calendar year period.
- May include any activity involved with food preparation or sales, provided all applicable Environmental Health and other County and State regulations shall apply, and the use is compliant with the following regulations:
 - a. Mobile food vendors must comply/address gray water and grease waste per state regulations.
 - b. Mobile food vending operators shall maintain trash receptacles and all areas used for food vending in a safe and clean condition and must dispose of all waste in accordance with health department regulations.
- In the INS zone district, student vendor sales shall be permitted only with the consent of the owner of such property provided the following standards are met:
 - a. Applicants shall comply with the provisions of Chapter 12 – Business of the County Code of Ordinances.
 - b. Student vendor sales of food products shall comply with state law.
 - c. Temporary Use Permits for student vendor sales shall be valid from, and including, Memorial Day weekend to Labor Day weekend.
 - d. Student vendor sales are limited to persons currently enrolled in high school or college. Proof of such enrollment shall be required at the time the application for a Temporary Use Permit is submitted to the County.
 - e. Student vendor sales on the public rights-of-way are prohibited.

Mobile Food Vending:

- Not allowed within 20 feet of the entry to an existing drive-in, takeout, or enclosed restaurant.
- Not allowed within 300 feet of a special event sponsored by Los Alamos County unless the vendor is participating in the scheduled special event.
- Mobile food vending shall comply with the provisions of the noise ordinance Article III, Chapter 18. Use of loudspeakers or amplification of sound by mobile food vending vehicles is prohibited.
- Vendors shall always keep the area immediately surrounding the outside of their vehicle free of litter and refuse that originates from their operations. All litter originating from their vending operations shall be removed and disposed of in accordance with local and state disposal requirements.
- Vendors shall comply with all traffic and safety regulations, including:
 - a. Use of parking spaces by mobile food vendors on public streets and public parking lots is allowed by first-come-first-served basis. Mobile food vendors shall not reserve parking spaces by the placement of obstructions intended to block or hold parking areas for their use.
 - b. Mobile food vendors shall not use or block accessible parking spaces or designated loading or short-term parking spaces.
 - c. Mobile food vending operations shall in no case adversely affect public safety or the operations of adjacent parking areas, public streets, and sidewalks.
- Mobile food vending shall be permitted in the WRTC, MU, DTLA, GC, P-O, IND zoning districts on private land, Public Land district, and public right-of-way subject to the following conditions:
 - a. Applicants shall obtain a county business license and comply with the provisions of Article II, Chapter 12 of this Code, if required.
 - Attach a copy of Los Alamos County Business License/Registration**
 - b. Applicants shall comply with all requirements of Los Alamos County Fire Department and obtain a County Fire Operational Permit.
 - Attach a copy of Operation Permit as issued by the Fire Department**
 - c. Mobile vending operating on private property in all non-residential zone districts shall obtain and provide written consent from the private property owner(s) of properties on which they intend to operate.
 - Attach Owner's Affidavit**
 - d. Mobile food vending sales shall comply with all applicable local, state and federal laws.
 - e. Mobile food vendors shall maintain trash receptacles and all areas used for food vending in a safe and clean condition and must dispose of waste in accordance with state health department regulations. Trash receptacles shall not impede pedestrian or vehicular traffic in the vicinity of mobile food vending vehicle. **Illustrate on Site Plan.**
 - f. Mobile food vendors shall comply/address gray water and grease water per New Mexico State, Los Alamos County, and Department of Public Utilities regulations.
 - g. Mobile food vendors shall state the make, model and license plat number of each vehicle to be used for mobile food vending on the business license application; and,
 - MAKE:**
 - MODEL:**
 - LICENSE PLATE #:**
 - h. Mobile food vendors shall furnish the County with a valid food establishment permit issued by the New Mexico Environment Department. The food establishment permit shall be clearly displayed on the outside of the vehicle at all times.
 - Attach a copy of the Food Establishment Permit**
 - i. Each vehicle used for vending shall be individually permitted and shall clearly display the corresponding permit on the outside of the vehicle at all times.
 - j. Mobile food vendors participating in a special event shall follow all special event sponsored by the Los Alamos County and temporary use permit requirements.
- Mobile food vendors shall correct all violations within 72- hours of receiving a written notice from the County. Failure to correct the violations shall result in the Mobile food vendor permit to be revoked.

Parklets:

- Parklets are permitted on roadways with speeds of 30 mph or less, provided a Temporary Use Permit is obtained.
- A safety buffer shall be established around the parklet through use of wheel stops placed a minimum of 4 feet from the parklet.
- Parklets shall include vertical elements, such as posts or bollards, to increase visibility to traffic.
- Parklets shall be a minimum width of 6 feet or the width of the parking lane, whichever is greater.
- Parklet design shall not inhibit adequate drainage of stormwater runoff.
- Parklet location shall not obstruct fire hydrants, transit stops, utilities, fire lanes, and sight visibility triangles or be located in any place deemed unsafe by Los Alamos County Public Works Department. **Illustrate on Site Plan.**