



CONDITIONAL USE APPLICATION INFORMATION

To apply for a Conditional Use, you will need to provide the following information in this order:

1. ___ A completed application, on the form provided by the Planning Department;
2. ___ A proposal letter that details the proposed use, the reason for needing the Conditional Use, and how the request meets the criteria of Section 154.057 of the Valencia County Zoning Ordinance; (If you are hand writing your letter it must be legible);
3. ___ Property Record Card. This is a printout from the Assessor's Office which displays the legal description of the property;
4. ___ Proof of ownership of the property (a copy of your deed or other conveyance) or notarized written permission from the property owner;
5. ___ An aerial map from GIS which shows the property and general vicinity.
6. ___ A site plan showing the property, surrounding properties, and details such as distances, proposed buildings/structures, access, etc.;
7. ___ Set of design plans for any buildings/structures being proposed;
8. ___ A \$100.00 non-refundable fee which will be paid at the Valencia County Treasurers Office.
9. You will need to attend ONE public hearing before the Planning & Zoning Commission. At the hearing, **YOU** will be responsible to show, through written evidence and/or oral testimony, that:
 - a. the request satisfies all applicable requirements of the Zoning Ordinance;
 - b. the proposed use is consistent with the goals, policies and any other applicable provisions of the Comprehensive Plan (you can look at the Comprehensive Plan on-line at <http://www.co.valencia.nm.us>);
 - c. the proposed conditional use is appropriate considering the surrounding land uses, the density and pattern of development in the area, any changes which may have occurred in the vicinity to support the proposed use and the availability of utilities and services likely to be needed by the anticipated uses;
10. The Planning & Zoning Commission will decide whether to approve or to deny your application.
11. You will receive notice of the decision after the Planning & Zoning Commission Hearing. The decision will be final 15 days after the date on the written notice.



PROPOSAL LETTER REQUIREMENTS

All proposal letters submitted as a part of any zoning application (zone change applications, conditional use applications, variance applications, etc.) must include the following:

1. Proposed use
2. Reason(s) why the request is being made
3. How this request meets the criteria listed in the applicable ordinance
4. Site (property) Details:
 - a. Total Acreage
 - b. Access (driveways, etc)
 - c. Utilities
 - i. Septic/Sewer
 - ii. Water Lines
 - iii. Gas
 - d. Drainage
 - i. Proposed drainage management plan
 1. drainage precautions and/or facilities
5. Potential Impacts (both positive and negative) that may result from proposed use:
 - a. Noise
 - b. Odors
 - c. Traffic
 - d. Potential Health impacts
 - e. Quality of life impacts
6. For Proposed Commercial Uses and Home Occupation Requests:
 - a. Type of Business (Retail, Wholesale, Manufacturing, etc.)
 - b. Hours and Days of Operation
 - c. Number of Employees
 - d. Anticipated Traffic/Clientele
6. Any other facts that may be relevant to the request



SITE PLAN REQUIREMENTS

All site plans submitted as a part of any zoning application (zone change applications, conditional use applications, variance applications, etc.) must include the following:

A. Existing Conditions

1. Site Details

a. Configuration of Site/Property

- i. Parcel Size (in acres)
- ii. Property lines

b. Utilities

- i. Water/Well
- ii. Sewer/Septic Tank
- iii. Electric
- iv. Gas

c. Natural Features

- i. Drainage
 1. Arroyos, ponds, or large areas of standing water
 2. Potential flooding and soil or geologic hazards
- ii. Major trees that are 8 inches in diameter at a height of 5 feet
- iii. Large areas of natural vegetation.

2. All existing structures and/or improvements such as drainage features

3. Existing roadway access and/or easements affecting the property

B. Proposed changes and improvements including:

1. All proposed structures, including setbacks;

2. Changes in boundary lines or dimensions and proposed topographical changes;

3. Site drainage plan,

- a. Location of Drainage Ponds;

4. Vehicular and pedestrian circulation patterns

- a. Parking, Loading Docks and Service Areas;

5. Proposed utilities

6. Proposed access to public roads and Proposed Easements

7. Proposed landscape plan, including appropriate visual screening and noise buffering where necessary, to ensure compatibility with the surrounding properties and uses.

8. Proposed signs, fencing or other barriers, including their heights and setbacks.



APPLICATION # CU _____

VALENCIA COUNTY CONDITIONAL USE REQUEST APPLICATION

CHECK TYPE:



Home Occupation



Commercial/Industrial Conditional Use



Second Dwelling



Other Residential Conditional Use

Applicant Name: _____ Phone #: (____) _____

Mailing Address: _____

Agent (if applicable) Name: _____ Phone #: (____) _____

Mailing Address: _____

Property Address (Site Location): _____

Property Owner(s): _____

Present Use of Property: _____

Brief Description of Request: _____

Signature of Applicant: _____ Date: _____

Zoning: _____ Account #: _____

Application Received By: _____ Date: _____

P&Z Hearing Date: _____

Application was: Approved: Denied:

By Planning & Zoning Commission on: _____

Conditions of Approval (if any): _____

- Please note: Your application must be accompanied by all of the required information on the Conditional Use Application Information sheet
- Incomplete applications will not be accepted