

TOWN OF TAOS

# PLANNED UNIT DEVELOPMENT OVERLAY ZONE

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APPLICATION PACKET

PLANNING, COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT



# PLANNED UNIT DEVELOPMENT OVERLAY ZONE APPLICATION

Planning, Community and Economic Development Department  
 400 Camino de la Placita  
 Taos, NM 87571  
 Phone (575-751-2016  
 Fax (505) 751-2026



CASE NO PZ20 \_\_\_\_\_ - \_\_\_\_\_

## PROPERTY OWNER INFORMATION

|                          |  |            |  |
|--------------------------|--|------------|--|
| Name                     |  |            |  |
| Mailing Address          |  |            |  |
| City ST ZIP Code         |  |            |  |
| Subject Property Address |  |            |  |
| Telephone                |  | Cell Phone |  |
| E-Mail Address           |  |            |  |

## AGENT INFORMATION

|                  |  |            |  |
|------------------|--|------------|--|
| Name             |  |            |  |
| Mailing Address  |  |            |  |
| City ST ZIP Code |  |            |  |
| Telephone Number |  | Cell Phone |  |
| E-Mail Address   |  |            |  |

## ZONING INFORMATION

|   |  |      |  |
|---|--|------|--|
| Subject Property Address  |  |      |  |
| Acreage of Subject Property   |  | Zone |  |
| Legal Description of Property (The Town of Taos cannot be held responsible for an incorrect legal description or address) |  |      |  |

## PUD OVERLAY ZONE APPLICATION SUBMITTAL CHECK LIST

The following submittals are required in order to be placed on the Planning and Zoning Commission Agenda for their next available regularly scheduled monthly meeting. Please complete and submit 10 copies on 8 ½ x 11 paper of the requested information (except where otherwise indicated). Information will be due as seen fit by the Site Development Review Staff of the Town of Taos Planning, Community and Economic Development Department. Incomplete, inadequate or late submittals will result in delay or rejection of the request for a Planned Unit Development Overlay Zone. Please contact staff with questions regarding the submittals required herein.

**\*NOTE: ALL DRAWINGS MUST BE DRAWN TO SCALE**

- Completed Planned Unit Development Overlay Zone Application
- Planned Unit Development Overlay Zone Application Fee - \$100.00
- Owner's Affidavit (If Application submitted by an Agent) (Attached)
- Legal description of property
- Copy of registered deed
- A copy of the recorded survey plat showing the location of the parcel or parcels affected by this request
- Vicinity Map
  
- A water plan to evaluate the impact on the Town's water supply
  
- Verification that adequate infrastructure required by the proposed planned unit development exists and the required permits can be obtained
  
- A brief summary of what is being requested, how the proposed development benefits to the Town of Taos and the adjacent neighborhoods, what the land use(s) are being proposed, why the proposed development is consistent with the policies of the Town and its Master Plan, and why this application should be approved.
  
- A brief summary of why the Planning and Zoning Commission should allow relief from the rigid standards of conventional zoning using the following criteria (please check all that apply):
  - Contributes to the overall character of Taos with innovative solutions to site planning, architecture and infrastructure allowing only the uses in the underlying zone or zones;
  - Contributes and supports the direction and intent of the existing town of Taos master plan and town of Taos zoning regulations;
  - Blends into the existing topography, affected neighborhoods, and is consistent with the surrounding land uses;
  - The benefit to the neighborhood will outweigh any potential adverse impacts upon the surrounding properties;
  - Buildings and structures are grouped creatively through clustering for the maximization and preservation of open space, consolidation of infrastructure and provide a sense of community;
  - Variety and mixture of housing types exist to accommodate households of all ages, sizes and incomes;
  - Creative combinations of compatible residential, commercial, industrial, civic, and open space uses exist either in close proximity to one another or within a single structure;
  - Flexibility exists in the location, preservation, and use of usable open space, natural resource areas and agricultural lands;

- Preservation of the natural topography;
  - Architectural and landscape design exists that is compatible with adjacent lands and traditional styles;
  - Integrated circulation system exists that provides safe and efficient mobility for motorists, mass transit, bicyclists and pedestrians;
  - Enables the sharing of community and/or infrastructure systems; and
  - Does not create a danger to the public health, safety, or welfare, nor cause an extraordinary public expense, or create a nuisance to surrounding properties, the neighborhood, and/or the town of Taos.
- A conceptual site plan (minimum size 24" by 36" (minimum scale 1" = 20'). Site plan shall depict all existing and proposed structures, building footprints, open space, landscaping, common areas and buildings, acequias, design/architectural required building features/standards, utilities, other site infrastructure and features for the preliminary application. The final plan must provide detailed site plans per section 16.20.080.
- List of variations to the conventional development and performance standards required. Whether or not a density bonus is also required. These requested variations being must be identified in both the preliminary and final site development plans.
- A description of what will be done to make development compatible with the surrounding community with pictures of the existing site and the neighborhood.
- Property Owner information on file with the County Assessor as follows:
- A. Copy of the tax map (including map number) depicting subject property and adjacent property
  - B. List of owners of record listed on file for adjacent properties within 300' of property line
- Landscape plan pursuant Chapter 15.12 Landscaping of the Town of Taos Municipal code if the project is a subdivision, multi-family, commercial or industrial development
- Grading and drainage plan, pursuant to Chapter 15.24 Storm Drainage of the Town of Taos Municipal Code, if the project is a subdivision, multi-family, commercial or industrial development; if the project is within 150 feet of the centerline of an established arroyo; if grading, cut, fill or importation of material in excess of 500 cubic yards is proposed; or if grading or any area of 1 acre or more is proposed
- Submit a narrative explaining how the Planned Unit Development Overlay Zone applied for will meet the requirements of Section 16.16.190 PUD Planned Unit Development Overlay Zone 16.12.040.5 Application Procedure and (The Planned Unit Development Overlay Zone will not create a danger to the public health, safety or welfare, nor cause an extraordinary expense, nor create a nuisance.)
- Site Threshold Assessment (STH) (Attached)
- Must adhere to the requirements as outlined in Section 16.16.190 PUD Planned Unit Development Overlay Zone, Section 16.12.040.5 Application Procedure and Section 16.20.80 Site Development Plans of the Town of Taos Municipal Code.

**Agreement and Signature**

I, the undersigned, understand that any discussions and/or other communications between any authorized representative for this application and any/all Town of Taos Staff members regarding this application do not constitute the entire review of this application and that additional and/or alternate conditions and/or requirements above and beyond those that may have been discussed may be required. I also realize that failure to include applicable application material(s) may result in the rejection of my application or delays in the approval process. I also certify that the signature(s) affixed to this application are those for the property owner and authorized agent. If I am the agent, I am including an owner's affidavit.

|                               |  |
|-------------------------------|--|
| Property Owner Name (printed) |  |
| Signature                     |  |
| Date                          |  |
| Agent Name (Printed)          |  |
| Signature                     |  |
| Date                          |  |

**Attached:**

Section 16.16.190 PUD Planned Unit Development Overlay Zone

16.12.040.5: Application Procedure

16.20.80 Site Development Plans

Date Application Received: Stamped by Town of Taos.

**16.16.190: PUD PLANNED UNIT DEVELOPMENT OVERLAY ZONE:**

**16.16.190.1: INTENT AND PURPOSE:**

The planned unit development overlay zone may be utilized in any zone in the town of Taos, except the ARO, RA-20 and RA-10 zones, in order to cause integrated development of one or more lots which are designed and planned as a unit. Only permitted uses for the underlying zone or zones are permitted in the planned unit development. The planning and zoning commission may allow relief from the rigid standards of conventional zoning provided that projects demonstrate innovative land use design and solutions, that contribute to the overall character of Taos and which do not adversely affect health, safety, welfare and aesthetic sensibilities of the community. The planned unit development procedure is designed to permit innovative solutions to site planning, architecture and infrastructure by encouraging to the greatest extent possible:

- A. Creativity in the grouping of buildings and structures through clustering for the maximization and preservation of open space, consolidation of infrastructure and providing a sense of community;
- B. Variety and mixture of housing types to accommodate households of all ages, sizes and incomes;
- C. Creative combinations of compatible residential, commercial, industrial, civic, and open space uses either in close proximity to one another or within a single structure;
- D. Flexibility in the location, preservation, and use of usable open space, natural resource areas and agricultural lands;
- E. Preservation of the natural topography;
- F. Architectural and landscape design that is compatible with adjacent lands and traditional styles;
- G. Integrated circulation system that provides safe and efficient mobility for motorists, mass transit, bicyclists and pedestrians;
- H. Community and/or shared infrastructure systems; and
- I. Land use that is consistent with the policies of the town of Taos. (Ord. 09-19, 2009: Ord. 04-06, 2004: Ord. 03-07, 2003: Ord. 99-05, 1999)

**16.16.190.2: APPLICABILITY:**

The PUD overlay zone allows alternative standards of development for new development, redevelopment and infill development. Except as provided in section [16.16.190.1](#) of this chapter, a planned unit development may be submitted for any zone or zones and shall have the effect of overlaying the underlying zone or zones. (Ord. 04-06, 2004)

**16.16.190.3: PERMITTED, ACCESSORY, CONDITIONAL AND SPECIAL USES:**

Permitted uses, conditional uses, special uses and accessory uses shall be the same as for the existing zone or zones on which the PUD is overlaid. A planned unit development which will contain uses not permitted in the zone or zones in which it is to be located will require a change of zoning request for the underlying zone or zones. (Ord. 04-06, 2004: Ord. 03-07, 2003: Ord. 99-05, 1999)

**16.16.190.4: DEVELOPMENT STANDARDS:**

- A. Standards Enumerated: The following development standards shall apply to the PUD overlay zone:

1. Development in a planned unit development may include separate and distinct types of land use, or may provide for a compatible mixture of uses, including residential, industrial, commercial, recreational, and civic, in close proximity to one another or within a single structure, so long as such uses are permitted, conditionally permitted, or specially permitted in the zone or zones on which the planned unit development is overlaid.
2. If a particular use or structure requires a conditional use permit or special use permit in the zone on which the planned unit development is overlaid, then a conditional use permit or special use permit shall be required in order to include such a use or structure in a planned unit development (see section [16.12.040.5](#) of this title for special and conditional use application procedures).
3. Variations from conventional development and performance standards (this chapter and [chapter 16.20](#) of this title) for planned unit developments may be approved when it is determined by the town that such variations will improve the total development. Variations from conventional development standards allows for innovations and special features in site and building design and location, including the reduction or elimination of front, side and/or rear yard setbacks between elements within the development, or variations from lot size, lot width, lot coverage and similar development standards. In appropriate cases, the clustering of structures for efficient utilization of space, creative combinations of uses, integrated circulation systems and the utilization and preservation of open space provided around groupings of buildings and structures may be permitted. Variations from development and performance standards may be granted when the town determines that a project demonstrates characteristics identified in the intent and purposes of the PUD overlay zone or with the policies of the town of Taos.

B. Identification Of Variations Required: Where the total development will be improved by variations from development standards of the underlying zone or zones, these variations must be identified in both the preliminary and final site development plans.

C. In Lieu Fee Requirements: The public park dedication, private open space reservation and in lieu fee requirements of section [16.20.090](#) of this title shall be met or exceeded by all planned unit development projects.

D. Density: Any planned unit development shall not exceed the allowable density authorized in the underlying zone except where a density bonus is specifically granted pursuant to subsection E of this section.

E. Density Bonus:

1. Purpose: The purpose of a density bonus in the planned unit development overlay zone is to provide incentives for preservation of usable open space within soundly designed developments that meet community goals regarding preservation of open space, consolidation of infrastructure, and encouragement of clustered affordable developments that provide a sense of community.
2. Criteria: A density bonus may be allowed for land allocated to preservation of usable open space and meeting the following minimum criteria:
  - a. Minimum usable open space on the development site required to qualify for the density bonus shall be thirty percent (30%) at which point the development may receive a density bonus of thirty percent (30%). Each additional ten percent (10%) of usable open space on the development site shall qualify for an additional ten percent (10%) density bonus, with a maximum of seventy percent (70%) usable open space (and density bonus) allowed for any development;
  - b. In order to qualify for density bonus, the preserved on site usable open space shall be accessible to the general public, or in the case of private usable open space, accessible to all residents of the development; and, alternatively, in the case of agricultural lands or natural resources such as wetlands, wildlife habitat, scenic views and other ecologically important areas, the visual and physical accessibility

of the open space may be limited as the town may determine necessary in order to preserve such areas and to implement goals and policies of the town of Taos;

c. When qualifying for density bonuses, the design of the PUD should meet the requirements of subsection F of this section;

d. In calculating allowable density and density bonus, the following procedure shall be followed:

(1) The allowable density shall first be calculated by determining the density which could be achieved on the developable property through a conventional development which complies with all applicable laws and regulations, including, but not limited to, town, state and federal regulations pertaining to development within wetlands, floodplain, or other hazardous areas.

(2) Based upon the allowable density as thus determined, density bonus shall be calculated upon the above stated percentage formula, based upon permanently preserved usable open space, natural resource areas and agricultural lands. The calculation for density bonuses shall be made by dividing the number of developable acres into the total number of units proposed in the plan.

3. Preservation Of Lands: In order to qualify as usable open space, natural resource areas or irrigated agricultural lands for purposes of the planned unit development overlay zone density bonus, the usable open space, natural resource areas and agricultural lands shall be subject to appropriate recorded easements, covenants, conditions, and restrictions which are acceptable to the town and approved as to form by the town attorney. Such easements, covenants, conditions and restrictions should include all requirements for preserving usable open space, natural resources and agricultural lands which shall include, but not be limited to:

a. Maintenance;

b. Access (including physical and visual access provisions and limitations, where appropriate);

c. Drainage in conformance with the town of Taos storm drainage ordinance, as amended; and

d. Preservation.

F. Transitional Buffering: The perimeter of the PUD should be compatible with the surrounding community by providing transitional buffering that may include usable open space, landscaping, trails, parks, walkways, appropriate setbacks along adjacent property lines, fencing and/or density transitioning also in accordance with section [16.20.030.1](#) of this title. The planning and zoning commission may require additional amenities to ensure adequate buffering. (Ord. 09-18, 2009: Ord. 04-06, 2004: Ord. 03-07, 2003: Ord. 99-05, 1999)

#### **16.16.190.5: SITE DEVELOPMENT PLAN REQUIRED:**

In order to obtain an approval for a planned unit development, a site development plan containing the elements required in section [16.20.080](#) of this title and meeting all of the requirements of this title and all other applicable requirements of all other town ordinances and regulations shall be submitted and reviewed by the commission pursuant to the provisions of this title. (Ord. 04-06, 2004: Ord. 03-07, 2003: Ord. 99-05, 1999)

#### **16.12.040.5: APPLICATION PROCEDURE:**

This section governs applications for development of any type which is not governed administratively by the code administrator pursuant to section [16.12.040.4](#) of this chapter. Nothing herein shall be deemed to relieve an applicant from complying with all other provisions of this title, both substantive and procedural, and state law.



A. The applicant shall submit to the code administrator a completed application in writing, on forms, the content of which has been approved by the code administrator, along with the fee established pursuant to appendix A attached to ordinance 99-05 and available to the public at the office of the code administrator, in good funds. The application shall be complete before it is accepted by the planning department and shall contain not less than all of the following information:

1. The name(s) and address(es) and phone numbers of the owner(s) and, where applicable, the name and address of any lessee and/or owner's agent and a document providing that the owner's agent is authorized to act on behalf of the owner;
2. A description and the location of the property for which the application is requested;
3. A specific description of the application requested;
4. The basis for requesting the application approval, including a statement of the hardship which the applicant will suffer if the application is denied;
5. Any other information deemed necessary by the code administrator;
6. For a plat vacation, the application shall also be signed and filed by all owners of the land subject to the application for plat vacation, and be accompanied by a statement of all owners of the land, duly attested, designating the subject plat or portion thereof proposed.

B. The code administrator shall accept and shall review only a completed application and the development proposed and the code administrator shall advise the applicant of all approvals required under the code and all other applicable ordinances of the town administered by the code administrator. This information is to be provided for the convenience of the applicant and orderly processing of the application. However, at all times, the provisions of this title and other applicable ordinances of the town shall govern the application and proposed development. Accordingly, representations by the code administrator shall not preclude the town from requiring that all applicable approvals be obtained, even if the code administrator did not advise the applicant that such an approval would be necessary.

C. The code administrator shall review the application for compliance with the requirements of this title, and if the application is complete and in compliance with this title, then the code administrator shall forward the application, with all relevant documents, exhibits, submissions and any findings of the code administrator and other town staff, to the hearing officer, DRC, commission or the historic preservation commission, as appropriate, within thirty (30) working days, or at such other time as may be reasonable not to exceed sixty (60) days, from the date the completed application is accepted by the planning department.

D. When the application is complete, in compliance with this title and submitted to the hearing officer, the DRC, commission or the historic preservation commission, as appropriate, pursuant to subsection C of this section, the code administrator shall schedule a preliminary presentation before the DRC. At the preliminary presentation, the applicant shall have the opportunity to informally explain the proposed development to the DRC.

E. At or after the preliminary presentation, the code administrator, on behalf of the DRC, shall inform the applicant of the order in which the various required approvals will be processed.

F. After the applicant has submitted all the necessary and required documents to the code administrator prior to the preliminary hearing, a public hearing shall be scheduled. The code administrator shall, in consultation with the DRC, commission, historic preservation commission, or hearing officer, as appropriate, schedule the time, place and date of the public hearing on the application. The code administrator shall notify the applicant in writing, by mail, or electronic delivery, of time, place and date of such public hearing and it is the responsibility of the applicant to provide necessary public notice prior to such public hearing as set forth in subsections G through J of this section.

G. No zoning regulation, restriction or boundary shall become effective, amended, supplemented or repealed until after a public hearing at which all parties in interest and citizens shall have an opportunity to be heard.

H. Following the scheduling of a public hearing, the applicant shall post notice of the filing of the application and the time, place and date of the public hearing. The notice shall be posted prominently for public view on the land, dwelling or other structure which is the subject of the application not less than fifteen (15) days prior to such hearing.

I. At the applicant's expense, the applicant shall cause to be published, on forms, the content of which has been approved by the code administrator, notice of the time, place and date of the public hearing in a newspaper of general circulation in the county. The notice must be published once, not less than fifteen (15) days prior to the date of the public hearing. Alternately, the applicant may elect to request the town provide the required public notice at the cost of said notice plus a service fee as set by the town council.

J. At the applicant's expense, the applicant shall mail or personally serve public notice to the last known address of each landowner as shown by the records of the county assessor. If mailed, public notice shall be sent by certified mail, return receipt requested, from the U.S. postal service or first class mail with full postage attached thereto, in a timely manner to the required parties. In the event of a protest as to notice received by any interested party, then the burden shall be on the applicant to establish that service has been accomplished to the satisfaction of the entity hearing the application. Electronic return receipts are acceptable as provided by the U.S. postal service. Town staff may provide a list and map of the adjacent property owners as known by the town to assist the applicant however the applicant must verify the accuracy and completeness of said list with the Taos County assessor's office. The notice shall be on forms, the content of which has been approved by the code administrator and the notices must be mailed not less than fifteen (15) days prior to the date of such public hearing. Landowners within three hundred feet (300'), excluding public right of way, of the exterior boundary of property which is the subject of the application shall receive written notice of the time, place and date of the public hearing. However, when a change in zoning is proposed for an area of one block or less, notice of the public hearing shall be mailed by certified mail, return receipt requested, to the owners, as shown by the records of the county assessor, of lots of land within the area proposed to be changed by a zoning regulation and within one hundred feet (100'), excluding public right of way, of the area proposed to be changed by zoning regulation. In addition, with a change in zoning application, if the notice by first class mail to the owner is returned undelivered, the zoning authority shall attempt to discover the owner's most recent address and shall remit the notice by certified mail, return receipt requested, to that address. Alternately, the applicant may elect to request the town provide the required public notice, either by certified mail or first class mail as provided herein, at the cost of said notice plus a service fee as set by the town council.

K. Prior to the public hearing, the applicant shall deliver a list of the names and addresses of all landowners notified of the application to the code administrator. Attached to the list shall be United States postal service certified mail receipts showing evidence of the proper mailing of the notices and all return receipts received from the postal service showing delivery of the notices on or before the date of the hearing, or the signature of each landowner notified by personal service, or an affidavit of the applicant attesting that all mailings were sent, first class mail with full postage attached thereto, in a timely manner to the required parties. Alternately, the applicant may elect to request the town provide the required public notice at the cost of said notice plus a service fee as set by the town council. In the event of a protest as to notice received by any interested party, the burden shall be on the applicant to establish that service has been accomplished to the satisfaction of the entity hearing the application.

L. If the applicant fails to give proper notice, or fails to file proper proof of notice, then the public hearing shall be postponed. If, after two (2) consecutively scheduled public hearings, proper notice is not given, or proper proof of notice is not filed, then the application shall be deemed withdrawn, the application fee forfeited and no further action shall be taken thereon without a new application being filed by the applicant. Failure to receive notice due to inaccuracies contained in the records of the Taos County assessor shall not constitute a failure to provide sufficient notice.

M. If an application is for a special use permit (excluding special use permits for a cellular tower or antenna), variance or conditional use permit, a site development plan containing the elements listed in section [16.20.080.4](#) of this title is required for a special use or conditional use permit or section [16.20.080.6](#) of this title for a variance, and there is a two (2) step procedure for commission review:

1. Preliminary presentation before the DRC; and
2. Public hearing before the commission at which the commission shall approve, approve with modifications or conditions, or deny.

N. If an application is for a special use permit for a cellular tower or antenna<sup>1</sup>, a site development plan containing the elements listed in section [16.20.080.4](#) of this title is required, and there is a three (3) step procedure for review:

1. Preliminary presentation before the DRC;
2. Public hearing before the commission, at which the commission shall recommend approval, approval with modifications or conditions, or denial; and
3. Public hearing before the town council.

O. If an application is for a provisional permit to increase commercial and industrial gross size area limitations, a site development plan containing the elements listed in section [16.20.080.4](#) of this title is required, and there is a three (3) step procedure for review:

1. Preliminary presentation before the DRC;
2. Public hearing before the commission, at which the commission shall recommend approval, approval with modifications or conditions, or denial; and
3. Public hearing before the town council.

P. If an application is for establishment of a planned unit development overlay zone, then a preliminary schematic site development plan containing the elements listed in section [16.20.080.1](#) of this title is required, and there is a three (3) step procedure for review leading to establishment of the overlay zone:

1. Preliminary presentation before the DRC;
2. Public hearing before the commission, at which the commission shall recommend approval, approval with modifications or conditions, or denial; and
3. Public hearing before the town council at which time the planned unit development overlay rezoning and preliminary schematic site development plan are approved or rejected.

In the event that the requested planned unit development overlay zone and preliminary schematic site development plan are approved by the town council, development of the property may not proceed until a final site development plan has been submitted and approved by the commission in accordance with section [16.20.080.2](#) of this title.

Q. If an application is for a zone change to other than a planned unit development overlay zone, or for zone designations of newly annexed territory, a site development plan containing the elements stated in section [16.20.080.5](#) of this title is required, and there is a three (3) step procedure for review:

1. Preliminary presentation before the DRC;

2. Public hearing before the commission, at which the commission shall recommend approval, approval with modifications or conditions, or denial; and
3. Public hearing before the town council at which the council approves or rejects the zoning change(s).

R. If an application is for a certificate of appropriateness, see section [16.16.220.12](#) of this title for the historic overlay zone review process.

**16.20.080: SITE DEVELOPMENT PLANS:**

**16.20.080.1: PLANNED UNIT DEVELOPMENT PRELIMINARY SCHEMATIC SITE DEVELOPMENT PLANS:**

- A. Application for a planned unit development overlay zone shall include a preliminary schematic site development plan that, if approved as submitted or as modified, shall become part of the zoning map of the town and designated by the symbol "PUD". Such symbol shall be followed by an identifying serial number that shall be placed upon the approved preliminary site development plan for that property.
- B. Applicants are encouraged, and may be required, to discuss plans with adjacent and affected property owners and neighborhood residents. The applicants should schedule a predesign meeting with town planning staff to review and discuss submittal requirements and design standards, before preparing and submitting a preliminary schematic site development plan.
- C. A preliminary schematic site development plan shall be accompanied by: 1) a site threshold assessment (STH) form obtained from the code administrator; and 2) the applicant's narrative statement outlining, at a minimum, the following:
  1. An enumeration of requested differences between the development and performance standards of the underlying zone or zones and the proposed plan;
  2. A detailed calculation of density. A statement of total floor area for all commercial and industrial structures shall be calculated. For residential, the density shall be calculated in accordance with section [16.16.190.4](#) of this title related to calculation of density for planned unit developments;
  3. The suitability of the planned unit development with existing infrastructure and services and its compatibility with adjoining land uses;
  4. A statement addressing the consistency (or lack of consistency) of the proposed plan with the policies of the town of Taos;
  5. A statement setting out any benefits or detriments that the plan will have concerning public health, safety or welfare.
- D. The preliminary schematic site development plan submitted for the DRC's preliminary presentation shall consist of at least two (2) parts, one of which shall reflect existing conditions, and one of which shall show proposed land form alterations, improvements and structures, utilities, circulation patterns, land uses and all other detail necessary to describe the proposed plan. The preliminary schematic site development plan shall contain the following basic information, where applicable; provided, the code administrator may require additional information or more detail as is deemed reasonably necessary to properly interpret and evaluate such plan and zoning application:
  1. Specifications: The preliminary schematic site development plan maps shall include an accurate true north arrow and shall be illustrated at a minimum scale of one inch equals twenty feet (1" = 20'), on a paper size not to exceed twenty four inches by thirty six inches (24" x 36"). If the subject parcel must

be illustrated on more than one sheet of paper, then the applicant shall also include a complete site development plan at the largest scale possible so that the parcel can be illustrated on a single sheet of twenty four inch by thirty six inch (24" x 36") paper.

## 2. Existing Conditions:

- a. A boundary survey with a legal description of all property in the development;
- b. A description of existing topography with elevation contour lines at a maximum of four foot (4') intervals;
- c. Location, size and names of existing public and private streets, public rights of way, public and private parking areas, alleys, walkways and trails, both on the property and within three hundred feet (300') of the property;
- d. Location and description of all existing easements, noting purpose and grantee of the easement, both on the property and within three hundred feet (300') of the property;
- e. A description of existing capacities of public utilities, including, but not limited to, sewer, water, gas, electric, telephone and cable;
- f. A description of existing sizes, locations and arrangements of the buildings, structures, ingress/egress of existing parking areas, land uses, dedicated/reserved parks and open spaces, both on the property and within three hundred feet (300') of the property;
- g. Location and size of existing signs, fences, walls and landscaped areas including a description of significant vegetation and other environmental features;
- h. Locations and size of existing acequias and watercourses, including a description of existing drainage plan and any existing method of treatment or correction of flooding or erosion problems.

## 3. Proposed Changes:

- a. If the application proposes any alterations to topography, a conceptual description of such proposed alterations;
- b. A conceptual discussion of any proposed modifications to public utilities, including, but not limited to, sewer, water, gas, electric, telephone and cable;
- c. A proposed conceptual landscape improvement and maintenance plan in conformance with the town of Taos landscape ordinance, including location, species and size of proposed shrub groupings and trees, with identification of any such trees or other significant environmental features that are proposed to be removed;
- d. A conceptual description of any proposed method of treatment for storm drainage in conformance with the town of Taos storm drainage ordinance or correction of flooding or erosion problems, and documentation that acequia rights of way will be respected;
- e. If the application proposes to create new lots for sale, a conceptual description of proposed lot designs and building envelopes and if any variation from standard setbacks are requested. The final design for lots shall meet all subdivision regulations, requirements and obtain necessary subdivision approvals;
- f. A conceptual description of the proposed sizes, locations and arrangements of the buildings, structures, land uses, dedicated/reserved parks and open spaces within the planned unit development;

g. The conceptual layout of and improvement standards for proposed private and public streets, parking areas, loading areas, and a conceptual plan for circulation of vehicles, goods and pedestrians on and off the site. The plan shall show the proposed arrangement of spaces and locations of ingress and egress points;

h. Location and size of any proposed signs, fences, and walls;

i. Conceptual description and location of all proposed public facilities including, but not limited to, any on site and off site traffic mitigation improvements (such as roadway, signalization, or other measures), public utility improvements (including, but not limited to, sewer, water, electric lines, telephones lines, gas lines, cable), schools, cultural centers, dedicated open spaces, trails, park sites and the like;

j. Pictures of the site and surrounding context, submitted as photographs, printed scanned images or in a digital format;

E. Prior to the commission's final public hearing the following additional information, where applicable, shall be supplied provided the commission and/or code administrator may require additional information as is deemed reasonably necessary to properly interpret and evaluate the plan and planned unit development zoning application:

1. Preliminary building footprints, elevations and/or perspective drawings of all proposed improvements, in sufficient detail to suggest the architectural style and detail, screening and visual impacts of the project when completed;

2. A completed traffic study as required by the "Town Of Taos Access Management Manual" and as requested by the code administrator. (Ord. 16-10, 2016)

#### **16.20.080.2: PLANNED UNIT DEVELOPMENT OVERLAY ZONE FINAL SITE DEVELOPMENT PLAN:**

A final site development plan shall conform to the preliminary site development plan for the development as approved by the town council. The final site development plan shall contain the following basic information, where applicable; provided, that the commission or town council may require additional information as is deemed reasonably necessary to properly interpret and evaluate such plan:

A. The final site development plan map(s) shall include an accurate true north arrow and shall be illustrated at a minimum scale of one inch equals twenty feet (1" = 20'), on a paper size not to exceed twenty four inches by thirty six inches (24" x 36"). If the subject parcel must be illustrated on more than one sheet of paper, then the applicant shall also include a site development plan at the largest scale possible so that the parcel can be illustrated on one sheet of twenty four inch by thirty six inch (24" x 36") paper. The final site development plan shall contain the following detail:

1. Surveyed boundaries or legal descriptions of all property included in the development;

2. The size (in square feet), location, arrangement and land uses of all property and all structures, buildings, and development;

3. If lots for sale are to be created, the final site development plan shall be accompanied by a proposed or approved subdivision map that meets all applicable subdivision regulations, requirements, and approvals;

4. The layout and improvement standards of private and public streets, pedestrian and bicycle ways, parking areas, loading areas and the proposed plan for circulation of vehicles, goods and pedestrians, including any on site or off site traffic mitigation measures. The plan shall show the detailed arrangement of parking and loading spaces and the locations and design improvements of ingress and egress points;

5. A lighting plan submitted in conformance with dark skies ordinance ([title 15, chapter 15.28](#) of this code);
6. The final site plan shall contain an enumeration of all differences between the zoning ordinance standards of the underlying zone and the variations requested in the final site development plan;
7. The final site plan shall contain a detailed calculation of unit density. The calculation shall be made by dividing the number of acres into the total number of units;
8. The final site plan shall show all existing easements noting purpose, streets and public rights of way within three hundred feet (300') of the boundaries of the development including names and all public and private proposed streets, alleys, trails, pedestrian or bicycle ways, and rights of way within the boundaries of the development;
9. The final site plan shall contain a final landscape improvement and maintenance plan, completed by a certified professional landscape architect or a landscape designer and in conformance with the town of Taos landscape regulations ([title 15, chapter 15.12](#) of this code) and bonding or other assurance for replacement and maintenance of landscaping that fails during the first two (2) years following issuance of occupancy permits for the project;
10. Drawings of the location, design and size of any proposed or existing signs, fences, and walls;
11. A detailed description and location of open spaces including proposed dedicated open spaces and park sites, and reserved open spaces, together with proposed instruments, such as irrevocable offers of dedication, deeds, improvement bonds, covenants, conditions and restrictions, or easements that will effectively implement such projects and/or dedications;
12. A utilities improvement plan containing detailed construction drawings and provisions for any required bonding or other financing for public utility improvements including, but not limited to, improvements to sewer, water, electric lines, telephones lines, gas lines, cable, drainage and walkways;
13. Engineered grading, drainage, erosion control and terrain management plan in conformance with the town of Taos storm drainage ordinance and flood damage prevention ordinance;
14. Architectural plans including floor plans, and elevations at one-eighth inch ( $1/8$ " ) scale and exterior details of all improvements in accordance with the design standards of section [16.20.030](#) of this chapter;
15. Final implementation plan for all proposed public facilities including, but not limited to, any on site and off site traffic mitigation improvements (such as roadway, signalization, or other measures), public utility improvements (including, but not limited to, sewer, water, electric lines, telephones lines, gas lines, cable), schools, cultural centers, dedicated open spaces, trails, park sites and the like. Such plan shall provide for any required bonding or other financing necessary to implement the plan. (Ord. 04-12, 2004)

**16.20.080.3: MINOR AMENDMENTS TO A COMMISSION APPROVED PUD OVERLAY ZONE FINAL SITE DEVELOPMENT PLAN:**

Minor amendments to a commission approved PUD overlay zone final site development plan may be initiated by the property owner or the owner's agent upon submittal of a written request. Minor changes to the commission approved final site development plan may be approved by the code administrator, with possible conditions, provided that changes do not involve:

- A. Allowing uses not otherwise permitted in the underlying zone or zones;

- B. Increasing the number of dwelling units or the density maximums approved in the final site development plan;
- C. A substantial relocation of structures and buildings;
- D. Increasing the building height, lot coverage, lot size, lot width or reducing building setbacks;
- E. Reduction in planned pedestrian or traffic circulation facilities, parking spaces, and/or open space set aside, including buffers;
- F. Alteration of any conditions attached to the final site development plan; or
- G. A significant change from the intent and purpose of the PUD overlay zone.

If the code administrator determines that the amendment request is not authorized by the express terms of this section, then the request shall be referred to the commission for public hearing. (Ord. 04-12, 2004)



# SITE THRESHOLD ASSESSMENT (STH)

Planning, Community and Economic Development Department  
 400 Camino de la Placita  
 Taos, NM 87571  
 Phone (575-751-2016  
 Fax (505) 751-2026



CASE NO \_\_\_\_\_ - \_\_\_\_\_

## PROPERTY OWNER INFORMATION

|                          |  |            |  |
|--------------------------|--|------------|--|
| Name                     |  |            |  |
| Mailing Address          |  |            |  |
| City ST ZIP Code         |  |            |  |
| Subject Property Address |  |            |  |
| Telephone Number         |  | Cell Phone |  |
| E-Mail Address           |  |            |  |

## STA and TIA Limits for Traffic Studies

| USE                                      | STA<br>REQR | TIA<br>REQR | UNITS | PROJECT<br>SIZE |
|--|-------------|-------------|-------|-----------------|
| Commercial Subdivision                   | 0.40        | 2           | ACRES |                 |
| M-1 Manufacturing Subdivision            | 1           | 5           | ACRES |                 |
| Go Cart/Carnivals/Thrill Rides           | 1           | 5           | ACRES |                 |
| Nursery                                  | 1           | 5           | ACRES |                 |
| Service Station & Convenience Store      | 2           | 10          | PUMPS |                 |
| Carwash                                  | 3           | 15          | LANES |                 |
| Truck Terminal                           | 3           | 15          | ACRES |                 |
| Mixed Use                                | 25          | 100         | (1)   |                 |
| Golf Course                              | 30          | 150         | ACRES |                 |
| Motel                                    | 30          | 150         | DU    |                 |
| Single Family, Mobile Home, Multi-Family | 30          | 150         | DU    |                 |
| Bank, Drive-In                           | 500         | 2,500       | SF    |                 |
| Bank, Walk-In                            | 1,000       | 5,000       | SF    |                 |
| Convenience Market                       | 1,000       | 5,000       | SF    |                 |
| Restaurant, Fast Food                    | 1,000       | 5,000       | SF    |                 |
| Club, Drinking, Restaurant               | 1,500       | 7,500       | SF    |                 |
| Day Care                                 | 1,500       | 7,500       | SF    |                 |
| Discount Store, Supermarket              | 3,000       | 15,000      | SF    |                 |
| Retail, Office, Theater                  | 6,000       | 30,000      | SF    |                 |
| Schools, Community Center                | 10,000      | 50,000      | SF    |                 |
| Church, Hospital, Nursing Home           | 15,000      | 75,000      | SF    |                 |
| Light Manufacturing                      | 20,000      | 100,000     | SF    |                 |
| Furniture                                | 25,000      | 125,000     | SF    |                 |
| Warehousing                              | 30,000      | 150,000     | SF    |                 |
| URNS PER HOUR                            |             |             |       |                 |





Owner's Affidavit  
(To be completed only when an applicant has an agent)

State of New Mexico )

) SS.

Town of Taos )

We/I \_\_\_\_\_  
(Please print full name(s))

Being duly sworn, depose and say that (I am) (we are) requesting a permit or application through the Town of Taos. Furthermore, (I) (we) hereby appoint \_\_\_\_\_  
To act as our authorized agent on our behalf on all matters pertaining to the processing and obtaining of said permit with the exception of legal documents for recording purposes.

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

\_\_\_\_\_  
Address

Subscribed and sworn to before me this  
\_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission Expires: \_\_\_\_\_