



## **PROVISIONAL PERMIT**

Application Packet  
Town of Taos  
Planning and Zoning Department

Ordinance 99-05  
Land Use Development Code

PLANNING  & ZONING

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**APPLICATION FOR PROVISIONAL PERMIT**

**Town of Taos  
Planning and Zoning Department  
400 Camino de la Placita  
Taos, New Mexico 87571  
Phone: (505) 751-2016 Fax: (505) 751-2026**

**Date:** \_\_\_\_\_ **Case Number:** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

**Address:** \_\_\_\_\_

(Mailing address)

\_\_\_\_\_

(Subject Property address)

**Phone Number(s):** \_\_\_\_\_

**Agent:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number(s):** \_\_\_\_\_

**GROSS FLOOR AREA OF PROJECT:** \_\_\_\_\_

(must be between 30,000 and 80,000 square feet)

**Zoning:** \_\_\_\_\_ **Acreage of Subject Property:** \_\_\_\_\_

**\*Attach a legal description of property and a copy of registered deed.**

**SUBMITTAL CERTIFICATION**

**I hereby certify that the documentation submitted for review and consideration by the Town of Taos Planning and Zoning Commission has been prepared in accordance with Section 5-2 of the Town of Taos Land Use Development Code and the Provisional Permit checklist and that failure to include the minimum submittals may result in the delay or rejection of my application. I also certify that the signature(s) affixed to this application are those of the property owner and authorized agent.**

\_\_\_\_\_  
**Property Owner's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Agent's Signature**

\_\_\_\_\_  
**Date**

**PROVISIONAL PERMIT**  
**APPLICATION SUBMITTAL CHECKLIST**

The following submittals are required in order to be placed on Planning and Zoning Commission agenda for their next regularly scheduled monthly meeting. Please complete and submit sixteen (16) copies on 8 1/2 x 11 paper of the requested information. Information will be due as seen fit by the Site Development Review Staff of the Town of Taos Planning and Zoning Department. Incomplete, inadequate or late submittals will result in delay or rejection of the request for Provisional Permit. Please contact staff with questions regarding the submittals required herein.

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

- Completed Provisional Permit application.
- Vicinity Map
- Site plan and survey plat (minimum scale: 1" = 20'). Site plan shall depict all existing and proposed structures, setbacks, parking area and other applicable strict/standard requirements. Please see "Site Development Plan" in Section 5-8 of the Town of Taos Land Use Development Code.
- Floor plans (minimum scale 1/8" = 1') depicting:
  - A. Existing conditions
  - B. Details of all planned modifications
- Exterior building elevations depicting:
  - A. Proposed construction
  - B. Photos may be substituted for existing construction
- Photos of surrounding area taken from each elevation of subject property
- 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.
- Parking plan, shown on the site plan, defining the number of parking spaces
- Copy of all relevant local and state licenses
- Number of employees
- Hours of operation
- Definition of any unusual traffic, noise, lighting or other potential disturbances

## **SECTION 5-8. SITE DEVELOPMENT PLAN**

A site development plan, seventeen (17) inches wide by twenty-two (22) inches tall, shall contain the following:

- A. A scale and north arrow;
- B. Surveyed boundaries or legal descriptions of all property included in the development;
- C. Size, location, arrangement and use of all property and all proposed structures, buildings, and development;
- D. If lots for sale are created, the site development plan must also meet all applicable subdivision regulations, requirements, and approvals;
- E. Parking areas showing the arrangement of spaces and locations of ingress and egress points;
- F. All existing easements noting purpose, streets and public rights of way within three hundred (300) feet of the boundaries of the development including names and all public and private proposed streets, alleys, trails, ways, and right of ways within the boundaries of the development;
- G. Landscape treatment, including existing trees and shrubs;
- H. Location and size of any signs, fences, and walls;
- I. Description and location of public facilities including proposed schools, dedicated open spaces and park sites;
- J. Public utility improvements including, but not limited to, sewer, water, electric lines, telephones lines, gas lines, cable, drainage and walkways;
- K. Topographical features including, but not limited to:
  - (1) Existing topography with contour lines at two (2) foot intervals;
  - (2) Areas subject to inundation and proposed method of treatment or correction of flooding problems; and
  - (3) Proposed grading and drainage plans, including location of all existing drainage areas, water bodies, watercourses, floodways, flood fringes,

floodplains and proposed water and erosion control structures affecting the property and/or affected by improvements to be constructed on the property.

L. Floor plans, elevations, and exterior details of all proposed improvements, if applicable;

M. Existing improvements on adjacent properties within three hundred (300) feet of the proposed development; including the location, type and use of buildings, structures and fences; and

N. Documentation that all acequia right of ways shall be respected with locations indicated.

**2-4.88. Floor Area, Gross**

The sum of the total horizontal areas of all floors of all structures on a lot, measured from the exterior faces of exterior walls. Gross floor area includes, but is not limited to, basements, attics, shafts, stairwells, porches, balconies, garages and storage space.

## SECTION 5-2. COMMERCIAL AND INDUSTRIAL SIZE LIMITATIONS

### 5-2.1. General Provisions

Notwithstanding the lot coverage requirements of each zone of Article IV, individual buildings in a non-residential development shall comply with the gross floor area (GFA) size limitations established in the table below. This table specifies the maximum gross floor area allowed above ground in an individual building.

GROSS FLOOR AREA (GFA), in square feet:

<u>Zone</u>	<u>Maximum square footage</u>	<u>Provisional square footage</u>
C-1	10,000	Not applicable
C-2	30,000	80,000
HCPD	30,000	80,000
CBD	30,000	Not applicable
M-1	30,000	80,000

Any business of the same type which occurs individually or jointly in a single structure or combination of structures situated upon a single tract of land under the same ownership, shall be considered one business and together restricted to the maximum GFA provided in this section.

### 5-2.2. Provisional Permit

The GFA may be increased to the size shown for a provisional permit in the above table, following the application procedure outlined in Section 3-4.5 of this Code. The GFA allowed by a provisional permit shall not be increased by variance. The Commission and Town Council shall use the criteria outlined below for evaluation of a provisional permit:

A. The size of the development is consistent with the uses in the general vicinity;

B. The infrastructure will support the size of the building and development;

C. The health, safety, and welfare of the Town of Taos are maintained;

D. The architecture of the development meets the requirements of Section 5.3.; and

E. Compliance with all other requirements of this Code.