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## **SPECIAL USE PERMIT**

### Application Packet Town of Taos Planning and Zoning Department

Ordinance 99-05  
Land Use Development Code

PLANNING  & ZONING

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# SPECIAL USE PERMIT APPLICATION

## SUBMITTAL CHECK LIST

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 (except where otherwise indicated). 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 a Special Use Permit. Please contact staff with questions regarding the submittals required herein.

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

- Completed Special Use Permit application.
- Vicinity Map
- Site plan (minimum size 17" by 22") 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) Proposed area for the special use,
  - C) Total amount of floor area used for special use
- Exterior building elevations depicting:
  - A) Proposed construction
  - B) Photos may be substituted for existing construction
- 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 and showing ingress and egress.
- Number of employees
- Copy of all required local and stated licenses
- Hours of operation
- Definition of any unusual traffic, noise, lighting or other potential disturbances
- Design and location of any and all signage to be placed on the property
- Submit a narrative explaining how the use applied for will meet the requirements of section 4-21.1 and 2-4.185. (The Special Use permit will not create a danger to the public health, safety or welfare; nor cause an extraordinary expense, nor create a nuisance.)

# SPECIAL USE PERMIT APPLICATION

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: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Subject Property Address: \_\_\_\_\_

Phone Number(s) \_\_\_\_\_

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

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

Phone Number(s) \_\_\_\_\_

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

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

## USE: (PLEASE CHECK)

- |  |  |
|--|--|
| <input type="checkbox"/> Cellular Tower / Antenna                          | <input type="checkbox"/> Nursing Home / Assisted Living                        |
| <input type="checkbox"/> Cemetery  | <input type="checkbox"/> Public Building                                       |
| <input type="checkbox"/> Church  | <input type="checkbox"/> Public Park   |
| <input type="checkbox"/> Higher than 14 DUs in R-14                        | <input type="checkbox"/> Public Utility, private utility, quasi-public utility |
| <input type="checkbox"/> Hospital  | <input type="checkbox"/> Residential Treatment Center/Group Home               |
| <input type="checkbox"/> Mortuary / Funeral Home                           | <input type="checkbox"/> School  |
| <input type="checkbox"/> Other Institutional Use, please specify:<br>_____ |  |

## 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 4-21 of the Town of Taos Land Use Development Code and the Special Use 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.

\_\_\_\_\_  
Print Property Owner's Name

\_\_\_\_\_  
Print Agent's Name

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

# CRITERIA FOR APPROVAL OF A SPECIAL USE PERMIT

## 2-4.185. Special Use

A permit granted by the Commission in any zone for a special use listed in Section 4-21 of this Code, except for 4-21.3 (D), higher unit density than fourteen (14) units per acre in the R-14 Zone, which is a special use in the R-14 Zone only. The Commission may grant a special use permit providing that:

- A. The use is specifically authorized as a special use in Section 4-21 of this Code;
- B. All other requirements of the Code are met, unless a variance is granted for those Code requirements which are specific prerequisites for granting of the special use permit sought by the applicant; and
- C. The special use will not create a danger to the public health, safety or welfare; nor cause an extraordinary public expense, nor create a nuisance.

**The Commission shall approve, approve with conditions or modifications, or deny, Special Use applications. The Commission may require or impose such conditions on the decision as will, in its judgment, be reasonably necessary to meet and secure the requirements and factors enumerated in this Code, and to secure substantially the objectives of this Code. The Commission, may, for cause, and upon either the request of the Code Administrator or of its own motion, revoke, amend, modify or continue an approved Special Use Permit.**

**Uses requiring a Special Use Permit may be applied for in any zone except the ARO Zone.**

## **SECTION 4-21. SU: SPECIAL USES OVERLAY ZONE**

### **4-21.1. Special Uses**

The uses listed in Section 4-21.3 are hereby classified as special uses and upon issuance of a special use permit by the Planning and Zoning Commission, such uses may be allowed in any zone, except for 4-21.3 (D), which is a special use in the R-14 Zone only. The Commission shall consider the health, safety, welfare and continued aesthetic beauty of the community when approving, approving with conditions, or denying a special use permit.

### **4-21.2. Development Standards and Use Requirements for Special Uses**

The development standards and use requirements of the underlying zone shall apply to a special use.

### **4-21.3. Specific Uses Classified as Special Uses**

- A. Cellular tower or antenna;
- B. Cemetery, columbarium, crematory or mausoleum;
- C. Church;
- D. Higher unit density than fourteen (14) units per acre in the R-14 Zone only (See Section 4-12.5 of this Code for requirements);
- E. Hospital;
- F. Mortuary or funeral home;
- G. Nursing home or assisted living;
- H. Public buildings owned by a political jurisdiction other than the Town and operated for public purposes, provided that such buildings are designed, constructed and maintained in such a manner that the character of the area is not altered;
- I. Public park, playground or outdoor recreational facility;
- J. Public utilities or utilities operated by private or quasi-public entities including water wells, gas metering and regulating stations, telephone exchanges, booster stations or conversion plants, and including the necessary buildings, apparatus, or appurtenances as may be required for proper operation. Such buildings necessary to the utility shall be similar in design and structure to other buildings in the area of the proposed use;
- K. Residential treatment center or group home;
- L. School, college or academy, including elementary schools, junior high schools, high schools, colleges and trade schools, whether publicly or privately owned, including the necessary facilities and equipment to insure proper operation;
- M. Any other use which is institutional in nature.

### **4 21.4. Application Procedure**

The application procedure shall follow Section 3-4.5 of this Code.