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# CITY OF AZTEC

## Conditional Use Permit Checklist

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*All items must be turned into the Planning Department 15 days prior to the Planning Board Meeting.*

**REC'D**    **MEETS  
CODE**

**\$50.00 fee with completed Conditional Use Permit Application**

**A detailed site map which includes the following:**

- Property boundary, all sides
- Street(s) adjoining property and labeled
- Address of property and adjacent properties
- North arrow and scale
- All utility easements
- All utility lines
- Locations of all utility meters
- Existing and/or proposed structures
- Location of improvement
- Setbacks for front, side and rear yards
- Driveway location (required for new addresses)
- Proposed parking area (if different than driveway)
- Location of all drainages

**Ownership.**

A document that verifies ownership or legal interest in the property (copy of abstract, title certificate, insurance, or contract).

**Legal Description.**

Includes the legal description or physical address of the property.

**Proposed Use.**

Statement describing the proposed use of the buildings, structures, premises, etc.

**Public Notification.**

The Planning Department will generate a list of all property owners within one hundred (100) feet of the exterior boundaries (excluding public right-of-way) and send letters out notifying the property owners of the application for conditional use.