



CITY OF AZTEC PETITION APPLICATION

Community Development Department
201 W. Chaco St.
Aztec, NM 87410
(505) 334-7605
(505) 334-7609 (fax)

PROJECT TYPE (Check those that Apply)

- | | | |
|---|--|---|
| <input type="checkbox"/> Annexation | <input type="checkbox"/> Sign Permit | <input type="checkbox"/> Conditional Use Permit |
| <input type="checkbox"/> Alternate Summary Plat | <input type="checkbox"/> Variance | <input type="checkbox"/> Special Use Permit |
| <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Commercial Development | <input type="checkbox"/> Well Site Permit |
| <input type="checkbox"/> Final Plat | <input type="checkbox"/> Residential Development | <input type="checkbox"/> Zone Change |
| | | <input type="checkbox"/> Other |

INFORMATION

Applicant's Name: _____	Project Location: _____
Address: _____	Existing Use: _____
E-Mail: _____	Proposed Use: _____
Telephone: _____	Current Zoning: _____
Relationship to Property Owner: _____	Tax I.D. Number: _____

Legal Description of Subject Property: _____

Is the Property in a Flood Zone? _____ Yes _____ No

Is Property subject to deed restrictions, covenants, or homeowners' association agreements? If Yes, please provide copy with application. _____ Yes _____ No

REPRESENTATIVE / CONTACT PERSON (if other than applicant)

Name: _____

Address: _____ Phone: _____

OWNERSHIP

Property Owner

(Identify General Partners, Managing Partner, Corporation President and Secretary. Specify type of ownership interest: Fee, Real Estate Contract, Option to Purchase)

Name: _____

Address: _____

Phone: _____

Mortgage Holders

(If any)

Name: _____

Address: _____

Phone: _____

OWNER CERTIFICATION

I certify that I am an owner and the information and exhibits herewith are true and correct to the best of my knowledge in filing this application, I am acting with the knowledge and consent of all persons in interest and understand that without the consent of all persons in interest the requested action cannot lawfully be accomplished. I give my permission for authorized officials of the City of Aztec to enter the premises described in this application. I understand applications will generally be reviewed by City Commission at their first regular session following City staff review.

Name: _____ Address: _____

Owner's Signature: _____ Phone: _____

Email: _____

City Staff Use Only

Received By: _____

Date: _____

Fee Received: _____

Project File No.: _____

Date of Hearing/Meeting: _____

- _____ Blueline Copies of Plans
- _____ Ownership Report
- _____ Legal Description & Location
- _____ Detailed Statement of Proposed Use



CITY OF AZTEC ALTERNATE SUMMARY PLAT CHECKLIST

- _____ 1. Alternate Summary Plat Application and supporting materials
- _____ 2. Payment for \$_____ (\$10 Admin Fee \$25 Alt. Plat Fee)
- _____ 3. Plat(s) and Construction Plan Documentation – four 24" x 36" and one 8.5" x 11" paper copy and one electronic copy (ArcGis or Autocad) showing the following information:
 - _____ Legal Description (Lot, Section, Township, City, County)
 - _____ Name of Proposed Subdivision
 - _____ Graphic Scale
 - _____ North Arrow
 - _____ Date of Survey Work
 - _____ Property Owner's Name and Address
 - _____ Conveyance (Book and Page) to Owner
 - _____ Name and Address of Licensed Professional Engineer and/or Surveyor preparing the Preliminary Plat
 - _____ Location of Property Lines
 - _____ Existing Easements and/or Right-of-Ways
 - _____ Burial Grounds and/or Archaeological Sites
 - _____ Roads
 - _____ Water courses/Washes/Arroyos/Special Flood Hazard Boundaries
 - _____ Existing Wooded Areas and Wetlands
 - _____ Location, width, and names of all existing and/or proposed streets or other public ways in the proposed subdivision and within fifty feet (50') of any perimeter boundary of the subdivision.
 - _____ Location, sizes, elevations and slopes of existing AND proposed sewer water, and electric infrastructure; gas lines; culverts and storm drainage infrastructure (to include retention ponds), and any other utilities (underground or aboveground) within the tract and immediately adjacent thereto.

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4. Covenants, Liens and Encumbrances

 5. Copies of legal deeds of property, easements, right-of ways, etc.

 6. Location of existing water bodies, streams, ditches, oil and gas sites (to include required building setbacks), permanent and temporary buildings, and other pertinent features such as wetlands, roads, parks, cemeteries, drainage ditches, irrigation ditches (to include laterals), bridges, etc.

 7. Utility poles on or immediately adjacent to the site and utility right-of-way.

 8. Approximate Topography, at the same scale as the Preliminary Plat, to include the elevation of the highest and lowest lots (as proposed).

 9. The approximate location and widths of proposed streets.

 10. Location, size, and invert elevations of existing and proposed sanitary sewers, stormwater drains, and fire hydrants, showing connection to any existing and proposed utility systems.

 11. The approximate location, dimensions, and areas of all proposed or existing lots.

 12. The location and dimensions of all property proposed to be set aside because of unsuitable character of the land or for park or playground use, or other public or private reservation, with designation of the purpose of those set asides and conditions, if any, of the dedication or reservations.

 13. Whenever the Preliminary Plat covers only a part of an applicant's contiguous holdings, the applicant shall submit, at the scale of no more than two hundred feet (200') to the inch, a sketch in pen or pencil of the proposed subdivision area, together with its proposed street systems and an indication of the probable future street and drainage system for the remaining portion of the tract.

 14. Location of all proposed and existing monuments.

 15. Indication of the use of any lot and all uses other than residential.

 16. Blocks consecutively numbered or lettered.

 17. Lots consecutively numbered.

 18. Explanation of drainage easements.

 19. Explanation of site easements.

_____ 20. Construction Plans (at a scale of not more than 1"=50')

- _____ 1) Profiles showing existing and proposed elevations along centerlines of all roads. Where a proposed road intersects an existing road or roads, the elevation along the centerline of the existing road or roads within one hundred feet (100') of the intersection shall be shown. Plan profiles must be accompanied by a traffic impact study identifying estimated average daily traffic counts generated by the proposed subdivision and impacts to traffic volumes and level of service on existing roadways.
- _____ 2) Approximate radii of all curves, lengths of tangents, and central angles on all streets.
- _____ 3) Plans and profiles showing the locations and typical cross-sections of street pavements including curbs and gutters, manholes, and catch basins.
- _____ 4) Location of streetlights and signs.
- _____ 5) If the subdivision borders a lake, river, or stream, the distances and bearings of a meander line established not less than twenty feet (20') back from the ordinary high water mark of such waterways.
- _____ 6) Site-grading plan and site drainage plan for the entire subdivision; drainage plans must be accompanied by a drainage study prepared for a 100 year storm event of six hour duration.
- _____ 7) Subsurface conditions on the tract, including such information as the location and results of tests made to ascertain subsurface soil, rock and ground water conditions, depth to ground water; soil percolation and any other subsurface conditions.
- _____ 8) Title, name, address and signature of professional engineer and surveyor.
- _____ 9) Date and notation of approval.

City Staff Use Only

_____ 21. Has applicant or agent discussed the Preliminary Plat with the Community Development Director prior to filing the Application?

_____ 22. Referred to the following agencies, as applicable:
(Any reports or protests attached?)

OFFICIAL, AGENCY OR LOCAL GOVERNMENT	DATE
_____ NM Department of Transportation	_____
_____ NM State Engineer's Office	_____
_____ NM Environment Department	_____
_____ Aztec Fire Chief or County Fire Marshall	_____
_____ Metropolitan Planning Organization	_____
_____ City of Bloomfield	_____
_____ San Juan County Subdivision Office	_____
_____ Soil and Water Conservation District	_____
_____ US Army Corps of Engineers	_____
_____ Aztec or County Floodplain Manager	_____
_____ Aztec Water or Water User Association	_____
_____ Aztec School District	_____
_____ CenturyLink Telephone	_____
_____ New Mexico Gas Company	_____
_____ Comcast	_____
_____ Enterprise	_____
_____ NM State Historic Preservation Office	_____
_____ NM State Land Office	_____
_____ Bureau of Land Management	_____
_____ National Park Service	_____
_____ Environmental Protection Agency	_____
_____	_____
_____	_____

_____ 23. Conditions, remarks and recommendations by Plan App: (Attach Report).

_____ 24. Disclosure Statements