



## CITY OF AZTEC CONDITIONAL USE PROCESS

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- Step 1** Schedule a meeting with the Community Development Director to review your conditional use request (505) 334-7604.
- Step 2** Turn in completed application and items on the attached *Conditional Use Application Checklist* to the Community Development Department at least 21 days prior to the regularly scheduled City Commission meeting.
- Step 3** The Community Development Department will send out land notifications to property owners within 100 feet of your property boundary.
- Step 4** Once all fees and documentation has been received, the Conditional Use Application will be placed on the next City Commission agenda as a Land Use Hearing item.
- Step 5** On Tuesday, \_\_\_\_\_, the City Commission will meet at City Hall Commission Room at 6:00 p.m.
- Attendance is required by the applicant or by an authorized representative; applicants wishing to be represented by another party must submit this authorization to the Community Development Department in writing.
  - Failure to appear at the meeting may cause the Conditional Use Application to be postponed until the next regularly scheduled Commission meeting.
  - City Commission will make a ruling upon the Findings of Fact and Conclusions of Law and will issue a Land Use Hearing Order approving or denying the Conditional Use request.
- Step 6** Duration of Permit. Every "Conditional Use Permit" is specific to the specified property and property owner. Should the property be sold to a new owner, the "Conditional Use Permit" automatically becomes void and terminates. Regardless of relationship, a "Conditional Use Permit" is not transferable from owner to owner.