



# CITY OF AZTEC SPECIAL USE CHECKLIST

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## **Applicable Fees**

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Administrative Fee	\$10
Special Use Permit Fee	\$50

## **Detailed site map which includes the following:**

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- \_\_\_\_\_ Address of property and adjacent properties
  - \_\_\_\_\_ Property boundary (all sides)
  - \_\_\_\_\_ Existing or proposed street(s) adjoining property (labeled)
  - \_\_\_\_\_ North arrow and scale
  - \_\_\_\_\_ All utility easements
  - \_\_\_\_\_ All utility lines
  - \_\_\_\_\_ All utility meters
  - \_\_\_\_\_ Existing and/or proposed structures
  - \_\_\_\_\_ Location of improvement(s)
  - \_\_\_\_\_ 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**

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

## **Legal Description**

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Includes the legal description or physical address of the property.

## **Proposed Use**

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