



CITY OF AZTEC SPECIAL USE PROCESS

- Step 1** Schedule a meeting with the Community Development Director to review your special use request (505) 334-7604.
- Step 2** Turn in completed application and items on the attached *Special 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 Special 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 Special 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 Special Use request.
- Step 6** Duration of Permit. Every "Special Use Permit" is specific to the specified property. Should the property be sold to a new owner, the "Special Use Permit" continues with the property, until such special use is no longer conducted. A "Special Use Permit" is transferable from owner to owner on the specific property that the special use was permitted.

Termination of Permit. Whenever it is determined that a use of property for which a special use permit has been approved, but such use is not being conducted within the terms of the special use permit; or that such use has been allowed to accumulate litter or debris, to be a public nuisance, or to attract vagrants, criminals, or public intoxication, or is otherwise detrimental to the public safety or welfare or; before the special use has commenced, and it is determined that such special use is not in the public interest, or the owner of the property has affected petitions for revocation; the special use permit may be revoked by the City Commission.