PLANNING APPLICATION FORM

The completeness of this application, which includes accompanying plans, shall be subject to the review of the Building/Planning Department. This application is used for a variety of application processes and not all items may apply to your project. If you feel a requirement is not applicable to your project, write “N.A.” If you have any questions while completing this application please ask a member of the Planning Department for assistance. Incomplete applications will not be accepted (or the process may be delayed.)

PLEASE PRINT OR TYPE

CHECK APPLICATION TYPE(S) REQUESTED:

- Master Plan ($100 + $200/lot)
- Master Plan Amendment ($200)
- Development Agreement ($1,000)
- Change of Zone ($100 or $10/ac. Max. $250)
- Annexation ($100 or $10/ac. Max. $250)
- Appeal ($50)
- Variance ($25)
- Zone Ordinance Amendment ($250)
- CUP/SUP ($25)
- Prelim. Plat or Replat ($100 + $200/lot)
- Final Plat ($50)
- Summary Plat ($50)
- Plat Amendment ($50)

PROJECT SUMMARY:

Project/Business Name (if any):

Project Description (add extra page(s) if needed):

Property Address/Location: ____________________________________________

Assessor’s Parcel Number(s): ________________________________________

Total Gross Lot Area: ____________________________ Total Net Lot Area:

Existing Master Plan/Comprehensive Plan Designation: __________________

Existing Zoning Designation: __________________

Proposed Master Plan Designation (if applicable): ______________________

Proposed Zoning Designation: __________________

Existing Uses and/or Structures on Site: __________________________________

Surrounding Uses: North: ____________________________ South: ____________

East: ____________________________ West: ____________________

APPLICANT/ REPRESENTATIVE Name: ____________________________

Telephone No.: ____________________________

Address: ____________________________________________ Fax No.: ____________________________

City: ____________________________________________ State: ____________________________ Zip Code: ____________________________

Contact Person: ____________________________ E-mail Address: ____________________________

I certify under penalty of perjury that all the application information is true and correct:

Applicant’s Signature: ____________________________ Date: ____________________________

PROPERTY OWNER/ AGENT Name: ____________________________

Telephone No.: ____________________________

Address: ____________________________________________ Fax No.: ____________________________

City: ____________________________________________ State: ____________________________ Zip Code: ____________________________

Contact Person: ____________________________ E-mail Address: ____________________________

The City will provide the applicant with hearing notices and staff reports unless another party is identified.

Date/Time Received: ____________________________ Receipt No(s): ____________________________

Received By: ____________________________ Amount Received: $ ____________________________

Form Date: May 27, 2009
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I, __________________________________________ am the owner of the property described in this application and hereby authorize

Print Name

to act on my behalf on matters pertaining to this application.

Name of applicant or representative

Property Owner's Signature: ___________________________ Date: ___________________________

Note: If more than one owner, a separate page must be attached listing the names and addresses of all persons (if a corporation, list officers, and principals) having interest in the property ownership.

ARCHITECT Name: ___________________________ Telephone No.: __________________________

Address: __________________________________________ Fax No.: __________________________

City: ___________________________ State: ______ Zip Code: __________________________

Contact Person: ___________________________ E-mail Address: __________________________

ENGINEER Name: ___________________________ Telephone No.: __________________________

Address: __________________________________________ Fax No.: __________________________

City: ___________________________ State: ______ Zip Code: __________________________

Contact Person: ___________________________ E-mail Address: __________________________

APPLICANT'S AGREEMENT:

Processing of this application will not begin unless this application is complete and all signatures are provided: I, the undersigned as project Applicant or Representative of the project Applicant, hereby authorize the City of Truth or Consequences to review the submitted plans and specifications for this Application in accordance with the City of Truth or Consequences Municipal Code.

Applicant(s) acknowledge and agree that by filing this application City staff may enter upon the subject property and make examinations and surveys, provided that the entries, examinations and surveys do not unreasonably interfere with the use of the land by those persons lawfully entitled to the possession thereof.

Applicant(s) certify under penalty of perjury that I am the legal owner(s) (all individual owners must sign as they appear on the deed to the land), Corporate Officer(s) empowered to sign for the corporation, Owner's Legal Agent having power of Attorney (a notarized Power of Attorney document must accompany this application), or the owner's authorized representative (include a notarized consent form from the owner).

Applicant(s) acknowledge and agree that I have included all of the required items and understand that missing items may result in delaying the processing of my application.

Applicants) agree to defend, indemnify and hold harmless the City of Truth or Consequences ("City") and its agents, officers, consultants, independent contractors and employees ("City's Agents") from any and all claims, actions or proceedings against the City or the City's Agents to attack, set aside, void, or annul an approval by the City, or the City's Agents concerning the Project (collectively "Claim"). The City shall promptly notify the Applicant of any Claim and the City shall cooperate fully in the defense. If the City fails to promptly notify the Applicant of any Claim or if the City fails to cooperate fully in the defense, the Applicant shall not thereafter be responsible to defend, indemnify, or hold harmless the City. Nothing in this paragraph shall obligate the City to defend any Claim and the City shall not be required to pay or perform any settlement arising from any such Claim not defended by the City, unless the settlement is approved in writing by the City.

Nothing contained in this paragraph shall prohibit the City from independently defending any Claim, and if the City does decide to independently defend a Claim, the City shall bear its own attorney's fees, expenses of litigation and costs for that independent defense. The Applicant may agree to reimburse the City for attorney's fees, expenses of litigation and costs for that independent defense. Should the City decide to independently defend any Claim, the Applicant(s) shall not be required to pay or perform any settlement arising from any such Claim unless the settlement is approved by the Applicant.

IT IS SO AGREED:

_________________________________________ Date ____________________________ Name of Applicant (Print )

Form Date: May 27, 2009
Application Requirements for Zoning/Master Plan Projects

The application materials for a Planning Project include the following:

1. Signed Application
2. Payment of appropriate City Fees
3. Site plan (8 ½” x 11″) with dimensions
4. Authorization Letter from property owner or applicant
5. Appropriate radius map based on assessor's parcel map, three (3) sets of mailing labels of all property owners within the appropriate radius.

In applying for a Master Plan, Master Plan Amendment, Specific Plan, Zone Change the plans shall include the following:

1. Name, address, and phone number of the Applicant and Applicant's Representative
2. Assessor's Parcel Number (UPC)
3. Total Acreage
4. North Arrow
5. Vicinity Map
6. Date of Map Preparation
7. Graphic Scale
8. Existing structures such as walls, buildings, and trees
9. Existing adjoining land uses
10. Names of adjoining landowners
11. Dimensions of each lot and/or property involved in the application
12. Lands dedicated for Public Use
13. Easements

Twenty Five (25) sets of plans which are folded to a size no more than 8½” x 14” and shall be stapled, collated, and bound by a rubber band.

Application Requirements for CUP/SUP and Subdivision of Land Plan Projects