

Permit No.:	_____
Receipt No.:	_____
Amt. Rev'd:	<b>\$35.00</b>

**CITY OF RATON, NEW MEXICO  
DEPARTMENT OF PLANNING AND ZONING**

**REQUEST FOR ZONING REVIEW and  
DOCUMENT CONSTITUTING ZONING APPROVAL/DEVELOPMENT PERMIT**

SECTION I - APPLICANT INFORMATION		
Name and Address of Property Owner:	Address/Legal Description of Parcel to be Developed:	Type of Development:
Phone Number of Property Owner:		Zoning Classification:
		Current Land Use:

SECTION II - DIMENSIONAL REQUIREMENTS PURSUANT TO DISTRICT CLASSIFICATION		
DIMENSIONAL REQUIREMENTS	REQ.	EXISTING/PROPOSED
1. Lot Area		
2. Lot Width		
3. Yard Requirements		
a. Front		
b. Side(s)		
c. Rear		
4. Maximum Lot Coverage		
5. Height		
6. Off-Street Parking and Loading/Landscaping		

**\*\*Please be aware:** All dimensions shall be taken and locations of structures sited from **PROPERTY LINES**. Curb and gutter, street edges, drainage ditches, fences and sidewalks, etc., **DO NOT** constitute property lines!  
**It is the responsibility of the Applicant to verify property lines for applicable lots and parcels of land.**

SECTION III - FLOODPLAIN DETERMINATION		
Community Panel No.:	Floodzone Designation:	Flood Control Measures:

SECTION IV - REMARKS

SECTION V - APPLICANT CERTIFICATION	
<i>I hereby acknowledge that all information provided in regard to this development is true and accurate to the best of my knowledge. By signing this document, I agree to comply with the zoning requirements of the City of Raton Zoning Ordinance and understand that any deviance from the submitted/approved plan must be reported to the Department of Planning and Zoning. I understand that any structure erected in conflict with zoning regulations is punishable in such a manner as is prescribed by law and could result in removal/relocation of said structure. I acknowledge receipt of the second page of this document and have read and understand the content.</i>	
Date:	Signature of Applicant:

SECTION VI - DEPARTMENTAL CERTIFICATION	
<i>By way of this document, the above Property Owner/Applicant is hereby granted zoning approval. This document is issued in accordance with the requirements of the City of Raton Zoning Ordinance and all other subsequent zoning amendments. I hereby certify that at the time of review, the proposed improvement was in compliance with the City of Raton Zoning Ordinance pertaining to zoning provisions regulating building location, size, height, coverage and/or use.</i>	
Date:	Signature of Zoning Representative:

# ***Notice to Applicants, Homeowners, Contractors and Developers***

Regulations Pertaining to Zoning Permit Applications

Plot Diagram Requirements/Conditions of Permits/Penalties

**Pursuant to Raton City Ordinances, Title XV, Chapter 156**

§156.195(A) *It shall be unlawful to use or occupy or permit the use or occupancy of any building or premises, or both, or part thereof, hereafter created, erected, changed, converted, or wholly or partially altered or enlarged in its use of structure until a zoning permit has been issued by the Zoning Enforcement Officer, stating that the proposed use of the building or land conforms to the requirements of this chapter.*

Pursuant to §156.195(D), the following plot diagram requirements are necessary to secure a zoning permit:

1. Diagram must be drawn to scale delineating all dimension figures.
2. Size and exact location of all proposed new construction must be clearly indicated.
3. Size and exact location of all proposed demolition of structures upon the property.
4. Size and exact location of all existing buildings and structures that are to remain.
5. No permit shall be issued until a charge of \$35.00 is submitted, payable to the City of Raton (§156.196).

Pursuant to §156.195(C), Applications for permits shall be accompanied by the drawings of the proposed work, drawn to scale, including the flood plains, sections, elevations, and structural details, as the enforcement office may require.

**\*\*Please be aware: All dimensions shall be taken and locations of structures sited from PROPERTY LINES. Curb and gutter, street edges, drainage dithces, fences and sidewalks, etc., DO NOT necessarily constitute property lines! It is the responsibility of the Applicant to verify property lines for applicable lots and parcels of land.**

Pursuant to §156.195(G), all contractors, homeowners and developers must adhere to the following conditions of an approved zoning permit:

1. All uses performed under a permit issued by the Enforcement Officer shall conform to the approved application and plans, and approved amendments thereof.
2. The location of all new construction as shown on the approved plat diagram or an approved amendment therefor, shall be strictly adhered to.
3. It shall be unlawful to reduce or diminish the area of a lot or plat of which a plat diagram has been filed and has been used as basis for a permit, unless a revised plat diagram showing the proposed change in conditions shall have been filed and approved, providing that this shall not apply when the lot is reduced by reason of a street opening or widening or other public improvement.
4. If the work described in any zoning permit has not begun within 2 years from the date of issuance thereof, the permit shall expire, it shall be cancelled by the Zoning Enforcement Officer, and written notice thereof shall be given to the person or persons affected.
5. If the work described in any zoning permit has not been substantially completed within 3 years of the date of issuance thereof, the permit shall expire and be cancelled by the zoning enforcement officer, and written notice thereof, shall be given to the person or persons affected together with notice that further work as described in the cancelled permit shall not proceed unless a new zoning permit has been obtained.

Pursuant to §156.194(C), In case any building or structure is erected, constructed, reconstructed, altered, repaired, converted, or maintained, or any structure or land is used in violation of this chapter, or there is violation of any condition or requirement in connection with special exception, variance, or rezoning under the terms of this chapter, the violations shall constitute a misdemeanor. Any person who violates this chapter or fails to comply with any of its requirements shall, upon conviction, be punished in the manner as is prescribed by law for the perpetration of a misdemeanor.

**I acknowledge I have read and understand the content contained in the document herein.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date