

## SPECIAL USE PERMIT APPLICATION

Los Alamos County Community Development Department  
1000 Central Ave, Suite 150, Los Alamos NM 87544  
(505) 662-8120

Special Use (describe): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address to which this application applies:

\_\_\_\_\_

Zoning District: \_\_\_\_\_

Related Applications (if any):

**APPLICANT** (Unless otherwise specified, all communication regarding this application shall be to Applicant):

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell #: \_\_\_\_\_  
Please Print

Address: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE**

**DATE**

**PROPERTY OWNER (If different from Applicant)**

Check here if same as above

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell #: \_\_\_\_\_  
Please Print

Address: \_\_\_\_\_ Email: \_\_\_\_\_

*My signature below indicates that I authorize the Applicant to make this application on my behalf.*

\_\_\_\_\_  
**SIGNATURE**

**DATE**

**SPECIAL USE PERMIT CRITERIA:**

The Los Alamos County Code of Ordinances, Chapter 16, Development Code, Sec. 16-156 establishes five (5) criteria for the Planning and Zoning Commission to use when reviewing an application for Special Use Permit approval. Please review each of the criteria listed and provide brief responses as to how your application meets the criteria. Use the space provided or attach separate sheets if needed. You will also be asked to discuss the criteria at your public hearing.

- (1) *The request substantially conforms to the comprehensive plan, and the establishment, maintenance or operation of the use applied for will not, under the circumstances of the particular case, be detrimental to the health, safety, peace, comfort or general welfare of persons residing or working in the vicinity of such proposed use or be detrimental or injurious to property or to the value of property in the vicinity, or to the general welfare of the county.*
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
- (2) *There are sufficient parking facilities that are adequately designed, shielded, landscaped and lighted to serve the use applied for based on the requirements of this chapter as found in article IX of this chapter.*
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
- (3) *The provisions for on-site and off-site ingress/egress and traffic circulation are in conformance with the county's construction standards, that the public streets serving the use applied for are adequate to meet the traffic needs of the proposed use and that the proposed use will not adversely affect neighboring properties by virtue of the type of traffic generated by the use.*

*(4) The setbacks of buildings and parking facilities from the property lines, right-of-way, and adjacent land uses are in conformance with this chapter and provide protection to and a transition from residential development, existing and contemplated in the vicinity; and that the height and bulk of the proposed buildings and structures are compatible with the general character of development in the vicinity of the use applied for.*

*(5) The site plan including, but not limited to, landscaping, screen planting, and fencing of the proposed development demonstrates that the site development will be compatible with adjoining areas and will conform to the site development standards of the district regulations.*

**REQUIRED SUBMITTALS:**

Check each of the boxes to indicate that you have attached two (2) paper copies of each of the following, and one complete copy of all materials on disk:

- Proof of property ownership.
- A Vicinity map, 8½ X 11-inch or 8½ X 14-inch format, showing the boundaries of the property and all adjacent lots within 300 feet. (County staff can provide the vicinity map if requested.)
- A scaleable site plan including, at a minimum, the following information:
  - Show and dimension all access and parking related to the site, including existing and any proposed curb cuts.
  - Locate and label all existing utility lines on the site. (Existing gas and electric service lines must be located by the Los Alamos County Utilities Department prior to submittal of this application.)
  - Show and label the footprint of all existing buildings and structures on the site.
  - Show the footprint of all buildings and public rights-of-way within 20 feet of all boundaries of the site.
  - Show, dimension and label all existing and proposed easements.
  - Show existing and proposed landscaping, fencing, lighting, signage and any other proposed improvements.
- \$300 fee

**THIS SECTION TO BE COMPLETED BY THE COMMUNITY DEVELOPMENT DEPARTMENT**

**For County Use:**

**Date of Submittal:** \_\_\_\_\_

**Staff Initial:** \_\_\_\_\_

**CDD Application Number:** \_\_\_\_\_

**Fees Paid:** \_\_\_\_\_