



**COMMUNITY DEVELOPMENT DEPARTMENT
SITE PLAN APPLICATION**
512 South 8th Street, P.O. Box 1188, Tucumcari, NM 88401
Phone: (575) 461-2143 | Fax: (575) 461-4982

Property Owner Information:

Name: _____
Address: _____
Phone: _____ **Fax:** _____
E-mail: _____

Agent Name: _____
Address: _____
Phone: _____ **Fax:** _____
E-mail: _____

Property Information (List all properties affected by the application)

Property Address: _____
Assessor Parcel Identification: _____
Zone District: _____

Detailed Description of Request (Use additional sheets if necessary):

Justification for Proposal (Use additional sheets if necessary):

Property Owner Signature

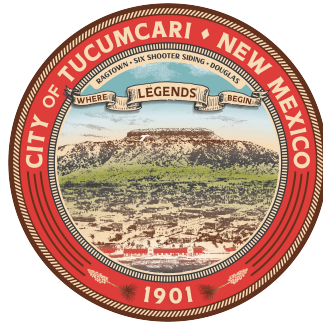
(All property owners must sign application)

Agent Signature (if Applicable)

Site Plan Review No. _____

Planning & Zoning Administrator

Date



Site Plan Review Submittal Requirements

The following items must be submitted for all Site Plan Review Applications.

Failure to submit all required items will deem your application incomplete and delay processing of the application.

- ☐ 1. A completed City of Tucumcari Site Plan Review Form.
- ☐ 2. Written authorization from the property owner, if the applicant is not the owner.
- ☐ 3. One (1) copy of a site plan, drawn to scale, that shows the location of all existing and proposed structures, parking areas, streets, utilities and similar features on the subject property.
- ☐ 4. One (1) copy of elevations, drawn to scale, of all sides of proposed structures. Elevations shall also indicate proposed colors and materials.
- ☐ 5. One (1) copy of preliminary grading plans (if applicable).
- ☐ 6. One (1) copy of landscape plans (if applicable).
- ☐ 7. Other information as required by the Community Development Director to process the application, such as, but not limited to, soils reports, traffic impact studies, photometric analysis, water availability reports, and preliminary title reports.
- ☐ 8. Fees in accordance with the adopted fee resolution.