

COMMUNITY DEVELOPMENT DEPARTMENT
VARIANCE 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):

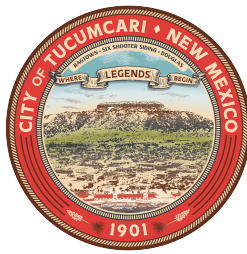
Property Owner Signature
(All property owners must sign application)

Agent Signature (if Applicable)

Variance No.

Planning & Zoning Administrator

Date



Variance Submittal Requirements

The following items must be submitted for all Variance Applications. Failure to submit all required items will deem your application incomplete and delay processing of the application.

- ☐ 1. A completed City application form.
- ☐ 2. Written authorization from the property owner, if the applicant is not the owner.
- ☐ 3. A written justification addressing the findings in Section 17.01.090(B)(2)(g)(i-iv) of the Unified Code Development as required by 17.01.090(B)(2)(a)(vii), as to why the variance application should be granted.
- ☐ 4. 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.
- ☐ 5. One (1) copy of elevations, drawn to scale, of all sides of proposed structures. Elevations shall also indicate proposed colors and materials.
- ☐ 6. One (1) copy of preliminary grading plans (if applicable).
- ☐ 7. One (1) copy of landscape plans (if applicable).
- ☐ 8. 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.
- ☐ 9. Fees in accordance with the adopted fee resolution.