



Torrance County

Planning & Zoning

PO Box 48

205 9th Street

Estancia, NM 87016

(505) 246-4759 Main Line (505) 384-5294 Fax

www.torrancecountynm.org

Special Review and Approval Checklist

Applicant: _____
 Parcel #: _____
 Agent: _____

Check one: _____ Conditional Use Permit
 _____ Variance

Please note that you must submit ten (10) complete copies of your application package at the time of submission.

- _____ 1. Application
- _____ 2. Letter of Intent
 - a. Explanation of the nature of the proposed project;
 - b. Explanation of the economic, noise, glare, or odor effects that your project may have on adjoining properties; and
 - c. Explanation as to how and why the proposed project is compatible with surrounding land uses.
- _____ 3. Property Ownership
 - a. Proof of ownership (warranty deed or a real estate contract)
 - b. If not the property owner, written and notarized permission from the property owner.
- _____ 4. Sketch Plan
 - a. Identify accessibility to property and proposed structures thereon, with particular reference to automobile and pedestrian safety, traffic control, and emergency access in case of fire, flood, or catastrophe.
 - b. Identify off street parking and loading areas where required, with particular attention to refuse, and service areas.
 - c. Identify water and liquid waste facilities, with reference to soil limitations, locations, and public health. Also indicate the size of the septic system.

Date and time of next Planning & Zoning Board Meeting: _____

Deadline for complete package submission for meeting: _____

OFFICE USE ONLY		
_____ 1. Filing Fee Received	Amount: _____	Date: _____
_____ 2. Surrounding land owners notified		Date: _____
_____ 3. Sign (s) posted		Date: _____