

Patricio Garcia
Community Development
Director

RIO ARRIBA PLANNING



Gabriel Boyle
Planning and Zoning
Director

RIO ARRIBA COUNTY HOME OCCUPATION SPECIAL USE PERMIT APPLICATION

This application, once complete and accompanied with supporting submittals and documentation, will be used for the special use permit application process for a Home Occupation Special Use Permit.

GENERAL INFORMATION (please print or type)

APPLICANT(S) NAME	
MAILING ADDRESS	
CITY	
STATE	
ZIP CODE	
TELEPHONE	
EMAIL	
COMPANY NAME	
MAILING ADDRESS	
CITY	
STATE	
ZIP CODE	
TELEPHONE	
PHYSICAL ADDRESS	

SUBMITTALS CHECKLIST: Please check all those that are being submitted as part of this application (an application is considered complete by the Director).

- I. Proof of paid taxes:
- II. Approved septic tank permit:
- III. A Warranty Deed:
- IV. A survey of the property:
- V. A site plan with the following information:
 - A. Lot Dimensions:
 - B. Location of all structures, proposed and existing, on the subject property:
 - C. Square footage of area to be used to conduct home occupation:
 - D. Location of parking:
 - E. Location of the well(s) and septic system:
 - F. Setbacks of all structures from lot lines, other structures and waterways:
 - G. Location of all waterways, including rivers, streambeds, arroyos or acequias on or near the property:
 - H. Vicinity Map:
- VI. Water report detailing the source of water and a water budget estimating the amount of water to be used in the normal course of business: _____

- VII. Narrative description of activities to be conducted, including the following information:
 - A. Estimated amount of traffic generated by business: _____

 - B. Hours of operation: _____

C. Method of operation: _____

D. Materials & equipment to be used: _____

E. Type of products to be produced, serviced, or repaired: _____

F. Number of Employees: _____

G. Floor plan of building to be used to conduct the home operation:

H. Proposed signage:

I. New Mexico Department of Transportation permit, if required:

VIII. Rio Arriba County business license or completed business license application form:

IX. A completed Home Occupation Permit Application form and non-refundable processing fee:

WE HEREBY CERTIFY THAT ALL DOCUMENTS SUBMITTED HERewith ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Applicant(s) Signature _____ **Date:** _____

Approval Granted By: _____ **Date:** _____

Print Name

1122 Industrial Park Espanola, New Mexico 87532
PO Box 127 Tierra Amarilla, New Mexico 87575

Phone (505) 753-7774 Fax (505) 753-4732
Phone (505) 588-7254 Fax (505) 588-7810