

City of Carlsbad P.O. Box 1569	<b>SPECIAL USE  APPLICATION</b>	Licensing and Permits Department (505) 887-1191 Ext. 260
Fee:	Date:	
<b>Address of Special Use:</b>		
Purpose of Special Use:		
Current Zone:		
Name:		
Home Address:		
Home Phone:	Work Phone:	Cellular Phone:
<b>FOR OFFICIAL USE ONLY</b>		
<b>Required prior to Submission to P &amp; Z</b>		
<input type="checkbox"/> Site Plan	<input type="checkbox"/> Parking is adequate	<input type="checkbox"/> Petition
<input type="checkbox"/> Letter of Explanation		
<b>Staff Recommendations:</b>		
<input type="checkbox"/> Building	<input type="checkbox"/> Utilities	<input type="checkbox"/> Engineering
<input type="checkbox"/> Legal	<input type="checkbox"/> Police	<input type="checkbox"/> Fire
<input type="checkbox"/> Code Enforcement		
<b>Planning and Zoning Commission Recommendation:</b>		
Date of Planning and Zoning Meeting	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Conditions:		
<b>Public Hearing and Council Action:</b>		
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date:
Publication Date:		
Conditions:		



Applicant:

Address:

Property:

### STANDARD PROPERTY USE RESTRICTIONS

(Applicable to all Special Use Permits approved within the City of Carlsbad for commercial enterprises undertaken within Residential Use Zoning Districts)

1. Applicant must reside at the residence at all times that the business is operated from the property approved for the Special Use Permit.
2. This Special Use Permit shall expire should the business for which it was granted be terminated, abandoned or otherwise become inactive for a period of 6-months or greater.
3. This Special Use Permit shall not be transferable to another person or location.
4. The hours of operation shall not exceed those approved for the commercial enterprise. Unless otherwise approved, these hours shall not begin before 7:00 AM or end after 5:00 PM.
5. There shall be no more than one employee of the business other than Applicant.
6. Applicants must obtain and maintain at all times any and all required licenses, permits, and certifications.
7. There shall be no parking on the street. All parking areas shall be properly surfaced and maintained dust-free.
8. Any renovations or remodeling shall be done to meet commercial code requirements.
9. All materials and supplies related to the business shall be stored inside. There shall be no outside storage.
10. The property shall be properly maintained, including, but not limited to the removal of weeds, trash, debris, and any other fire hazard, nuisance, or unsanitary or unsightly condition.
11. The only sign that may be placed on the property shall be a one square foot, non-illuminated sign constructed, placed, and maintained in compliance with all applicable laws, rules, and regulations.
12. Any and all hazardous, explosive, toxic, flammable, or corrosive substances shall be properly stored, used, and disposed of. Such substances shall not be stored on a City right of way, spilled on or soaked into the ground, nor shall they be deposited or rinsed into a sanitary or storm sewer. Items having or containing such substances shall not be placed in City solid waste receptacles.
13. Garbage and scrap materials shall be disposed of properly. Metal items shall not be placed in City solid waste receptacles.
14. There shall be no offensive noise, fumes, or odors, electrical interference, dust, or hazardous materials generated by the use.
15. Applicants shall comply with all applicable ordinances, laws, rules, and regulations.

## CITY OF CARLSBAD PROCEDURES FOR APPLYING FOR SPECIAL USE

1. **MEETING TIME AND DATE:**  
Zoning requests are presented to the Planning and Zoning Commission the first Monday of each month at 5:00 p.m. in the Planning Room, Municipal Bldg. 101 N. Halagueno, Carlsbad.
2. **DEADLINE:**  
The deadline for submitting applications for regularly scheduled Planning and Zoning Commission meetings is 5:00 p.m. on the second Friday of each month.
3. **APPLICATION FEE:**  
Fee is due upon approval of City Staff Review. The Fee is nonrefundable. The Fee is currently set at \$10.00.
4. **SITE PLAN:**  
Site plan is required with all Special Use requests and must be submitted with application. *(See attached site plan requirements form)*
5. **PURPOSE OF APPLICATION:**  
Letter must be submitted with application explaining reason for making this request and the proposed land use. *(Letter must be typed and addressed to Carlsbad Planning and Zoning Commission.)*
6. **PETITION:**  
A petition signed by property owners must be submitted with the application: five (5) lots on each side of property who is making application, five (5) lots directly across the street and five (5) lots directly across the alley from property making request.
7. **SUBMIT TO CITY OF CARLSBAD:**  
Special Use request application, fee and site plans should be returned to:  
City of Carlsbad  
License & Permits Department  
101 N. Halagueno  
P.O. Box 1569  
Carlsbad, NM 88220  
Phone: (505) 887-1191, Ext. 260
8. **PRESENCE AT MEETING:**  
The Planning and Zoning Commission will vote to recommend to the City

Council approval or denial of request. Applicant or his/her representative must be present to address any questions that Planning and Zoning Commissioners may have.

9. **CITY COUNCIL SETS A HEARING DATE:**

After the Planning and Zoning Commission has made a recommendation on the request, the City Council at their next regular meeting, will set a date for a public hearing. The date will be set for the regular scheduled City Council meeting a minimum of 30 days from that date.

10. **PUBLIC HEARING:**

The Public Hearing will be held during a regular scheduled City Council meeting and applicant or his/her representative **must be present** to address any questions that the Mayor or Council members may have.

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**SPECIAL USE SITE PLAN REQUIREMENTS**

Your site plan must be submitted along with your application and ten dollars (\$10.00) filing fee by the second Friday of each month prior to the next scheduled Planning and Zoning Commission meeting. (The City Planning and Zoning Commission is scheduled to meet the first Monday of each month.) Be sure that your site plan meets all of the requirements listed below.

1. Drawn to scale with scale shown.
2. Show boundaries of property.
3. Show any existing adjacent streets.
4. Show all existing buildings, parking and ingress/egress points on property.
5. Show any new or existing buildings with square footage.
6. Show any new or existing parking areas(with spaces outlined), driveways, and ingress/egress points, lighting and landscaping.
7. Show any proposed fences, landscaping and signs.
8. Show location of proposed trash receptacle(s).
9. Legal description of property must be on site plan.