



APPLICATION FORM FOR A SPECIAL USE PERMIT

Los Alamos County Community & Economic Development Department

1000 Central Ave., Suite 150

Los Alamos, NM 87544

505-662-8120 (Fax) 505-662-8363

In order to process your application we'll need to know certain information about your proposed project and have certain drawings and documentation attached. Please consult with a Planning Division staff member who will help you fill out the application form and advise you of any required attachments. We cannot accept or process incomplete applications.

<p>1. TYPE OF SPECIAL USE APPLIED FOR: <u>Single Family, R-1-g</u></p> <p>List the zoning district in which your property is located: <u>Lot 222, Eastern Area No 2</u></p> <p>List the category from the Use Index Table in Article VII for which the Special Use Permit is required:</p> <p> <input type="checkbox"/> Child Care/Day Care <input type="checkbox"/> Home Business <input type="checkbox"/> Place of Worship <input type="checkbox"/> Private School <input type="checkbox"/> Industrial Assembly <input type="checkbox"/> Cell/Radio/TV tower <input type="checkbox"/> Restaurant—Drive-Through <input type="checkbox"/> Restaurant—Serving Alcoholic Beverages <input type="checkbox"/> Self Service Storage <input type="checkbox"/> Vehicle Storage Yard </p> <p>For properties located in a P-L district: <input type="checkbox"/> Non-governmental/ Non-school Use in a P-L district requiring a Special Permit</p> <p><input checked="" type="checkbox"/> Other—Indicate the category: <u>Mother-In-LAW'S Casita</u></p>	
<p>2. ADDRESS</p> <p>List the address to which this application applies. If no address has been assigned to the location, please indicate location by other means such as subdivision name and lot number.</p> <p><u>20 Manhattan Loop</u> <u>Los Alamos, NM 87544</u></p>	
<p>3. OTHER RELATED APPLICATIONS</p> <p>Indicate any other CEDD or County applications being applied for concurrently with this application or directly related to it.</p> <p> <input type="checkbox"/> Not Applicable <input type="checkbox"/> Comprehensive Plan Amendment <input type="checkbox"/> Master Plan Amendment <input type="checkbox"/> Rezoning <input type="checkbox"/> Site Plan (Also see box 10) <input type="checkbox"/> Subdivision Plat <input type="checkbox"/> Summary Plat <input type="checkbox"/> Other—explain below </p>	
<p>4. PROPERTY OWNER INFORMATION (For Special Use Permits, the Property Owner shall be defined as the Applicant)</p> <p>Property Owner: <u>Mark + Diana Martinez</u> Cell #: <u>500-6578695</u> Fax: <u>8643</u></p> <p>Address: <u>20 Manhattan Lp, Los Alamos, NM 87544</u> Email: <u>huera dogs@gmail.com</u></p> <p>Please attach proof of ownership such as a deed, purchase agreement, or tax bill.</p>	
<p>5. PROPERTY OWNER'S REPRESENTATIVE INFORMATION</p> <p>If the owner is a corporation, partnership, Los Alamos County, Los Alamos School Board, or other group, also identify the single individual who will be "Property Owner's Representative" in the spaces below, OTHERWISE:</p> <p><input type="checkbox"/> Check here if NOT APPLICABLE</p> <p>Property Owner's Representative: _____</p> <p>Phone: _____ Cell #: _____ Fax: _____ Email: _____</p> <p>Address: _____</p> <p>If a Property Owner's Representative is listed, please attach a signed authorization form as part of this application.</p>	

EXHIBIT 2. APPLICATION, SITE PLAN, ELEVATION

Last form revision: 05/28/2013. Previous forms are obsolete.

Filed: N:\1 PLANNING DIVISION\PLGforms\DevelopmentApplicationForms\SpecialUsePermitForms

6. USER INFORMATION

If the User requiring the special permit is not the Property Owner, such as a lessee, fill in the additional information below, OTHERWISE:

☒ Check here if SAME AS PROPERTY OWNER

User Name: _____ Phone: _____ Cell #: _____ Fax: _____

Address: _____ Email: _____

7. CONSULTANT INFORMATION or

☐ Check here if NOT APPLICABLE

Consultant Name: _____ Type of Consultant: _____

Consultant Contact: _____ Phone: _____ Cell #: _____ Fax: _____

Address: _____ Email: _____

8. DETAILED DESCRIPTION OF PROPOSED USE

Give a detailed description of the proposed use requiring the Special Use Permit. (Or attached separate sheet.)

An approximately ~~4-33'~~ 15' Foot wide casita will be located on the eastern boundary of our property to accommodate our need to house our ailing parents.

The use will be for living.

9. ADDITIONAL PROJECT INFORMATION

9a. LIST: Total Site Plan acreage = 1086 Total gross building square footage = 272; Percent of lot covered by buildings = 18% currently, 20% proposed.

9b. Will there be more than one User on the property? ☐ No ☒ Yes (If "Yes" please explain below or on attachment.)
2 parents in the casita.

9c. Is your property subject to a previously approved Master Plan, Master Signage Plan or County Development Agreement? ☒ No ☐ Yes (If "Yes" please explain below or on attachment.)

9d. Does your site contain areas of hazardous waste or any cultural assets as identified by state or federal government?

☒ No ☐ Yes (If "Yes" please explain below or on an attachment).

9e. Does the proposed use include a request for one or more sign permits or a master signage plan? ☒ No ☐ Yes (If "Yes" please explain below or on attachment and show location, size, and height on your Site Plan).

EXHIBIT 2 APPLICATION, SITE PLAN, ELEVATION

BOX 9 CONTINUED

9f. Does the proposed use include a request for one or more fence permits? ☒ No ☐ Yes (If "Yes" please explain below or on attachment and show location, size, and height on your Site Plan).

Not at this time.

10. APPLICATION SITE PLAN DRAWINGS

In order to demonstrate that the proposed use conforms to the criteria for Special Use Permits as listed in Section 16-156, your application must contain a Site Plan of your property showing the proposed use.

☐ Check this box if you are submitting a separate Site Plan application form, OTHERWISE SUBMIT THE DRAWINGS IN THE NUMBER AND FORMAT LISTED BELOW AS PART OF THIS APPLICATION:

If the drawings you submit have been reduced from larger drawings, all copies must be clearly legible including text which should have a minimum capital letter size after reduction of at least 1/16 of an inch in height. Applications with missing drawings or illegible text will be returned as incomplete and not be processed.

10a. Attach **two copies** of a vicinity map in an 8 ½ by 11 inch or 8 ½ by 14 inch format showing the boundaries of your property plus all adjacent lots within approximately 300 feet of your property line, and indicating building outlines, streets, and existing zoning designations. (The Planning Division will be happy to assist you with the preparation of this map. Please give us at least one week's notice prior to your plan submission date.)

10b. Provide **two copies** of each Site Plan drawing in an 11 by 17 inch format with a minimum scale of 1 inch = 20 feet.

- ✓ • Show and label the footprint of all existing and proposed buildings and structures on the site. If applying for a home business, include a scaled floor plan of your home indicating areas to be devoted to the home business.
- • Show the footprint of all buildings and public rights-of-way within 20 feet of the boundary of your site and show the distance from any new buildings to their adjacent site property or boundary lines.
- MAP 1 • Show and dimension all off-street parking spaces including required handicapped spaces that will apply to your Site Plan.
- N/A • Show an outline drawing of proposed building facades with the maximum height above grade clearly labeled. (On sloping sites more than one height dimension measured from different grades may be required.)
- • Provide a conceptual landscape plan. (A complete plan may be submitted after Site Plan approval.)
- N/A • Indicate the location, height, and type of any new proposed fences.
- Porch • Indicate design, location, size, number, and method of lighting of any proposed new signs.
- N/A • Show the location, height, and design of any new proposed light fixtures.
- N/A • If applicable, provide a before and after grading plan indicating contour lines. Show location of drainage flow paths and drainage improvements. (Any drainage flows into adjacent properties must be contained in a drainage easement.)
- MAP 1 & 2 • Show, dimension and label existing and proposed easements.
- MAP 1 • Show any existing driveway curb cuts and show any proposed ones with a standard County driveway detail. (See attached drawings, driveway curb cuts should be at least 20 feet apart.)
- Show any other details that you think may help the P & Z determine the compatibility of your proposed use with your surrounding neighborhood or district.

10c. If your property is within the Downtown Overlay District, or if a Master Plan for your site includes a requirement for approval of building elevations, provide the following—or mark ☐ Not Applicable
(See Development Code Section 16-582 for Downtown architectural design standards or download copy from CEDD web site.)

- Show all proposed building façade elevations or proposed changes to existing facades including the profile of all proposed penthouses or mechanical equipment and screening at a scale of 1/8 inch = 1 foot.
- Indicate proposed materials and colors for all elevations.

11. SPECIAL USE PERMIT REVIEW CRITERIA QUESTIONNAIRE

Section 16-156 of the Development Code establishes 5 criteria for the Planning and Zoning Commission to use when reviewing an application for a Special Use Permit. Please review each of the criteria listed below and in the space provided or on a separate sheet of paper explain how your proposed use meets each of the criteria. You will also be asked to comment on the criteria at your public hearing.

(1) "The request substantially conforms to the Comprehensive Plan, and the establishment, maintenance or operation of the use applied for will not, under the circumstances of the particular case, be detrimental to the health, safety, peace, comfort or general welfare of persons residing or working in the vicinity of such proposed use, or be detrimental or injurious to property or to the value of property in the vicinity, or to the general welfare of the county."

The request will conform to County-required setbacks, including corner property. The casita and shop will be adjacent to a church parking lot with access from current existing driveway at front of house.

(2) "There are sufficient parking facilities that are adequately designed, shielded, landscaped and lighted to serve the use applied for based on the requirements of this chapter as found in article IX of this chapter."

The existing driveway accommodates 3 vehicles; 2 diagonally, 1 vertically. Front of house has a fourth parking space, with low curb cut that currently accommodates one car - we plan to gravel or place pavers to formalize this parking space.

(3) "The provisions for on-site and off-site ingress/egress and traffic circulation are in conformance with the County's construction standards, that the public streets serving the use applied for are adequate to meet the traffic needs of the proposed use and that the proposed use will not adversely affect neighboring properties by virtue of the type of traffic generated by the use."

Onsite and off-site ingress/egress are in conformance with construction standards. Site has adjacent 12' gate and pad to accommodate building with permission from the Christian Church. Canyon Road 10' gate also exists.

(4) "The setbacks of buildings and parking facilities from the property lines, right-of-way, and adjacent land uses are in conformance with this chapter and provide protection to and a transition from residential development, existing and contemplated in the vicinity; and that the height and bulk of the proposed buildings and structures are compatible with the general character of development in the vicinity of the use applied for."

Casita will be finished in stuccoed-ranch style, with pitch or slanted roof in conformity with local adjacent homes.

EXHIBIT 2. APPLICATION, SITE PLAN, ELEVATION

Last form revision: 05/28/2015. Previous forms are obsolete.

(5) The site plan including, but not limited to, landscaping, screen planting, and fencing of the proposed development demonstrates that the site development will be compatible with adjoining areas and will conform to the site development standards of the district regulations.

The landscaping to be performed is in a back yard bordered by 6' fence and will be a work-in-progress, with side walks/path. be done with Casita immediately. Existing Fence will not be altered.

12. PROPERTY OWNER'S CERTIFICATION & SIGNATURE

I hereby acknowledge that I have read this application and accompanying application instructions. To the best of my knowledge and belief the information supplied as part of this application is correct, and (if property owner is also the user) I further agree that if approved and the project moves to construction I will operate (and construct if applicable) the project in accordance with the contents of this application subject to any approval conditions that may be set by the County. If it becomes necessary to amend any aspects of the Site Plan or approval conditions I will promptly contact the Community Development Department and will not make changes without prior County approval. If I am not the proposed User of this Special Permit, I have authorized the User named below to operate the proposed use as described in the application. If the User ceases operation of the use, I will promptly notify the Community Development Department of such a change.

Sign and Date Here:

Guarino R. Martinez 6/20/16

Diana Martinez 6/20/16

13. USER'S CERTIFICATION & SIGNATURE

OR ☐ NOT APPLICABLE

I hereby acknowledge that I have read this application and accompanying application instructions. To the best of my knowledge and belief the information supplied as part of this application is correct, and I further agree that if approved and the project moves to construction I will operate (and construct if applicable) the project in accordance with the contents of this application subject to any approval conditions that may be set by the County. If it becomes necessary to amend any aspects of the Site Plan or approval conditions, I will promptly contact the Community Development Department and will not make changes without prior County approval. If I cease operation of the use I will also promptly notify the Community Development Department of this fact.

Sign and Date Here:

14. ATTACH CHECK FOR APPLICATION FEE HERE - \$300.00

Certificate of Survey

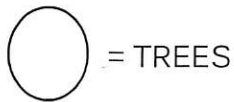
Name Mr. & Mrs. Mark L. Martinez

Date May 30, 1999

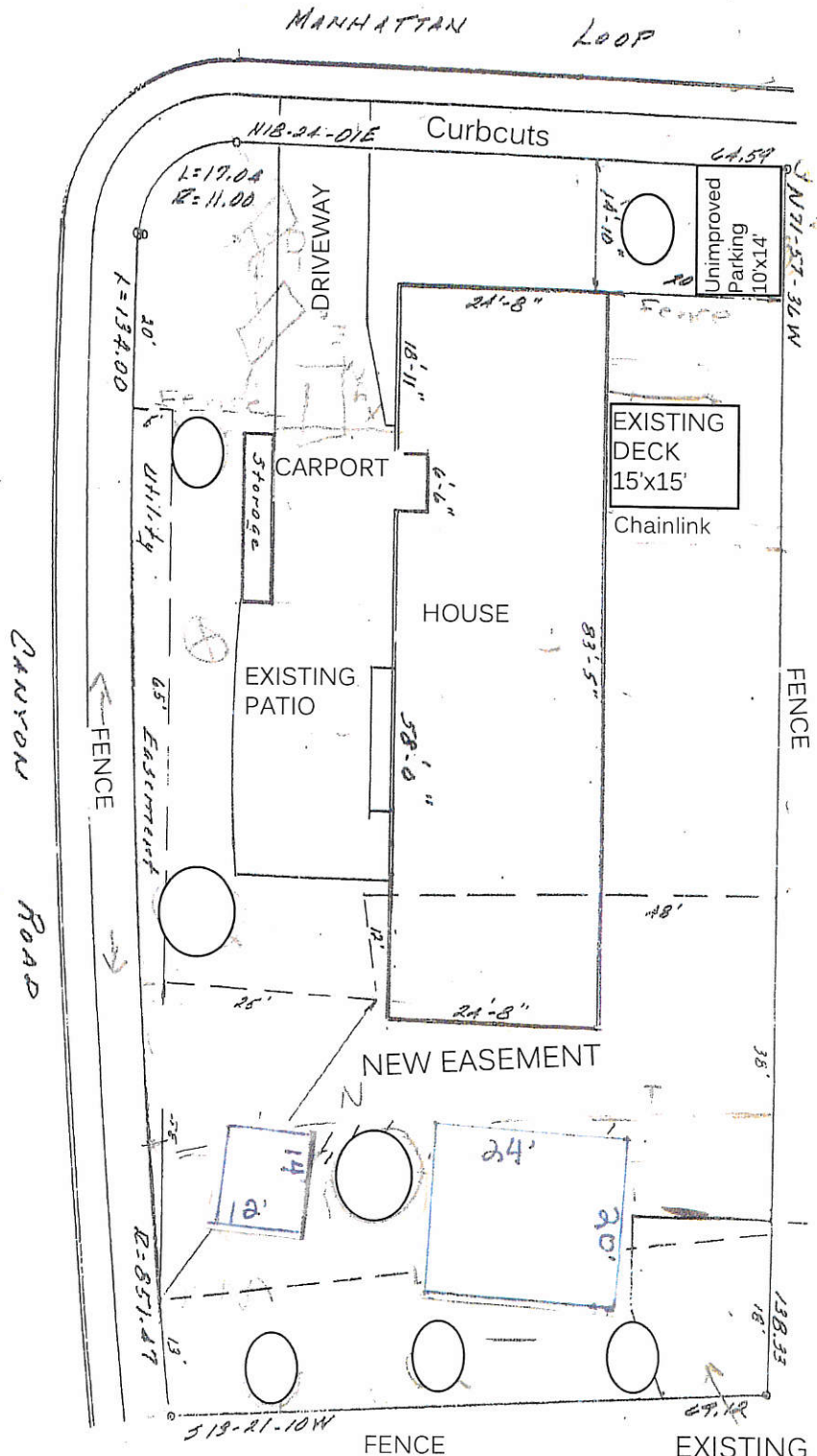
Address 20 Manhattan Loop

Los Alamos, New Mexico

SCALE 1"=20'



Scale 1"=20'



Lot 10260 #12
House #12 #12

LOT NO. 222, EASTERN AREA NO. 2, COUNTY OF LOS ALAMOS, STATE OF NEW MEXICO, SHOWN BY MAP OR PLAT THEREOF FILED IN THE OFFICE OF THE CLERK OF LOS ALAMOS COUNTY, NEW MEXICO, ON THE 6TH DAY OF OFFICIAL RECORD IN BOOK 1, AT PAGE 57, PLAT RECORDS OF SAID COUNTY.

EXHIBIT 2 APPLICATION SITE PLAN, ELEVATION,

1/4" = 2'

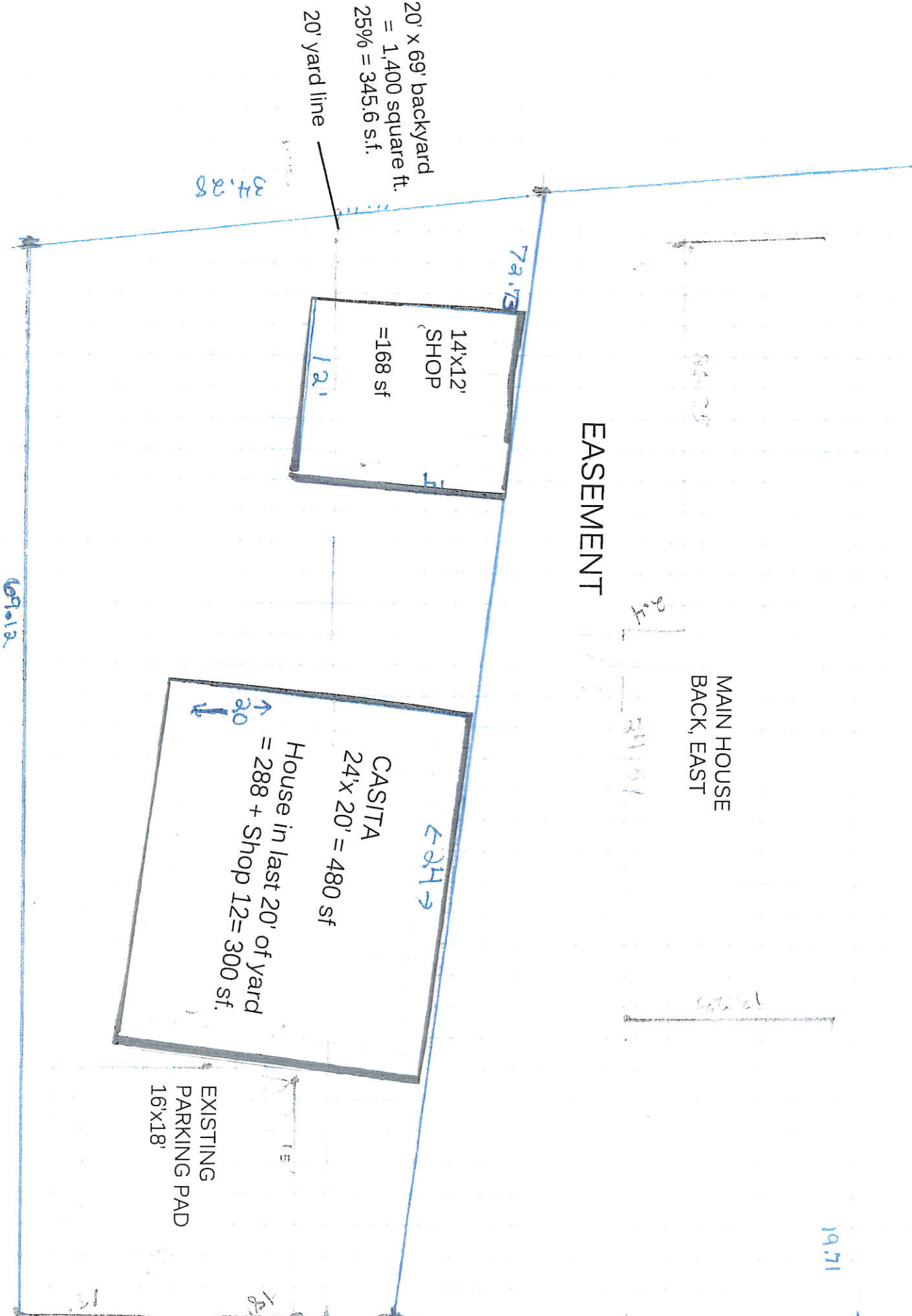
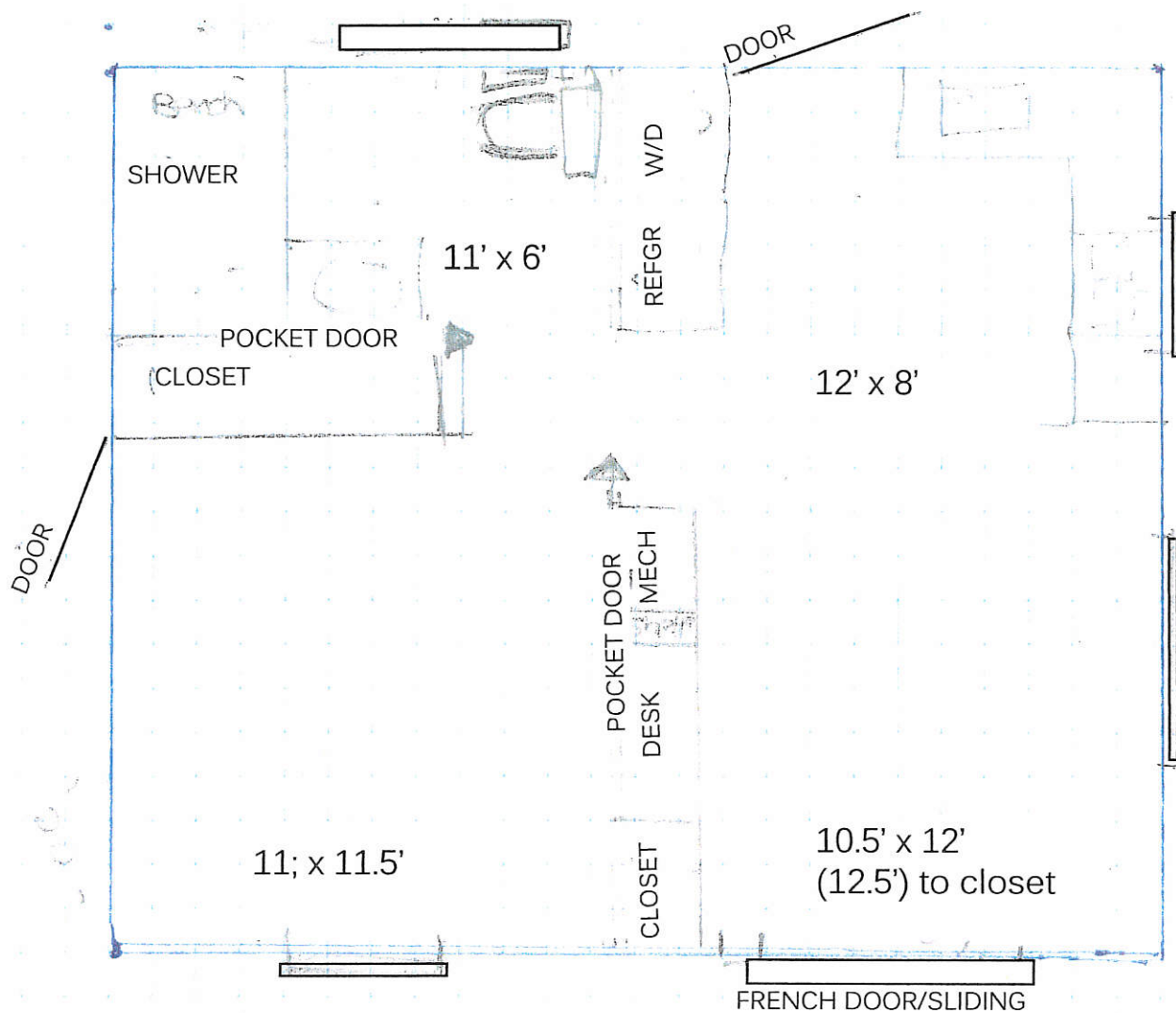


EXHIBIT-2 APPLICATION, SITE PLAN, ELEVATION

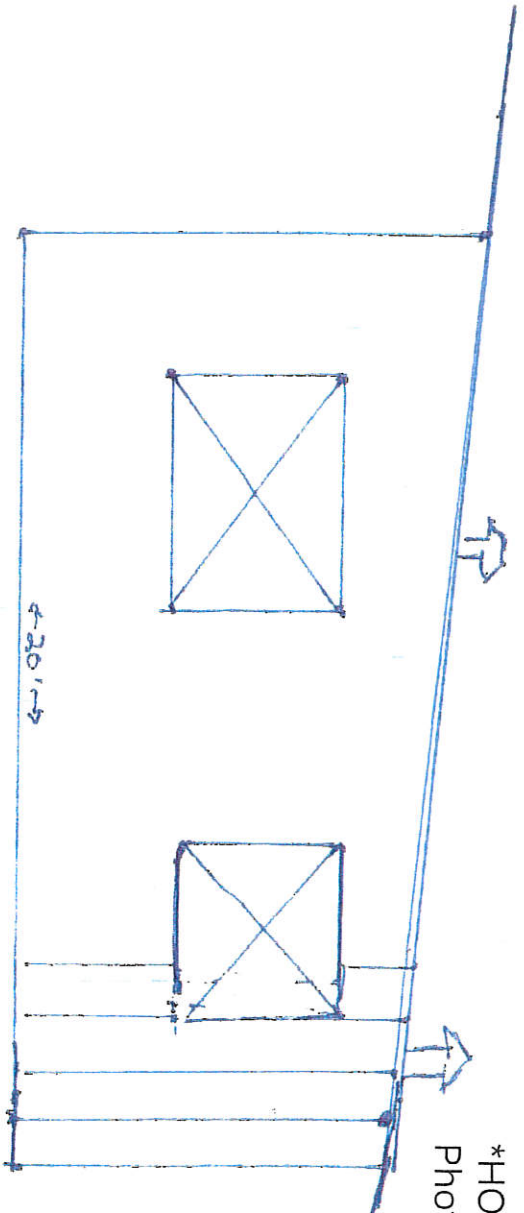


1/4 " = 1'

CASITA

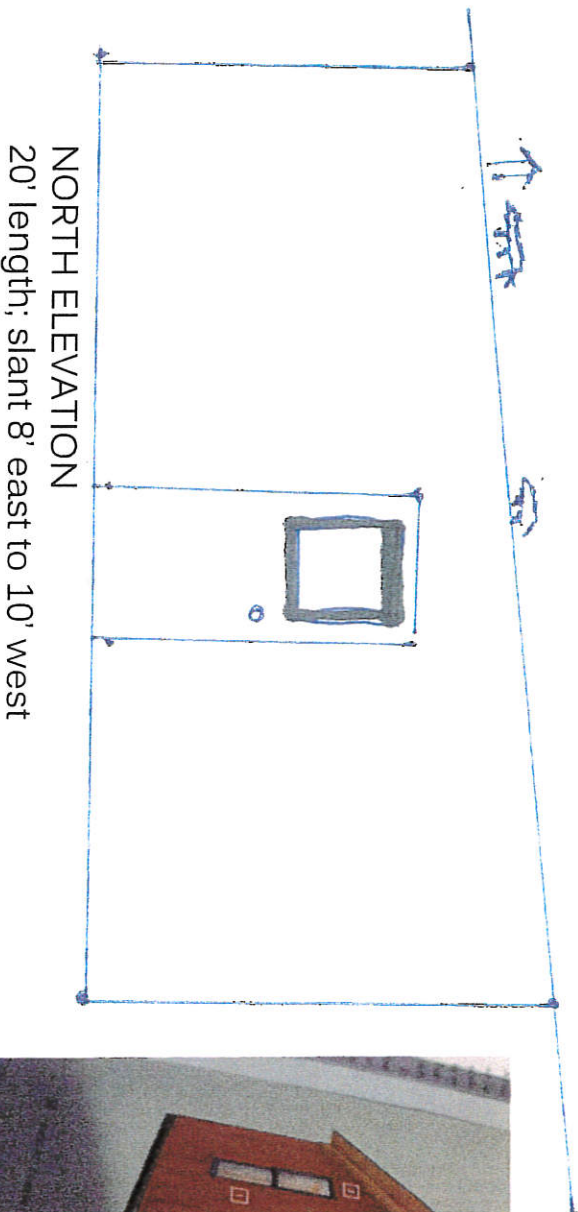
20 Manhattan Loop CASITA
1/4 inch = 1 foot

*HOMEOWNER'S RENDERING
Photo of slant concept, sloping roof, siding (?)



SOUTH ELEVATION

Slant roof; east at 8' to west at 10'
West room extension 4' overhand



NORTH ELEVATION

20' length; slant 8' east to 10' west

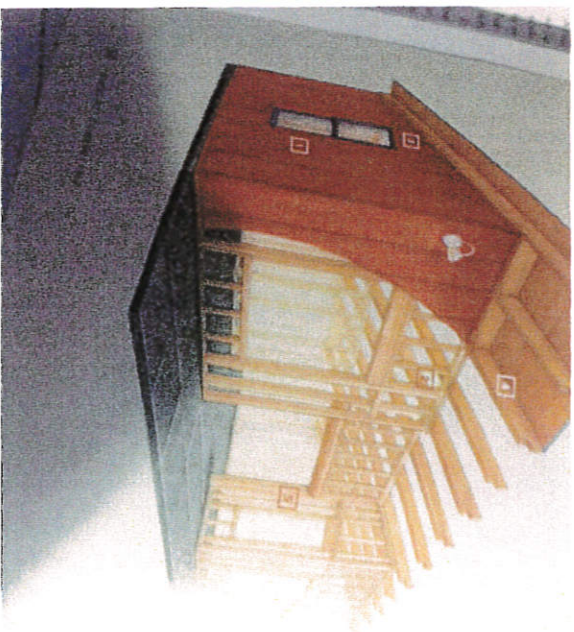
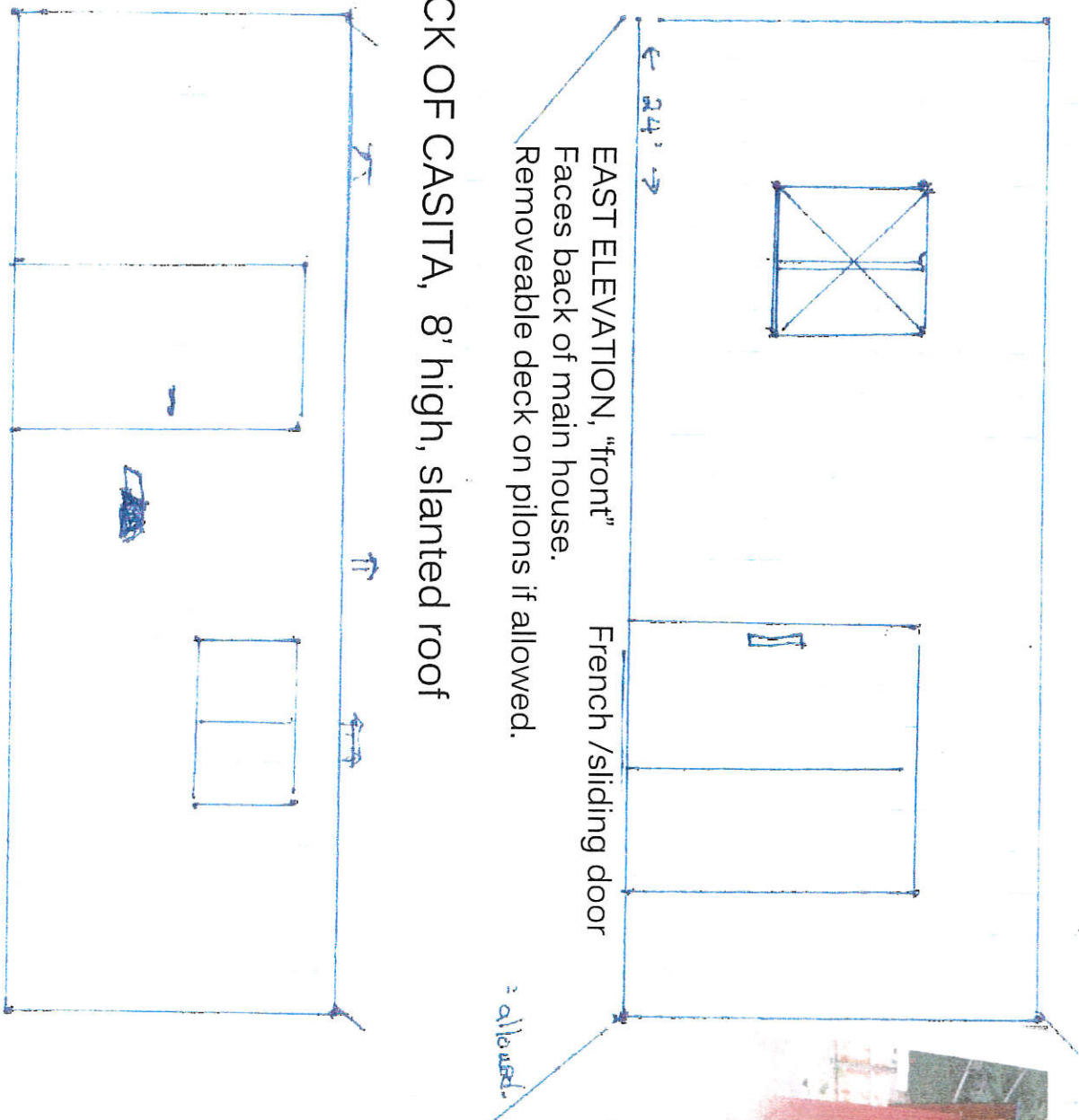


EXHIBIT 2 APPLICATION, SITE PLAN, ELEVATION

CASITA theoretic "front"
 Slant roof, overhang photo, concept photo & finishes



BACK OF CASITA, 8' high, slanted roof

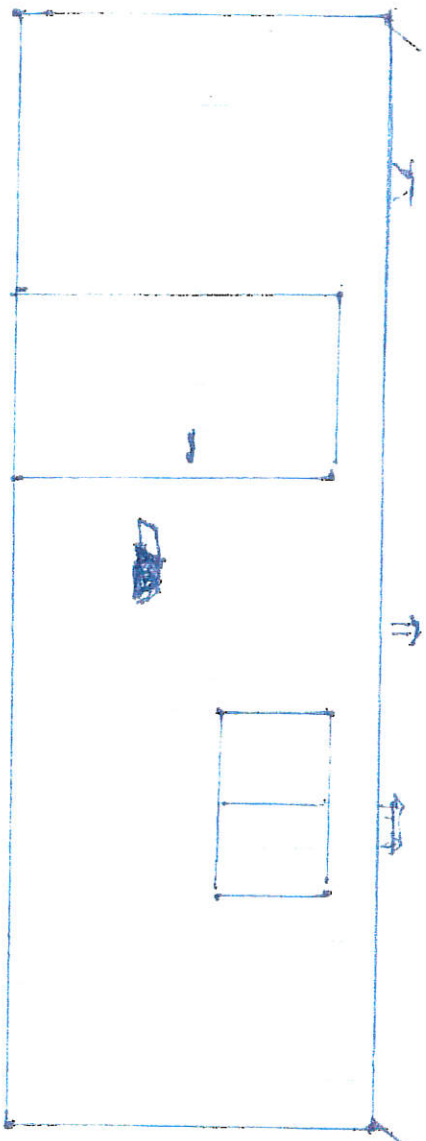


EXHIBIT 2 APPLICATION, SITE PLAN, ELEVATION