

ZONING PERMIT REQUIREMENTS

Certain uses permitted under the Zoning Ordinance that do not require a public hearing are handled through a Zoning Permit. The uses include but are not limited to:

- Signs
- Accessory Buildings
- Fences/ Walls

The applicant (or agent) should consult with front counter staff prior to filling an application. The purpose of this meeting is to determine whether a Building or Zoning Permit is required. If a Zoning Permit is required; the following must be submitted:

1. A completed application to include one (1) copy of an accurate Site Plan that shows:
 - a) A North Arrow
 - b) All property lines; widths and dimensions.
 - c) All adjacent right-of-way, i.e. street(s).
 - d) All easements; with dimensions.
 - e) All proposed new structures/ buildings; distinguished from any existing ones.
 - f) All setbacks with dimensions.
 - g) Location of any existing water well and/or septic system.
 - h) Note sign location.

2. Include a detail drawing of existing & proposed sign(s) with dimensions, please refer to the Bernalillo County Code for sign requirements based on property zoning.
 - Freestanding or wall sign provided:
 1. The total area of any one sign face shall not exceed 32 square feet.
 2. The total aggregate of all faces of signs or combination of signs allowed for the property on which the use is located shall not exceed 130 square feet.
 3. Business fronting on no more than one street shall not exceed 195 square feet.

3. A fee payable by check or money order to Bernalillo County (Visa or MasterCard accepted) (see fee schedule below)

For Signs:

\$40.00	One-story detached accessory buildings used as tool and storage sheds, playhouses and similar uses, provided the projected roof area does not exceed 120 square feet.
\$40.00	Pre-manufactured metal storage units (i.e., sea crates, con-ex boxes, shipping containers, pods, Maloy buildings, etc. greater than 120 square feet.
\$45.00	Free standing signs six feet (6') high or under; or walls/ signs
\$10.00 or \$0.10 a linear foot whichever is greater but in no instance shall it exceed \$25.00	Fences and free standing masonry walls not over six feet (6') above grade on the lowest side; or not retaining more than four feet (4') of dirt.

1 to 39 square feet.....	\$45.00
Over 39 to 59 square feet...	\$50.00
Over 59 to 79 square feet...	\$55.00
Over 79 to 99 square feet...	\$65.00
Over 99 to 119 square feet...	\$75.00
Over 119 to 139 square feet...	\$80.00
Over 139 to 159 square feet...	\$90.00
Over 159 to 199 square feet...	\$100.00