

Permit No.:	ETZ
Receipt No.:	
Amt. Rec'd:	

RATON/COLFAX COUNTY EXTRATERRITORIAL ZONE
DEPARTMENT OF PLANNING AND ZONING
REQUEST FOR EXTRATERRITORIAL ZONING REVIEW AND DOCUMENT CONSTITUTING
EXTRATERRITORIAL ZONING APPROVAL/DEVELOPMENT PERMIT

This application shall be accompanied with plat plans drawn to scale to include the following:

1. Plat map or survey indicating actual dimensions of the lot to be improved.
2. Site plan indicating location and dimensions of all structures, existing and proposed, including signs, fences and lighting from **property lines**.
3. Other information essential to determine that provisions of the Extraterritorial Zoning Ordinance are met.

****Please be aware:** All dimensions shall be taken and locations of structures sited from **PROPERTY LINES**. Curb and gutter, street edges, culverts, drainage ditches, fences and sidewalks, etc., **DO NOT** constitute property lines!
It is the responsibility of the Applicant to verify property lines for applicable lots and parcels of land.

PROPERTY OWNER(S) INFORMATION:

Name: _____

Address: _____

Phone No.: _____

Address/Legal Description: _____

Dimensions of Lot: _____

Total Lot Area: _____

Type of Development: _____ Current Land Use: _____

APPLICABLE ZONING REQUIREMENTS:

Zoning District Classification: _____

Lot Coverage: Area of Structures (existing and proposed): _____

Maximum Allowable Lot Coverage: _____

Proposed Lot Coverage: _____

Yard Requirements: Front: required – proposed – _____

Side(s): required – proposed – _____

Rear: required – proposed – _____

Maximum Height for Structure: required – proposed – _____

*I hereby acknowledge that all information provided in regard to this development is true and accurate to the best of my knowledge. By signing this document, I agree to comply with the zoning requirements of the Extraterritorial Zoning Ordinance and understand that any deviance from the submitted/ approved plan must be reported to the Department of Planning and Zoning. **I understand that any structure erected in conflict with zoning regulations is punishable in such a manner as is prescribed by law for the perpetration of a misdemeanor and could result in removal of the structure.***

Signature of Property Owner

Date

REMARKS (DEPARTMENTAL USE):

By way of this document, the above Property Owner/Applicant is hereby granted zoning approval. This document is issued in accordance with the requirements of the Extraterritorial Zoning Ordinance and all other subsequent zoning amendments. I hereby certify that at the time of review, the proposed improvement was in compliance with the Extraterritorial Zoning Ordinance pertaining to zoning provisions regulating building location and use.

Signature of Zoning Representative

Date

Not Valid Unless
Containing
Official Seal

Notice to Applicants, Homeowners, Contractors and Developers
Regulations Pertaining to Extraterritorial Zoning Permit Applications
Plot Diagram Requirements/Conditions of Permits/Penalties
Pursuant to Raton City Ordinances, Title XV, Chapter 157

§157.100(A) *It shall be unlawful to use or occupy or permit the use or occupancy of any building or premises, or both, or part thereof, hereafter created, erected, changed, converted, or wholly or partially altered or enlarged in its use of structure until a zoning permit has been issued by the Extraterritorial Zoning Enforcement Officer, stating that the proposed use of the building or land conforms to the requirements of this chapter.*

Pursuant to §157.100(D), the following plot diagram requirements are necessary to secure a zoning permit:

1. Diagram must be drawn to scale delineating all dimension figures.
2. Size and exact location of all proposed new construction must be clearly indicated.
3. Size and exact location of all proposed demolition of structures upon the property.
4. Size and exact location of all existing buildings and structures that are to remain.
5. No permit shall be issued until a charge of \$10.00 is submitted, payable to the City of Raton (§156.196).

Pursuant to §157.100(C), Application for permits shall be accompanied by the drawings of the proposed work, drawn to scale, including such flood plains, sections, elevations, and structural details, as the Enforcement Officer may require.

****Please be aware: All dimensions shall be taken and locations of structures sited from PROPERTY LINES. Curb and gutter, street edges, culverts, drainage ditches, fences and sidewalks, etc., *DO NOT* necessarily constitute property lines! It is the responsibility of the Applicant to verify property lines for applicable lots and parcels of land.**

Pursuant to §157.100(H), all contractors, homeowners and developers must adhere to the following conditions of an approved zoning permit:

1. All uses performed under a permit issued by the Enforcement Officer shall conform to the approved application and plans, and approved amendments thereof.
2. The location of all new construction as shown on the approved plat diagram or an approved amendment therefor, shall be strictly adhered to.
3. It shall be unlawful to reduce or diminish the area of a lot or plat of which a plat diagram has been filed and has been used as basis for a permit, unless a revised plat diagram showing the proposed change in conditions shall have been filed and approved, providing that this shall not apply when the lot is reduced by reason of a street opening or widening or other public improvement.

Pursuant to §157.100(B), such application shall be made by the owner or lessee or agent of either, or the architect, engineer, or builder employed in connection with the proposed use. If such application is made by a person other than the owner in fact, it shall be accompanied by a duly verified affidavit of the owner in fact that the person making the application is authorized to make such an application.

I acknowledge I have read and understand the content contained in the document herein.

Signature of Home Occupation Owner

Date