



VILLAGE OF CLOUDCROFT  
201 BURRO AVE.  
P.O. BOX 317  
CLOUDCROFT, NM 88317

PHONE: 575-682-2411  
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**VILLAGE OF CLOUDCROFT**  
**PLANNING & ZONING VARIANCE APPLICATION**  
(PLEASE PRINT ALL INFORMATION)

Please use this checklist to complete your application for a property variance. Your careful attention to this procedure will assist us to serve you more efficiently.

\_\_\_\_ Complete all blanks on both forms

\_\_\_\_ Attach a list of property owners with their mailing addresses. (The P & Z Clerk can help you determine which subdivision and blocks you will need.) This list may be obtained from the County Assessor's Office in Alamogordo. The P & Z Clerk can also take care of this step upon your request.

\_\_\_\_ Attach a plot plan which includes:

- Lot dimensions \_\_\_\_
- North marked \_\_\_\_
- Streets and rights-of-way marked \_\_\_\_
- Proposed construction and existing structure(s) with dimensions \_\_\_\_
- Set-back measurements for all sides of the structure(s) \_\_\_\_

You will be charged a fee of \$100.00 (One hundred dollars) when your application is submitted. Later you will be billed for publishing and mailing fees.

When your completed application, list of property owners, (unless furnished by the P & Z Clerk), and fee are received by the P & Z Clerk, she will prepare a letter informing the property owners surrounding the property that you are requesting a variance for and inviting them to a public hearing to voice their opinion. This letter will also be published in the newspaper at least fifteen (15) days prior to the hearing. This will be a quasi-judicial hearing (given under oath) in which you or a representative **must** appear to present your request and the reasons for it. This hearing will be before the Village of Cloudcroft Planning and Zoning Commission who will make a recommendation of approval or disapproval of the request and present the recommendation to the Governing Body at their next scheduled meeting for approval or disapproval. If the variance is approved and not appealed, the variance will become effective thirty (30) days after the decision is filed with the Village Clerk.

\_\_\_\_\_

\_\_\_\_\_ Date

\_\_\_\_\_ Applicant Signature



**VILLAGE OF CLOUDCROFT PLANNING & ZONING VARIANCE APPLICATION**  
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Applicant's Name: \_\_\_\_\_ Phone# \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Owner's Email Address: \_\_\_\_\_

Property Street Address: \_\_\_\_\_

Property Location Subdivision: \_\_\_\_\_ Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_

Current Zone: \_\_\_\_\_

Based on Village Code 9-2-3-N-6 a variance may be granted for:

1. Exceptional narrowness, shallowness or shape of a specific piece of property at the time of the original adoption of the regulations; or
2. Exceptional topographical conditions; or
3. Extraordinary or exceptional situation or condition of a specific piece of property where the strict application of the regulations would result in peculiar and exceptional practical difficulties and/or undue hardship upon the owner of the property.

**It is your responsibility to fully explain and convince the Planning and Zoning Commission how your situation meets one of these requirements.**

What set-back(s) is the variance request for? \_\_\_\_\_

\_\_\_\_\_

Reason a variance is needed: \_\_\_\_\_

\_\_\_\_\_

I hereby acknowledge that the above facts are correct. I understand that a representative or myself must appear at the quasi-judicial hearing (given under oath) to present my request and the reasons for it. I understand that a variance granted does not take the place of a village permit. The variance will only grant dispensation for the specific code violation requested.

\_\_\_\_\_

\_\_\_\_\_



Applicant's Signature

Date

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date