

**TOWN OF MESILLA**  
**APPLICATION FOR ZONING PERMIT**

Permit Fee \$ \_\_\_\_\_  
 Review Fee \$ \_\_\_\_\_  
 Total Fee \$ \_\_\_\_\_

2231 Avenida de Mesilla, P.O. Box 10, Mesilla, NM 88046 (575) 524-3262 ext. 104

**CASE NO.** \_\_\_\_\_ **ZONE:** \_\_\_\_\_ **CODE:** \_\_\_\_\_ **APPLICATION DATE:** \_\_\_\_\_

Name of Property Owner \_\_\_\_\_ Dona Ana County Account/Parcel # \_\_\_\_\_

Property Owner's Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Property Owner's E-mail Address \_\_\_\_\_ Property Owner's Telephone Number \_\_\_\_\_

Contractor's Name & Address (If none, indicate Self) \_\_\_\_\_

Contractor's Telephone Number \_\_\_\_\_ Contractor's Tax ID Number \_\_\_\_\_ Contractor's License Number \_\_\_\_\_

Address of Proposed Work: \_\_\_\_\_

Description of Proposed Work: \_\_\_\_\_

\_\_\_\_\_

THIS APPLICATION SHALL INCLUDE ALL OF THE FOLLOWING **Plan sheets are to be no larger than 11 x 17 inches or shall be submitted electronically.**

1. \_\_\_ Site plan with legal description to show existing structures, adjoining streets, driveway(s), improvements & setbacks. Verification shall show that the lot was **LEGALLY** subdivided through the Town of Mesilla or that the lot has been in existence prior to February 1972.
2. \_\_\_ Window replacement, need data sheet of new windows.
3. \_\_\_ Foundation plan, new construction plans in full size drawings.
4. \_\_\_ Floor plan showing rooms, their uses, and dimensions.
5. \_\_\_ Cross section of walls.
6. \_\_\_ Roof and floor framing plan.
7. \_\_\_ Proof of property ownership/tenant lease. (Warranty Deed/Property Tax Receipt)
8. \_\_\_ Drainage plan (commercial).
9. \_\_\_ Details of architectural style and color scheme (checklist included for Historical zones) – diagrams and elevations.
10. \_\_\_ Valid government issues identification (Driver License/ID/Passport)

\$ \_\_\_\_\_  
 Estimated Cost \_\_\_\_\_ Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Application Fee is due at time of submittal.** Apart from administrative approvals, all permit requests must undergo a review process from staff, PZHAC and/or BOT before issuance of a zoning permit. **All zoning permits expire after one year from date issued.**  
**\*\*\*ALL permits must be displayed in clear view until final inspection\*\*\***

**FOR OFFICIAL USE ONLY**

PZHAC APPROVAL REQUIRED: YES \_\_\_ NO \_\_\_ BOT APPROVAL REQUIRED: YES \_\_\_ NO \_\_\_

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|---|---|
| <p><b>PZHAC</b></p> <p><input type="checkbox"/> Administrative Approval</p> <p><input type="checkbox"/> Approved Date: _____</p> <p><input type="checkbox"/> Disapproved Date: _____</p> <p><input type="checkbox"/> Approved with conditions</p> | <p><b>BOT</b></p> <p><input type="checkbox"/> Approved Date: _____</p> <p><input type="checkbox"/> Disapproved Date: _____</p> <p><input type="checkbox"/> Approved with Conditions</p> |
|---|---|

CID PERMIT/INSPECTION REQUIRED: YES \_\_\_ NO \_\_\_

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PERMISSION ISSUED / DENIED BY: \_\_\_\_\_ ISSUE DATE: \_\_\_\_\_