



Project Property Address: _____

City Planning & Zoning Coordinator: Crystal R. Ball, CFM

Email: cball@lovington.org

Phone: (575) 396-9301

City Carport Permit Application

The following check list provides additional requirements needed for the Carport application. Please attach all of the requested documentation, sign, and date.

Permit Requirements

- 1) Submit a completed Planning and Zoning Application. All fields must be completed and legible in order to process the application. This document provides the City planning and zoning with the basic information required for all permitting applications.
- 2) Provide proof of ownership or interest in the property. A deed with a legal description or property lease will meet this requirement. If the applicant is not the owner, an Affidavit by Property Owner(s) is required.
- 3) Submit a site plans. Site plans must show the property lines, building dimensions (including height), lot area, lot dimensions, easements, building setbacks, road access points, and the location of utilities.
- 4) The carport must meet the appropriate setback requirements:
 - Front – Five (5) feet from the point below the roofline to the property line
 - Side – Five (5) feet from the point below the roofline to the property line
 - Rear – No setback requirement
- 5) Submit carport design specifications. The carport must meet the following:
 - No larger than seven hundred twenty (720) square feet
 - Attach to a permanent building
 - Match or conform to the permanent building in materials, character, and design
 - No walls or doors that may interfere with vision
 - Constructed of wood or metal sufficient to support structure.
 - Access must be assured by a concrete driveway the width of the carport
- 6) Submit one copy of the approved state building permit(s).
- 7) A final inspection is required after construction to ensure the carport meets all of the regulations set forth above. Call City Planner (575) 396-9301 to request the final inspection.

8) Pay the Carport Permit processing fee \$ _____ Date Paid _____

9) Call 811 BEFORE YOU DIG – to locate buried utility lines.

Applicant Name: _____

Date: _____

Applicant Signature: _____

Notes or recommendations for the applicant from Planning & Zoning or Code Enforcement.

Preliminary Approval

Planning, Zoning, Code Staff Name: _____

Signature: _____ **Date:** _____

Final Inspection

Planning, Zoning, Code Staff Name: _____

Signature: _____ **Date:** _____