Project Property Address:_____

City Planning & Zoning Administrator: Crystal R. Ball, CFM, CZO
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
   - 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 a complete State building permit (CID) application cover sheet for the City Planner and Floodplain manager signatures, which must be acquired prior to submitting to the State. Project must pass preliminary inspection before City Planner will sign State permit. Submit the approved State building permit to the City Planner. ☐

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. ☐

Continued form on next page

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:** _____