Project Property Address: _____

City Planning & Zoning Administrator: Crystal R. Ball, CFM, CZO
Email- cball@lovington.org
Phone: (575) 396-9301

Lovington Planning and Zoning Application

Thank you for your interest in the City of Lovington. In order to ensure a high quality of life, the community has established standards for the development of property. The following guide is intended to offer the public general information about City planning and zoning requirements before they invest in property or extensive development plans. It should not be construed as comprehensive, however, as additional regulations apply to subdivisions and each zone. Prospective applicants are encouraged to setup a pre-application meeting by contacting Planning and Zoning Coordinator at 575-396-9301.

Zoning Ordinance

The first step in developing property is to identify the zoning, which determines the allowable use of the property. Lovington has four zones: single-family residential, multi-family residential, commercial, and industrial. The following is a list of allowable uses in each zone. For your reference, a zoning map is available in the Planning and Zoning office at City Hall or on line at the City of Lovington website (www.lovington.org)

Single-Family Residential Zone A	Single-family homes of at least 800 square feet; city-owned or operated parks and playgrounds; churches; public schools; golf courses; nurseries and truck gardening; home occupations; accessory buildings not involving the conduct of a business; temporary buildings; and certain types of signage.
Multi-Family Residential Zone B	Any use permitted in the single-family residential zone; two-family homes containing at least 600 square feet per family; multi-family homes containing at least 300 square feet per family; professional offices or studios; boardinghouses and lodging houses; certain nonprofit organizations; hospitals and clinics; certain private clubs and lodges; and accessory buildings.
Commercial Zone C	Any use permitted in the single-family or multi-family residential zones; advertising signs and billboards; amusement places or theaters; trailer and tourist camps or courts.
Industrial Zone D	Any building or premises may be used for any purpose not in conflict with any ordinance of the city regulating nuisances.

With the exception of mobile home parks, mobile and manufactured homes are not permitted by right in any zone. To site one of these homes the owner must receive approval from the City. This may be accomplished by following the procedures herein and completing the attached Planning and Zoning Request Application and the appropriate supplemental application.

If the current zoning does not allow for the intended use the landowner may request a variance, special use permit, conditional use permit, or zone change. Street or alley vacations and annexations are also permitted under the zoning ordinance.

Variance	Minor deviations from the zoning ordinance may be resolved through the issuance of a variance. These exceptions are generally limited to building setbacks and lot size requirements.
Special Use Permit	Some uses cannot be properly classified into a zone without consideration of the impact of the use upon adjacent properties and the public. Examples include commercial greenhouses, hospitals, and public buildings.
Conditional Use Permit	There are also special uses which are only allowed if certain conditions are met. For example, a conditional use permit may be granted for a commercial greenhouse in a residential zone, provided the facility limits operating hours.
Zone Change	The City Commission may change the zoning classification on parcels of land within the City. These changes in zoning are only granted to meet the current land use needs of the community.
Vacation	City staff also reviews requests for the vacation of streets and alleys. Vacating a street or alley right-of-way eliminates the City's interest and returns ownership of the area to the abutting property owners.
Annexation	Landowners may annex property into the City. Annexation generally provides access to city services, such as street maintenance. This process also requires a petition signed by the owners of a majority of the number of acres in the contiguous territory.

To apply for a zoning change the property owner must complete the attached Planning and Zoning Application and the supplemental Zoning Application.

Subdivision Regulations

Property may be subdivided for development through the approval of a plat/replat or the alternate summary process. This process offers city staff an opportunity to review larger issues that may arise from development, such as storm water drainage or the extension of utilities. The tract must be zoned for the intended use prior to the submission of a subdivision application.

Plat/Re-plat	Landowners may subdivide property for the purpose of development. This process requires the property to be platted. The re-platting process is used on subdivisions to change lot sizes, streets, or configurations.

Alternate Summary	Subdivisions with not more than three lots, or re-plats where the total number of lots does not increase, may use this procedure. This administrative procedure eliminates several steps in re-platting a tract.
Variance	Minor deviations from the subdivision regulations may be resolved through the issuance of a variance.

To apply for any of the above the property owner must complete the attached Planning and Zoning Application and the supplemental Subdivision Application.

Mobile Home Park	Mobile home parks are permitted in Zone C; however, any tract proposed for a park must be platted in accordance with the multi-family residential zone. Additionally, each home will require a manufactured or mobile home placement permit.
Recreational Vehicle Park	Recreational vehicle parks are permitted in Zone C; however, any tract proposed for a park must be platted in accordance with the multi-family residential zone.

To apply for any type of Mobile home or RV park the property owner must complete the attached planning and zoning application and the supplemental RV/MH Park application

Development Permits

City zoning and subdivision approval is required prior to the submission of any development permits. Generally, permits are required to construct, alter, repair, remove, demolish, or move any building or structure within the City. These include the following:

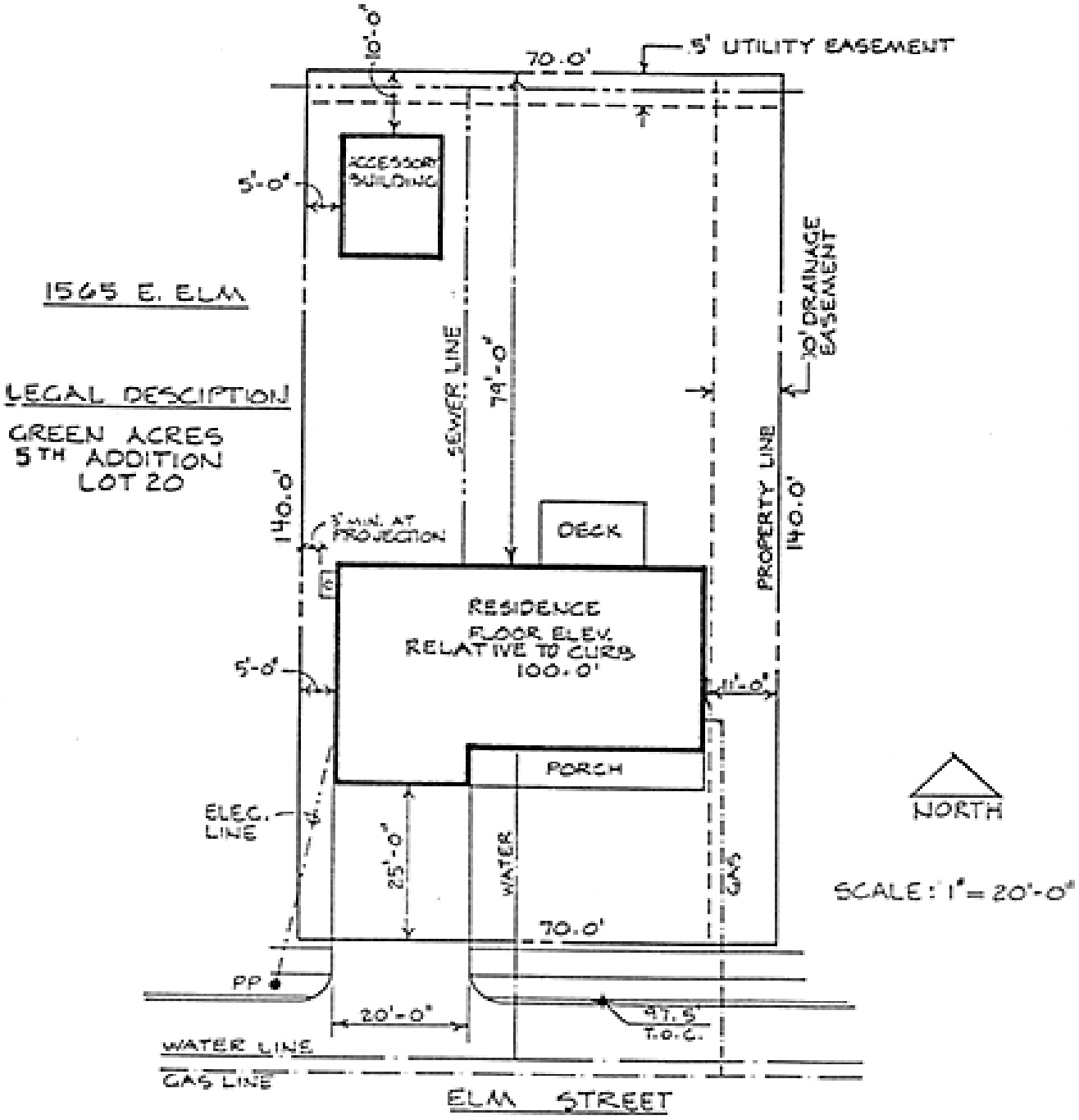
Building	State building permits are required for the construction, repair or demolition of site-built or modular homes. These include permits for plumbing, electrical, and structural work.
Mobile/Manufactured	Single-wide homes must be located in an approved mobile home park, or in zones B or C. Double-wide homes are permissible in zones A, B, or C. The State also receives a copy of the permit and will follow-up with an inspection to ensure the home meets or exceeds applicable HUD regulations.
Carport	Carports are permissible in any zoning district, provided they meet the standards as specified in Chapter 17.20 of the Lovington Municipal Code.
Water/Sewer Connections	Water connections are performed by the water department. Sewer connections must be performed by a licensed contractor and are inspected by the City after the project is completed.

Curb Cut — Property owners may request a curb cut permit for the construction of a new driveway. All cuts must be made in conformance with Chapter 12.04 of the Lovington Municipal Code.

Sign — A permit is required prior to the erection of temporary or permanent signage. All signage must conform to Chapter 12.20 of the Lovington Municipal Code.

To apply for any of the above the property owner must complete the attached Planning and Zoning Application and the appropriate development permit application.

Site Plan Example



PLANNING AND ZONING APPLICATION

Type(s):

☐ ADDITION	☐ PARK – RV or MH	☐ ANNEXATION
☐ BUILDING (Residential)	☐ PORCH	☐ ALTERNATE SUMMARY RE-PLAT
☐ BUILDING (Commercial)	☐ ROOF / RE-ROOF	☐ RE-PLAT (Major)
☐ CAR PORT	☐ SIGNAGE	☐ SUBDIVISION(Preliminary)
☐ CURB CUT	☐ STORAGE UNIT	☐ SUBDIVISION (Final)
☐ FENCE	☐ SEWER CONNECTION	☐ CONDITIONAL/SPECIAL USE
☐ MANUFACTURED HOME	☐ TOWER	☐ VACATION
☐ MODULAR HOME	☐ WATER CONNECTION	☐ VARIANCE
☐ NEW HOME (Site built)	☐ OTHER_____	☐ ZONE CHANGE

Applicant Name: _____

Mailing Address: _____

_____

Phone Number: _____

Property Address (Site Location): _____

_____

Property Owner(s): _____

Brief Description of Request:

Subdivision:_____ **Zone:** ☐ A ☐ B ☐ C ☐ D

Block:_____ **Lot:**_____

Owner Number:_____ **Parcel Number:** _____

Book: _____ **Page:** _____

Present Use of Property:

Applicant Signature:_____ **Date:** _____

To ensure placement on the agenda, submit all materials three weeks in advance of your scheduled meeting.

APPLICATION RECEIVED BY PLANNING AND ZONING

Planning, Zoning, Code Staff Name:_____

Signature: _____ **Date:** _____

AFFIDAVIT BY OWNER(S)

Type(s):

☐ **ADDITION**	☐ **PARK – RV or MH**	☐ **ANNEXATION**
☐ **BUILDING (Residential)**	☐ **PORCH**	☐ **ALTERNATE SUMMARY RE-PLAT**
☐ **BUILDING (Commercial)**	☐ **ROOF / RE-ROOF**	☐ **RE-PLAT (Major)**
☐ **CAR PORT**	☐ **SIGNAGE**	☐ **SUBDIVISION(Preliminary)**
☐ **CURB CUT**	☐ **STORAGE UNIT**	☐ **SUBDIVISION (Final)**
☐ **FENCE**	☐ **SEWER CONNECTION**	☐ **CONDITIONAL/SPECIAL USE**
☐ **MANUFACTURED HOME**	☐ **TOWER**	☐ **VACATION**
☐ **MODULAR HOME**	☐ **WATER CONNECTION**	☐ **VARIANCE**
☐ **NEW HOME (Site built)**	☐ **OTHER**_____	☐ **ZONE CHANGE**

I (WE) HEREBY CERTIFY that I am (we are) the owners of record of the property described as follows:

Property Address: _____

Legal Description: _____

I (WE) HAVE AUTHORIZED the following individual(s) to act as my (our) agent with regard to this application:

Agent: _____ **Phone:** _____

Address: _____

I (WE) UNDERSTAND, CONCUR AND AFFIRM that this application may be approved, approved with conditions or denied, and that as the property owner it is my responsibility to ensure that any conditions are complied with and to ensure that the property is maintained in a condition so as not to jeopardize the health, safety, or welfare of others and that compliance with all applicable City ordinances is required; and

I (WE) HEREBY EXECUTE THIS AFFIDAVIT in support of the proposed application as presented:

Owner 1:

By: _____
PRINTED NAME

By: _____
SIGNATURE

Date: _____

Notary Seal

State of _____

County of _____

I, _____, certify that _____ signed this document willingly and freely in my presence and that the signature is genuinely his/hers.

_____ My Commission expires_____
Notary Public