



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

City Recreational Vehicle/Mobile Home Application

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

Approval 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 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 sketch plan and schedule an appointment with the Development Review Committee. The Committee is comprised of the Planning & Zoning Coordinator, Water Superintendent, Wastewater Superintendent, Fire Chief, Code Enforcement Officer and the City Manager. Each member will review the sketch plan and provide recommendations to ensure the park conforms to the City's zoning and RV/MH Park regulations.
- 4) Submit a current property survey prepared by and stamped by a licensed surveyor that contains a description of all monuments, both found and set, which mark the boundary of the property, and a description of all control monuments used in the survey.
- 5) Submit a complete professionally prepared site plan of the proposed park, which shall be drawn to scale and stamped by a licensed engineer. At minimum, the plans must show the following:
 - a. Existing site conditions including property boundary; existing streets, street right-of-way, easements, principal utility lines and storm drain ways on adjoining properties to service the area; existing utilities on the property if any; location and extent of floodplain or flood hazard areas; grade elevations and existing drainage; and permanent structures.
 - b. North arrow and scale of one-inch equals one hundred feet or less.
 - c. Total property area in square feet.
 - d. Proposed improvements including the property boundary, setbacks, grade elevations, on-site drainage retention system, streets, permanent structures, utilities, individual RV/MH sites indicating dimensions and location of water, sewer, electrical tower, and gas (if any), amenities such as clubhouse, laundry room, lavatories/showers, restrooms, recreational facilities, playgrounds, open space, photovoltaic structures, additional parking and storage areas.

6) Develop the property in accordance Lovington Municipal code 5.52 and all State codes with the professionally designed plans. Staff will perform an inspection after the property is fully developed to ensure it conforms to the approved plans.

7) Required City license, pay the initial license fee of one hundred fifty dollars prior to opening park for business.
\$150.00 paid on (Date) _____

Applicant Name: _____ **Date:** _____

Applicant Signature: _____

Preliminary Approval

Planning, Zoning Staff Name: _____

Signature: _____ **Date:** _____

Water Superintendant Name: _____

Signature: _____ **Date:** _____

Sewer Superintendant Name: _____

Signature: _____ **Date:** _____

Code Enforcement Officer Name: _____

Signature: _____ **Date:** _____

Public Works Director Name: _____

Signature: _____ **Date:** _____

Fire Chief or Marshall Name: _____

Signature: _____ **Date:** _____

City Manager Name: _____

Signature: _____ **Date:** _____

Final Approval

Planning, Zoning, Code, or Staff Name: _____

Signature: _____ **Date:** _____

Notes or recommendations to applicant from City Staff on additional pages if required.