

TOWN OF TAOS

# FOOD PARK PERMIT

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## APPLICATION PACKET

PLANNING, COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT



# FOOD PARK PERMIT APPLICATION

Planning, Community and Economic Development Department  
 400 Camino de la Placita  
 Taos, NM 87571  
 Phone (575-751-2016  
 Fax (505) 751-2026



CASE NO FP20\_\_\_\_ - \_\_\_\_\_

## PROPERTY OWNER INFORMATION

Name			
Mailing Address			
City ST ZIP Code			
Telephone Number		Cell Phone	
E-Mail Address			

## PROPERTY INFORMATION

Subject Property Address			
Acreage of Subject Property		Zone	
Access Road			

## FOOD PARK INFORMATION

Food Park Business Name			
Food Park Business Owner Name			
Mailing Address			
City ST ZIP Code			
Telephone Number		Cell Phone	
E-Mail Address			
New Mexico CRS Number (Hard copy of CRS # must be attached)			
Days and Hours of Operation:	Size of Food Cart Pads:	Number of Food Cart Pads:	Number of Parking Spaces Regular ____ ADA ____
Will Seating be Provided? YES NO	Will signs be used for Food Park? YES NO		Will signs be used for individual Food Carts? YES NO

## FOOD PARK PERMIT APPLICATION SUBMITTAL CHECK LIST

The following submittals are required in order to be considered for a Food Park Business Permit. Please complete and submit this completed application along with the required documentation as outlined in Section 5.12, Article V Food Parks of the Town of Taos Municipal Code. Complete application packets shall be submitted to the Planning, Community and Economic Development Department. Incomplete, inadequate or late submittals will result in delay or rejection of the request for a Food Park Permit. Please contact staff with questions regarding the submittals required herein.

### \*NOTE: ALL DRAWINGS MUST BE DRAWN TO SCALE

- Completed Food Park Permit Application
- Food Park Permit Application fee - \$250.00
- Owner's Affidavit (Required if owner has an Agent)
- Completed Fire Inspection Request Form
- Fire Plan Review Fee - \$0.035 per Square Feet - Square Footage = \_\_\_\_\_
- Completed E-911 Addressing Application
- Completed Floodplain Determination Form
- If the applicant is not the property owner a written lease or written permission of the property owner is required to be dated not more than sixty (60) days prior to the date of the application.
- Proof of property ownership – (Copy of registered deed)
- Vicinity Map
- Site Plan - Site plans must show the proposed locations, or pads, for all food carts. Each pad shall be surfaced with concrete, asphalt or the ADA compliant surface and be sufficient in size to accommodate all operations of the food cart located thereon. No unapproved pads may be utilized for any reason(s). All pads must be provided with underground water, sewer and electric utilities and must comply with all applicable town, county and state building requirements. Per Section 5.12.260 and Section 5.12.270
- Proof of comprehensive general public liability and property damage insurance naming the town of Taos as an additional insured and providing coverage in at least the maximum liability amounts specified in the New Mexico tort claims act, New Mexico Statutes Annotated section 41-4-19. In the application, the applicant shall also indemnify and hold harmless the town of Taos against all liability, harm or claims arising out of the permitted use.
- Landscape Plan - Food parks shall be designed to comply with all provisions of section [15.12.030](#), "Landscape Requirements", of this code.
- Utility Plan - Food carts shall connect to water, sewer and electric utilities servicing the pad on which the cart is located in accordance with all applicable state and local codes, including provisions for an approved method for disposals of fats, oils and grease.

- Parking Plan - Food parks which provide seating for customers shall provide a minimum of three (3) parking spaces per approved pad. Food parks which do not provide seating for customers shall provide a minimum of two (2) parking spaces per approved food cart.
- Sign Plan - Signage related to food parks and individual food carts are subject to the provisions of section [16.20.010.5](#), "Sign Regulations", et seq., of this code.
- Lighting Plan -
  1. Food parks shall be designed with adequate lighting to ensure a safe environment for customers and employees.
  2. All areas to be occupied by customers shall be illuminated during the hours of operation of the food park.
  3. All light fixtures related to food parks and individual food carts are subject to the provisions of title 15, chapter 15.28, "Outdoor Lighting", of this code.
- Submit a narrative explaining how the Food Park Permit applied for will meet the requirements of Article V of Section 5.12 Food Parks. (The Food Park Permit will not create a danger to the public health, safety or welfare, nor cause an extraordinary expense, nor create a nuisance.)
- Zoning Review Application (Commercial Development Review) (Upon approval of Food Park Permit)
- Business Registration Application (Upon Final Inspection from CID)

### Agreement and Signature

I, the undersigned, understand that any discussions and/or other communications between any authorized representative for this application and any/all Town of Taos Staff members regarding this application do not constitute the entire review of this application and that additional and/or alternate conditions and/or requirements above and beyond those that may have been discussed may be required. I also realize that failure to include applicable application material(s) may result in the rejection of my application or delays in the approval process. I also certify that the signature(s) affixed to this application are those for the property owner and authorized agent. If I am the agent, I am including an owner's affidavit.

Property Owner Name (printed)			
Signature		Date	
Business Owner Name (Printed)			
Signature		Date	
Agent Name (Printed)			
Signature		Date	

TOWN OF TAOS USE ONLY	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Code Administrator Signature _____	Date _____

**Attached:**

Section 5.12 Article V Food Parks

Fire Inspection Request Application

**Article V. Food Parks**

**5.12.250: FOOD PARK AND FOOD CART PERMITS:**

The purpose of these regulations is to establish criteria for the placement of food parks in the town of Taos. Food parks provide the community a wider choice of eating and drinking options and provide suitable, low cost sites for the incubation of new businesses in the town. In addition to the regulations provided herein, food parks shall comply with all applicable town, county and state standards.

It shall be unlawful for any person to engage in business as a "food park", as defined in this chapter, within the town limits without first obtaining a business permit as herein set forth. In addition, it shall also be unlawful for any person to engage in business as a food cart operator or as a vendor within a "food park" without first obtaining a business permit as herein set forth. (Ord. 16-09, 2016)

**5.12.260: FOOD PARKS AND FOOD CART DEVELOPMENT STANDARDS:**

**A. General Site Design Standards For Food Parks:**

1. Site plans must show the proposed locations, or pads, for all food carts. Each pad shall be surfaced with concrete, asphalt or the ADA compliant surface and be sufficient in size to accommodate all operations of the food cart located thereon. No unapproved pads may be utilized for any reason(s). All pads must be provided with underground water, sewer and electric utilities and must comply with all applicable town, county and state building requirements.

2. Food parks shall be designed to comply with all provisions of section [15.12.030](#), "Landscape Requirements", of this code.

3. Food parks shall only occupy approved sites and shall be located on private property.

4. Food parks shall not occupy areas utilized for any other existing land use including, but not limited to, parking lots of existing commercial facilities, landscaping areas, and/or rights of way. Parking lots may be utilized as a food park if it can be demonstrated that the proposed use meets the required parking requirement provisions of section [16.20.040](#), "Required Off Street Parking", of this code.

5. Setbacks for food cart pads and associated amenities shall adhere to the setback requirements of the underlying zone district or a minimum of six feet (6') from all property lines, whichever distance is greater.

6. Food cart pads shall be separated by a minimum of six feet (6').

7. All ancillary structures of a permanent nature, including, but not limited to, storage facilities, restrooms and seating pavilions, must comply with all applicable building standards associated with the underlying zone district.

8. Food parks may provide a generator for use by individual food trucks during power outages.

**B. Standards For Amenities Within A Food Park:**

1. All food parks shall have full service, ADA compliant restroom facilities on site. Restrooms shall be permanent structures that are screened from view of the public right of way and any abutting residentially zoned properties. Required restrooms shall be open and available for use during food park operating hours. No temporary restroom facilities shall be permitted.

2. All food carts and customer amenities within a food park shall be served by ADA compliant hard surface walkways.

3. Waste receptacles sufficient to properly serve the food park shall be provided for customer and business waste. Receptacles shall be screened from view of the right of way and abutting residentially zoned properties.

4. Storage structures accessory to food carts shall be less than one hundred twenty (120) square feet in size and no greater than fifteen feet (15') in height. Storage structures shall be identified on the site plan during approval and shall adhere to the setback requirements of the underlying zone district or a minimum of twenty feet (20') from the property line, whichever is greater.

5. Structures used to provide shelter to customers must be permanent in nature. All permanent structures on site must comply with all applicable town, county and state building requirements.

C. Individual Food Cart Design Standards: All individual food carts shall be subject to the design standards listed below:

1. Food carts shall enclose or screen from view of the right of way and abutting residentially zoned property all accessory items not used by customers, including, but not limited to, tanks, barrels, or other accessory items. All said accessory items must be confined to the designated pad.
2. The wheels and tongues must remain on the food cart. Wheels must remain inflated.
3. Carts shall not have missing siding or roofing.
4. Food carts shall be kept in good repair and maintained in a safe and clean condition.
5. Food carts shall not be longer than twenty-six feet (26'), as measured from wall to wall.
6. If provided, cart awnings shall have seven feet (7') of clearance between the ground and awning for safe pedestrian circulation.

D. Utilities:

1. Food carts shall connect to water, sewer and electric utilities servicing the pad on which the cart is located in accordance with all applicable state and local codes, including provisions for an approved method for disposals of fats, oils and grease.
2. Except as provided in subsection A8 of this section, the use of generators for any purpose is expressly prohibited.

E. Parking:

1. Food parks which provide seating for customers shall provide a minimum of three (3) parking spaces per approved pad. Food parks which do not provide seating for customers shall provide a minimum of two (2) parking spaces per approved food cart.

F. Signs: Signage related to food parks and individual food carts are subject to the provisions of section [16.20.010.5](#), "Sign Regulations", et seq., of this code.

G. Lighting:

1. Food parks shall be designed with adequate lighting to ensure a safe environment for customers and employees.
2. All areas to be occupied by customers shall be illuminated during the hours of operation of the food park.
3. All light fixtures related to food parks and individual food carts are subject to the provisions of title 15, chapter 15.28, "Outdoor Lighting", of this code.

H. Landscaping: Food parks shall be designed to comply with all provisions of section [15.12.030](#), "Landscape Requirements", of this code. (Ord. 16-09, 2016)

#### **5.12.270: APPLICATION, REQUIRED INFORMATION, FEE:**

Applicants for food park permits under this article must file with the planning department an application in writing, in duplicate, on a form to be furnished by the planning department, which shall give the following information:

A. Site plan showing the following:

1. Content: The site plan shall consist of at least two (2) parts, one of which shall reflect existing conditions, and one of which shall show proposed land form alterations, improvements and structures, utilities, circulation patterns, land uses and all other details necessary to describe the proposed food park.
2. Specifications: The site plan shall include an accurate true north arrow and shall be illustrated at a minimum scale of one inch equals twenty feet (1" = 20'), on a paper size not to exceed twenty four inches by thirty six inches (24" x 36"). If the subject parcel must be illustrated on more than one sheet of paper, then the applicant shall also include a complete site development plan at the largest scale possible so that the parcel can be illustrated on a single sheet of twenty four inch by thirty six inch (24" x 36") paper.
3. Existing Conditions:
  - a. A boundary survey with a legal description of all property in the development;
  - b. A description of existing topography with elevation contour lines at a maximum of two foot (2') intervals;
  - c. Location, size and names of existing public and private streets, public rights of way, public and private parking areas, alleys, walkways and trails, both on the property and within one hundred feet (100') of the property;

d. Location and description of all existing easements, noting purpose and grantee of the easement on the property;

e. A description of existing capacities of public utilities, including, but not limited to, sewer, water, gas, electric, telephone and cable;

f. A description of existing sizes, locations and arrangements of the buildings, structures, ingress/egress of existing parking areas, land uses, dedicated/reserved parks and open spaces, both on the property and within three hundred feet (300') of the property; and

g. Location and size of existing signs, fences, walls and landscaped areas including a description of significant vegetation and other environmental features.

4. Proposed Changes:

a. If the application proposes any alterations to topography, a conceptual description of such proposed alterations.

b. A conceptual discussion of any proposed modifications to public utilities, including, but not limited to, sewer, water, gas, electric, telephone and cable.

c. A proposed conceptual landscape improvement and maintenance plan in conformance with the town of Taos landscape ordinance, including location, species and size of proposed shrub groupings and trees, with identification of any such trees or other significant environmental features that are proposed to be removed.

d. A conceptual description of any proposed method of treatment for storm drainage in conformance with the town of Taos storm drainage ordinance or correction of flooding or erosion problems, and documentation that acequia rights of way will be respected.

e. A conceptual description of the proposed sizes, locations and arrangements of the buildings, structures, land uses, and open spaces within the food park.

f. The conceptual layout of and improvement standards for proposed private and public streets, parking areas, loading areas, and a conceptual plan for circulation of vehicles, goods and pedestrians on and off the site. The plan shall show the proposed arrangement of parking spaces, ADA parking and locations of all ingress and egress points.

g. Location and size of any proposed signs, fences, and walls.

5. Vicinity Map: A map of the vicinity;

B. Name and telephone number of the applicant;

C. Warranty deed or notice of valuation showing proof of ownership;

D. State taxpayer identification number;

E. Proposed days and hours of operations;

F. Proof of comprehensive general public liability and property damage insurance naming the town of Taos as an additional insured and providing coverage in at least the maximum liability amounts specified in the New Mexico tort claims act, New Mexico Statutes Annotated section 41-4-19. In the application, the applicant shall also indemnify and hold harmless the town of Taos against all liability, harm or claims arising out of the permitted use.

G. All original applications shall become the property of the town and shall not be returned to the applicant. (Ord. 16-09, 2016)

**5.12.280: OTHER REQUIREMENTS, LIMITATIONS AND RESTRICTIONS:**

A. Prohibited are sales from RVs, tents, and large canopies.

B. Sales are allowed in all nonresidential zones outside of the historic overlay zone, excluding the ARO zone.

C. All food carts must be self-contained and are limited to the parking pad designed on the approved site plan.

D. Food carts shall use only the approved seating areas designated in the approved site plan. (Ord. 16-09, 2016)

**5.12.290: NONCOMPLIANCE, RIGHT TO REVOKE PERMIT:**

A. If, in the reasonable opinion of the town manager, a food park is in violation of any of the conditions of this chapter or any other regulation or provision of law, the town manager may revoke the permit, giving the food park a minimum of twenty-four (24) hours' notice of the revocation. (Ord. 16-09, 2016)

**5.12.300: EXEMPTIONS:**

The provisions of this article do not apply to:

- A. Activities held on private property by charitable, educational, youth or civic nonprofit organizations for fundraising purposes provided they have written authorization from the property owner.
- B. School sponsored activities or fundraising events on church property.
- C. Authorized activities held on public property approved by the town or the county. (Ord. 16-09, 2016)







# FIRE INSPECTION REQUEST APPLICATION

Town of Taos Fire Department  
 Taos Municipal Building  
 400 Camino de la Placita  
 Taos, NM 87571  
 Phone (575-758-3386  
 Fax (575) 737-2665



CASE NO FI20 \_\_\_\_\_

## APPLICANT INFORMATION

Name			
Mailing Address			
City ST ZIP Code			
Subject Property Address			
Telephone Number		Cell Phone	
E-Mail Address			

## Business or Building CO Inspection (Check one)

Type of Facility	Fee
<input type="checkbox"/> Home Occupation Business (No clients coming to home Location)	No Fee
<input type="checkbox"/> Home Occupation Business (Clients coming to Home Location)	Fee based on square footage as outlined below
<input type="checkbox"/> Itinerant Vendor	\$25.00
<input type="checkbox"/> Businesses 3,000 sq. ft. or less	\$75.00
<input type="checkbox"/> Businesses 3,001 – 6,000 sq. ft.	\$150.00
<input type="checkbox"/> Businesses 6,001-9,000 sq. ft.	\$200.00
<input type="checkbox"/> Businesses 9,001-12,000 sq. ft.	\$250.00
<input type="checkbox"/> Businesses 12,001 sq. ft. or more	\$300.00
<input type="checkbox"/> 1,000+ sq. ft. membrane structures (tents)	\$50.00
<input type="checkbox"/> Open Burning Permit	Free

**Annual Fire Inspection Fees (Check One)**

Business Space Type	Fee
<input type="checkbox"/> Space of 1,500 sq. ft. or less	\$20.00
<input type="checkbox"/> Space of 1,501 to 3,000 sq. ft.	\$40.00
<input type="checkbox"/> Space of 3,001 to 6,000 sq. ft.	\$75.00
<input type="checkbox"/> Space of 6,001 to 9,000 sq. ft.	\$100.00
<input type="checkbox"/> Space of 9,001 sq. ft. or more	\$150.00
<input type="checkbox"/> Re-inspection	No fee -- standard violation fines begin at this point

**Plan Review Fees (Check One)**

<input type="checkbox"/> Commercial Plan Review	Please list total square footage _____	\$0.035 per square foot
<input type="checkbox"/> Residential Fire Sprinkler Plans		\$50.00
<input type="checkbox"/> Commercial Fire Sprinkler Plans	Please list the number of devices _____	\$50.00 + \$1.00 per device over 50
<input type="checkbox"/> Commercial Fire Sprinkler Modification Plans		\$50.00
<input type="checkbox"/> Commercial Fire Alarm System Plans	Please list the number of devices _____	\$50.00 + \$1.00 per device over 50
<input type="checkbox"/> Commercial Hood Fire Suppression System Plans		\$50.00
<input type="checkbox"/> Fire Evacuation Plans		\$25.00

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Required Submittals**

- Set of Plans for Plan Review (Only for items listed under Plan Review Fees)
- Total Square Footage for all Commercial Plan Review
- Number of Devices for Commercial Fire Sprinkler Plans and Commercial Fire Alarm System Plans



# TOWN OF TAOS E-911 Addressing Application



## SECTION I

Property Code Number: \_\_\_\_\_ Owner Number: \_\_\_\_\_  
 APPLICANT NAME: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_ Alt. Phone #: \_\_\_\_\_  
 \_\_\_\_\_ Email Address: \_\_\_\_\_  
 \_\_\_\_\_  
 City, State, Zip

## SECTION II – Only Complete if Owner is different from Applicant

PROPERTY OWNER: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_ Alt. Phone #: \_\_\_\_\_  
 \_\_\_\_\_ Email Address: \_\_\_\_\_  
 \_\_\_\_\_  
 City, State, Zip

## CERTIFICATION

I hereby certify that I have read and examined the information contained on this application, and know the same to be true and correct. All the requirements of the Town of Taos Addressing Ordinance will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any federal, state, or local law regulating the access or addressing for any Town or State Roads.

I also acknowledge that the Town of Taos GIS Division is authorized and directed to enforce the provisions of any federal, state, and/or local codes, and shall have the authority to render interpretations of these codes and to apply policies and procedures in order to clarify the application of its provisions. Such interpretations, policies, and procedures shall be in compliance with the intent and purpose of any federal, state, and/or local codes. Such policies and procedures shall not have the effect of waiving requirements specifically provided for in the Addressing Ordinance or Access Management Manual.

**THE FILING OF THIS APPLICATION SHALL NOT IMPLY OR DEEM APPROVAL OF SAID APPLICATION.**

PRINT NAME OF APPLICANT: \_\_\_\_\_  
 SIGNATURE OF APPLICANT: \_\_\_\_\_  
 DATE: \_\_\_\_\_

## OFFICE USE ONLY

Number	Road Name	Unit Type	Unit
<input type="checkbox"/> New Address		<input type="checkbox"/> Address Verification	
Signature		Date	





# TOWN OF TAOS FLOODPLAIN DETERMINATION FORM

TOWN OF TAOS  
**PLANNING  
& ZONING**  
DEPARTMENT

## SECTION I

Property Code Number: \_\_\_\_\_ Owner Number: \_\_\_\_\_  
 APPLICANT NAME: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_ Alt. Phone #: \_\_\_\_\_  
 \_\_\_\_\_ Email Address: \_\_\_\_\_  
 \_\_\_\_\_  
 City, State, Zip

## CERTIFICATION

**Federal law requires that a flood insurance policy be obtained as a condition of a federally-backed mortgage or loan that is secured for the buildings. Flood insurance is available in the Town of Taos. Please contact your lender for more information.**

THIS INFORMATION IS BASED ON A FLOOD INSURANCE RATE MAP OR FLOODWAY MAP OF TAOS COUNTY. THE INFORMATION ON THIS FORM DOES NOT IMPLY THAT THE REFERENCED PROPERTY WILL OR WILL NOT BE FREE FROM FLOODING OR FLOOD DAMAGE. A PROPERTY NOT IN A SPECIAL FLOOD HAZARD AREA MAY BE DAMAGED BY A FLOOD GREATER THAN THE 100 YEAR STORM OR FROM A LOCAL DRAINAGE PROBLEM NOT SHOWN ON THE MAP. THIS FORM DOES NOT CREATE LIABILITY ON THE PART OF TAOS COUNTY, OR ANY OFFICER OR EMPLOYEE THEREOF, FOR ANY DAMAGE THAT RESULTS FROM RELIANCE ON INFORMATION CONTAINED ON THIS FORM.

PRINT NAME OF APPLICANT: \_\_\_\_\_  
 SIGNATURE OF APPLICANT: \_\_\_\_\_  
 DATE: \_\_\_\_\_

## OFFICE USE ONLY

Physical Address \_\_\_\_\_

For **Wetlands Determinations** contact the  
 US Army Corps of Engineers (USACE)  
 Kelly Allen  
 (505) 342-3216  
 kelly.e.allen@usace.army.mil

The above property is found on FIRM PANEL 35055C-0790E or 35055C-0955E

Community: Town of Taos Effective FIRM Date: 10/6/2010

**PROPERTY IS LOCATED IN ZONE(S):** A AE D X **WETLANDS (NWI Map):** Yes No

### THE PROJECT:

- IS NOT** located in a Special Flood Hazard Area. No further review is necessary.
- MAY BE** located in a Special Flood Hazard Area. A **SITE VISIT BY TOWN FLOODPLAIN ADMINISTRATOR IS NECESSARY.**
- IS** located in a Special Flood Hazard Area. **ADDITIONAL REVIEW AND/OR A SITE VISIT MAY BE NECESSARY AND A FLOODPLAIN DEVELOPMENT PERMIT WILL BE REQUIRED FOR THIS PROJECT**

\_\_\_\_\_  
Town of Taos – Zoning Official Date

\_\_\_\_\_  
Town of Taos - Floodplain Manager Date

