

CITY OF ALBUQUERQUE – PLANNING DEPARTMENT  
**CODE ENFORCEMENT DIVISION**



# SMALL LOAN BUSINESS APPLICATION

As required by Section 14-16-3-24 of the Comprehensive City Zoning Code, no Small Loan Business shall commence operation until such time as it demonstrates to the Zoning Enforcement Officer that it is properly licensed by the State of New Mexico, it is not within one mile of another Small Loan Business, and it is in compliance with the relevant requirements of the Zoning Code.

## **BUSINESS INFORMATION**

BUSINESS (DBA) NAME

BUSINESS ADDRESS

|                    |                   |  |
|--------------------|-------------------|--|
| <b>ALBUQUERQUE</b> | <b>NEW MEXICO</b> |  |
|--------------------|-------------------|--|

CITY

STATE

ZIP

|                      |                      |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|

PHONE

EMAIL

|                      |                      |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
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NEW MEXICO SMALL LOAN LICENSE NO.

CITY OF ALBUQUERQUE BUSINESS REGISTRATION NO.

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## **OWNER INFORMATION**

BUSINESS OWNER NAME

BUSINESS OWNER ADDRESS

|                      |                      |                      |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
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CITY

STATE

ZIP

|                      |                      |
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PHONE

EMAIL

## **Application Checklist**

Application has been completed in its entirety. Incomplete applications will not be processed.  
Proof of a current license with the NM Regulations & Licensing Department is included.  
\$200 initial fee/\$100 annual fee; fees are non-refundable. Make check out to City of Albuquerque.  
Deliver in person or mail to: City of Albuquerque, Code Enforcement Division,  
Attn: Small Loan Business Registration, 600 2<sup>nd</sup> St. NW, Albuquerque, New Mexico, 87102

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**SMALL LOAN BUSINESS APPLICATION**

*THIS SIDE IS FOR CITY STAFF USE ONLY*

1. REVIEW TYPE

INITIAL

ANNUAL

2. DOES THE SUBJECT SMALL LOAN BUSINESS MEET THE REQUIRED SEPARATION DISTANCE FROM ANOTHER SMALL LOAN BUSINESS AS REQUIRED BY THE CODE (5,280 FEET)?

YES

NO

NONCONFORMING TO SEPARATION REQUIREMENTS  
*(LEGALLY ESTABLISHED PRIOR TO EFFECTIVE DATE)*

3. PAYMENT OF THE REVIEW FEE FOR AN INITIAL REVIEW SHALL RESERVE THE LOCATION OF THE SMALL LOAN BUSINESS AS TO THE DISTANCE SEPARATION REQUIREMENTS OF § 14-16-3-24 OF THE ZONING CODE FOR NINETY (90) DAYS. THE CURRENT LOCATION RESERVATION WILL EXPIRE ON \_\_\_\_\_ . A COPY OF AN EMAIL OR OTHER WRITTEN CORRESPONDENCE NOTIFYING THE SMALL LOAN BUSINESS OPERATOR OF THIS DATE, AS WELL AS THE REQUIREMENT TO SUBMIT A NEW APPLICATION AND FEE IF THE RESERVATION PERIOD EXPIRES, IS INCLUDED WITHIN THE FILE.

YES

NO

N/A

4. PROOF OF A CURRENT LICENSE WITH THE NM REGULATIONS & LICENSING DEPARTMENT IS INCLUDED WITH THE APPLICATION.

YES

NO

APPLICATION IS PENDING WITH NMRLD  
*(PROOF PROVIDED)*

STATE LICENSE WILL EXPIRE ON: \_\_\_\_\_

5. IS THERE AN EXISTING CITY OF ALBUQUERQUE BUSINESS REGISTRATION FOR THIS SMALL LOAN BUSINESS?

YES

NO

BUSINESS REGISTRATION WILL EXPIRE ON: \_\_\_\_\_

|                    |                 |                |
|--------------------|-----------------|----------------|
| ZONING DESIGNATION | ZONE ATLAS PAGE | AGIS NOTIFIED? |
|--------------------|-----------------|----------------|

APPROVED / DENIED

Signed: \_\_\_\_\_

\$200 initial fee

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

\$100 annual fee

ACCOUNT: 441003-4919000