



*Consej.*

<b>REQUISITES</b>		Work Regularization	Renovation (W/O structural modification)	Addition and modification	Outer wall construction	Commercial land use permit	Extension	New work	Completion of Work	Demolition	Project feasibility	Trees felling and land clearing permit	Environmental impact statement	ZOFEMAT land use consistency	Land use information	Advertisements	Copy of file for archive
1	Letter requesting procedure required and indicating: Commercial name, M2 of construction, address, and line of business (for commercial land use permit)	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
2	Document accrediting ownership or possession of the property or lease or assignment of fiduciary rights (foreign nationals)	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
3	Official photo ID of the owner, attorney-in-fact, and/or person handling the application (IFE, passport, driver's license, or military service card)	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
4	Articles of incorporation (if applicant is a legal entity)	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
5	Power of attorney of accredited attorney-in-fact (if applicant is a legal entity)	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
6	Receipt for payment of property tax (most recent)	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
7	Site map	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
8	Photographs of the construction (showing the different areas: FAÇADE, INTERIORS AND RESTROOMS). (for Federal Maritime Land Zone include: photographs of the property and adjacent properties).	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
9	Payment of contract for potable water service issued by C.A.P.A.	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
10	Copies of previous permits, both sides (building permit or certificate of occupancy)	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
11	Signature of Chief Project Supervisor * (see back)	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
12	Architectural plan of all construction, showing area to be regularized and/or demolished, including table of land uses with correct information. If applicant has previous permits, make the pertinent note in the plans. Architectural Plan and Ground Plans of the project.	*		*						*		*					
13	Architectural, structural, plumbing, sewerage, and electrical plans (02 sets and 01 PDF file). Include plan data table with correct information; differentiating areas to be built from those already existing (as the case may be and depending on each project), with signatures of persons responsible in all cases.	*		*				*			*						
14	Project log			*				*	*	*							
15	Ground Plan of the property in Coastal Systems with Points Georeferenced at UTM coordinates.										*	*	*	*			
16	Environmental Impact Ruling issued by the competent state or federal authority (For regularizations, copy of environmental impact study and ruling issued in the relevant administrative proceedings with a description of existing works). For projects or activities for which it is required by law.	*						*			*						
17	Tree felling and/or land clearing permit *** (see back)			*				*									
18	Original authorized plans and copy					*		*									
19	Calculation report			*				*									
20	Soil mechanics studies, duly signed by the person responsible for issuing it and by the D. R. O.			*				*									
21	SHCP taxpayer registration					*											
22	Plan view plans of outer walls to be built, specifying linear meters, façades, height, and construction specifications ***** (see back)				*												
23	Municipal sanitary license (for businesses that sell food and/or alcoholic beverages)				*												
24	Environmental Impact Statement (noise producing sites, car washes, mechanical garages, and those which, due to the nature of their activities, cause environmental impact)				*												
25	Copy of land use permit.															*	*
26	Design of advertisement															*	*

THE DEPARTMENT RESERVES THE RIGHT TO REQUEST THE COMPLEMENTARY INFORMATION DEEMED NECESSARY TO RULE ON THE APPLICATION (Version of April 8, 2009)



**Municipality of Tulum, Quintana Roo**  
**Directorate General of Urban Development and Ecology**  
**Listing of Requisites for Official Procedures**



**Application for municipal sanitary license; the requisites are:**

- Completed application form
- Proof of tax domicile

**Application for emergency services**

- Completed application form

**Application for land use permit; the requisites are:**

- Lease on the locale
- Copy of the articles of incorporation with certificate of entry in the Public Registry of Property
- Taxpayer registration card
- Proof of domicile
- Identification of the company's attorney-in-fact, FM3
- Sanitary license and emergency services certificate
- Receipt for payment of property tax
- Signed registration form
- Building permit
- Certificate of Occupancy

**Application for municipal operating license; the requisites are:**

- Land use permit
- Receipt for payment of property tax on the locale
- Municipal sanitary license
- Payment of garbage collection service

## Notes:

Specific requisites must be requested for the following land uses: convenience store, gasoline stations, car rental agencies, radio communication or mobile telephony structures, mechanical garages, tire repair shops, machine shops, etc.

### \*Signature of Chief Project Supervisor:

1. For constructions of more than 55 m<sup>2</sup> or when the sum of existing construction plus the addition exceeds 55 m<sup>2</sup>.
2. For regularizations of two stories or more (ground floor and first level) or more than 110 m<sup>2</sup>.
3. For advertisements weighing 100 kilograms or more.

### \*\* Soil mechanics studies will be performed for:

1. All constructions (new work, additions, and/or modifications) with more than 100 m<sup>2</sup> of construction or 2-level buildings.
2. All constructions where the sum of the existing construction plus the addition exceeds 100 m<sup>2</sup> or the addition is on the first and/or second level.

### \*\*\* Permit for Felling Trees and/or Clearing Land.

For new work or additions on first level only

### \*\*\*\* Plans:

1. Include the owner's signature on the plan
2. Include the percentage of landscaped areas in the regulatory table
3. Signature with personal information of the project author

Projects located in subdivisions must have authorization from the subdivision developer.

[note:

For the following USOS DE SUELO you will need to solicit specific requirements: mini supers, gasoline stations, car rental agencies, radio or cell phone towers, mechanic garages, tire repair garages, other repair garages, etc.]

**Signature of the Director responsible for the Work:**

1. For constructions greater than 55 m2, or in which the sum of the existing construction plus the addition surpasses 55 m2.
2. For REGULARIZACIONES of 2 stories or more (ground floor and first story) or more than 110 m2.
3. For signs whose weight is 100 kilos or more

**Studies of MECANICO DE SUELO are done for:**

1. All constructions (new work, additions, and/or modifications) with more than 100 m2 of the construction or buildings with 2 stories.
2. All constructions in which the sum of the existing construction plus the addition surpasses 100 m2 or the addition is a 1<sup>st</sup> or 2<sup>nd</sup> story.

**LIC. DE TALA and/or DESMONTE:**

Only for new works or additions in the first story

**Plans:**

1. Include the proprietor's signature in the plan
2. Include the **NORMATIVIDAD** chart and the percentage of garden area
3. Signature of the **DATOS** of the author of the project

Projects located in **FRACCIONAMIENTOS** should contain authorization of the developer

**Subj: Directory**  
**Date: 7/6/2009 5:22:30 P.M. Central Daylight Time**  
**From: jcanov81@gmail.com**  
**To: caribcondo@aol.com, marycarmenka@yahoo.com.mx**

**Hello Marcy. Those are the names who Marycarmen Gave me, of the people who can help in the regularization. I attached a presentation that Marycamren sent me of the consultora Integral de la Riviera Maya**

**Consultora Integral de la Riviera Maya:**  
**Lic. Cristina Maria Pifa Aviles. Lawyer**  
**C.P. Gerardo Sánchez Corona. Accounting**  
**Ing. Mario Raso Corrales. Engineer**  
**Antropol. Freddy Aguilar Quijano**

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**José**