

# Village of Los Lunas



## Development Process Manual

## **PREFACE**

The Los Lunas Development Process Manual (LLDPM) is intended to clarify the development process of the Village and answer commonly asked questions for both the private and public sectors.

The LLDPM is patterned after the City of Albuquerque's DPM, but sources for this manual include the Village of Los Lunas Comprehensive Plan, the Village of Los Lunas Municipal Code, 1991, Village ordinances, and outside sources, such as the Federal Emergency Management Agency (FEMA).

The Community Development Department of the Village of Los Lunas realized a need for information to help Village staff, property owners, developers and their 150a comprehensive Development Process Manual together. The goal of the department is to encourage high quality development, innovative design, variety of neighborhoods and lifestyles, preservation of cultural and natural resources, while ensuring the health, safety, and welfare of the community and the hope is that the LLDPM will give builders and developers a tool to guide them through the process.

The development process is delineated in the LLDPM from initial land use proposals to completion of a project. Using this manual will facilitate compliance with legal requirements and sound professional judgment by design professionals while highlighting professional obligations and responsibilities of Village staff and the development community.

The intent of the LLDPM is to emphasize development activities which occur most frequently, although there is no way to adequately address all development aspects or questions within all proposals. Any problems or questions that arise will still be handled by staff on a case-by-case basis.

Before submitting an application for any permit, developers are strongly encouraged to consult with the planning staff to minimize development planning costs, avoid misunderstanding or misinterpretation, and ensure compliance with the requirements of the village regulations. Reapplication consultation between the developer and the planning staff is encouraged or required as provided in this section.

## Preface

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# **CHAPTER 1 – PROCEDURE**

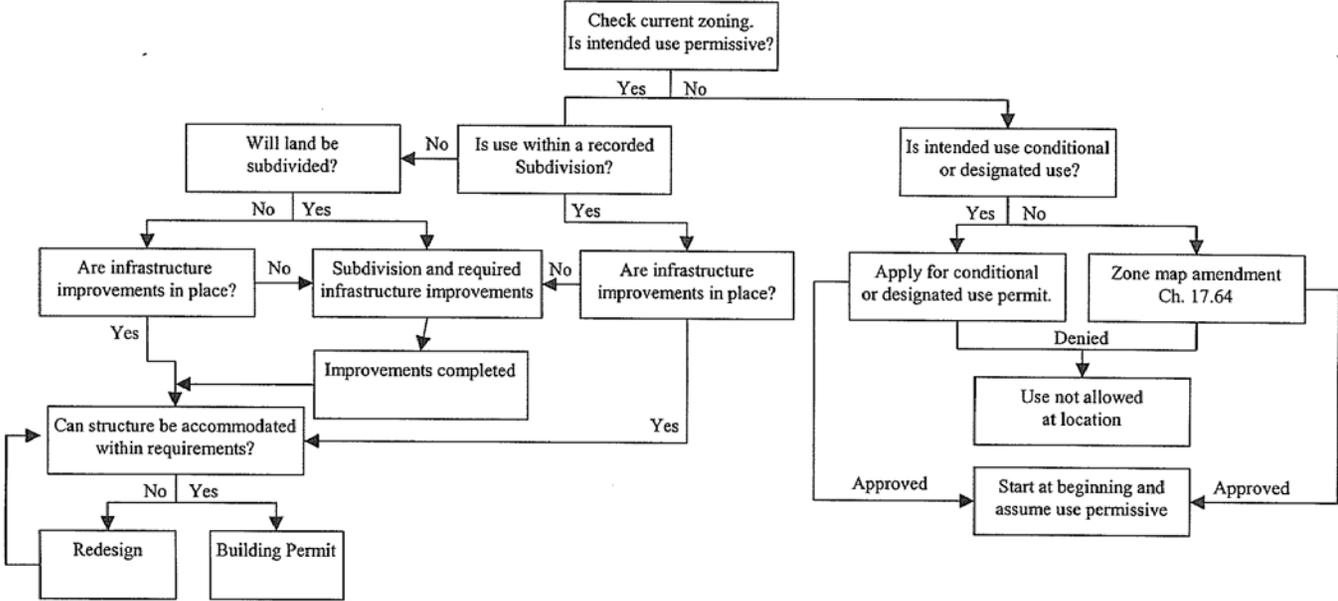
## **INTRODUCTION**

### **DETERMINING PROCEDURES**

All development projects require completion of various separate applications and procedures to secure final approval. Many of these procedures are related, but there are decision points throughout the process that may or may not require approval of the Village. The Decision Tree on the following page takes the applicant from the first step through each subsequent step to final approval.

The first step in the process is determining whether the current zoning is permissive, designated use, or conditional use. The Table of Permissible Uses (below) is a guide for determining which land use is permitted in which zones. By way of example, if the land use is not permitted, the applicant must apply for a zone change amendment (conditional use, etc.), and if the zone change is approved, the applicant can move to the next step as outlined in the Decision Tree. As not all uses are listed in the Table of Permissible Uses, in all cases, the proposed land use should be verified as permissive or conditional by contacting the Zoning Enforcement Officer (839-3842).

# DEVELOPMENT PROCESS DECISION TREE



**17.40.010 Table of permissible uses.**

The table of permissible uses should be read in close conjunction with the definitions of terms and the other interpretative provisions set forth in this title.

<b>TABLE 17.40</b>														
<b>TABLE OF PERMISSIBLE USES</b>														
<b>USES</b>	<b>DESCRIPTION</b>	<b>ZONES</b>											<b>TOD-MU</b>	<b>TOD-R</b>
		<b>AR</b>	<b>RR</b>	<b>R1</b>	<b>R2</b>	<b>R3</b>	<b>MH</b>	<b>C1</b>	<b>C2</b>	<b>M1</b>	<b>SU</b>			
1.000	RESIDENTIAL													
1.100	SINGLE-FAMILY RESIDENCES													
1.110	Single-family detached, one unit per lot													
1.111	Site built and modular structures	P	P	P	P		C	D	D				P	P
1.112	Mobile homes	P					P						D	
1.120	Single-family detached, more than one unit per lot													
1.121	Mobile home park										P			
1.122	Primary residence with accessory apartment	D	D	D									P	P
1.200	MULTI-FAMILY RESIDENCES													
1.210	Duplex				P								P	P
1.220	Multi-family townhomes					P							P	P
1.230	Patio homes					C							P	P
1.240	Multi-family apartments				P			D	D				P	P
1.300	HOMES EMPHASIZING SPECIAL SERVICES, TREATMENT OR SUPERVISION													
1.310	Homes for handicapped or infirm	P	P	P	P									

1.320	Nursing care, intermediate care homes					D								
1.330	Child care homes	D	D	D	D	D	D						D	D
1.340	Halfway houses				D									
1.400	MISCELLANEOUS ROOMS FOR RENT SITUATIONS													
1.410	Rooming houses, boarding homes				D									
1.420	Tourist rooms and other temporary residences				D									
1.430	Hotels, motels and similar business or institutions								C	P	P	P	P	
1.500	TEMPORARY EMERGENCY CONSTRUCTION AND REPAIR RESIDENCES	T/C	T/C	T/C	T/C	T/C	T/C							T/C
1.600	HOME OCCUPATIONS	C	C	C	C	C	C						P	C
1.700	PLANNED RESIDENTIAL DEVELOPMENTS	P	P	P	P	P						P		P
2.000	SALE AND RENTAL OF GOODS, MERCHANDISE AND EQUIPMENT													
2.100	NO STORAGE OR DISPLAY OF GOODS OUTSIDE FULLY ENCLOSED BUILDING													
2.110	High volume traffic generation													
2.111	Grocery store								P	P	P	P	P	
2.112	Banks and financial institutions								P	P	P	P	P	
2.113	Antique shops								P	P	P	P	P	
2.114	Bakery								P	P	P	P	P	
2.115	Retail stores								P	P	P	P	P	
2.116	Appliance, bicycle repair shop								P	P	P	P	P	
2.117	Furniture store								P	P	P	P	P	
2.118	Transfer or storage of household goods									P	P	P		

2.119	Dry goods store							P	P	P	P	P	
2.120	Low volume traffic generation												
2.121	Incidental repair shop	C	C					P	P	P	P	P	C
2.122	Artisan or craft shop	C	C	C	C	C	C	P	P	P	P	P	C
2.123	Florist or gift shop	C	C	C	C	C	C	P	P	P	P	P	C
2.124	Interior decorating shop	D	D	D	D	D	D	P	P	P	P	P	D
2.125	Jewelry or watch repair	C	C	C	C	C	C	P	P	P	P	P	C
2.126	Personal care shop (barber or beauty)	C	C	C	C	C	C	P	P	P	P	P	C
2.127	Convenience stores	D	D	D	D	D	D	P	P	P	P	P	D
2.128	Wholesale sales								P	P	P		
2.200	STORAGE AND DISPLAY OF GOODS OUTSIDE FULLY ENCLOSED BUILDING												
2.210	High volume traffic generation												
2.211	Hardware or building materials store							P	P	P	P	C	
2.212	Rental of household equipment							C	P	P	P	C	
2.213	Secondhand store							C	P	P	P	C	
2.214	Wholesale sales								P	P	P		
2.215	Pawnshop								P				
3.000	OFFICE, CLERICAL, RESEARCH AND SERVICES NOT RELATED TO GOODS							P	P	P	P	P	
4.000	MANUFACTURING, PROCESSING, REPAIRING, RENOVATING, ASSEMBLY AND DISTRIBUTION									P			
5.000	EDUCATIONAL, CULTURAL, RELIGIOUS, PHILANTHROPIC, SOCIAL AND FRATERNAL												
5.100	SCHOOLS												

5.110	Elementary and secondary and associated grounds and facilities										P	C	
5.120	Trade or vocational schools							P	P	P	P	P	
5.130	Colleges, universities, community colleges and associated religious facilities										P		
5.200	CHURCHES, SYNAGOGUES, TEMPLES AND ASSOCIATED RELIGIOUS FACILITIES							P	P		P	C	
5.300	LIBRARIES, MUSEUMS, ART GALLERIES AND ART CENTERS							P	P		P	P	
5.400	SOCIAL, FRATERNAL CLUBS AND LODGES, UNION HALLS AND SIMILAR USES									C	C		
6.000	RECREATION AND AMUSEMENT												
6.100	ACTIVITIES CONDUCTED ENTIRELY WITHIN BUILDING OR SUBSTANTIAL STRUCTURE							P	P	P	P	P	
6.200	ACTIVITIES CONDUCTED PRIMARILY OUTSIDE BUILDING OR STRUCTURE									P	P		
7.000	INSTITUTIONAL RESIDENCE OR CARE OR CONFINEMENT FACILITIES												
7.100	HOSPITALS, CLINICS, OTHER MEDICAL FACILITIES IN EXCESS OF 10,000 SQ. FT.										C	P	



	SALE OR USE OF THOSE GOODS ON LOT												
10.210	Storage within completely enclosed building								D	C			
10.220	Storage inside or outside completely enclosed building									C			
10.300	PARKING OF VEHICLES OR STORAGE OF EQUIPMENT OWNED BY PROPERTY OWNER									C			
10.400	TRUCK STOP									P	P		
10.500	RECREATIONAL VEHICLE STORAGE IN A REAR OR SIDE YARD (not to be connected to utilities, used as a dwelling unit or accessory building)	P	P	P	P	P	P						P
11.000	SCRAP MATERIALS, SALVAGE YARD, JUNK YARDS, AUTOMOBILE GRAVEYARDS											P	
12.000	SERVICE AND ENTERPRISES RELATED TO ANIMALS												
12.100	VETERINARIAN	P						P	P			P	
12.200	KENNELS	C						C	C			C	
13.000	EMERGENCY SERVICES												
13.100	POLICE STATIONS										P		
13.200	FIRE STATIONS										P		
13.300	RESCUE SQUAD, AMBULANCE SERVICE											P	
13.400	CIVIL DEFENSE OPERATION											P	
14.000	AGRICULTURAL, MINING, QUARRYING												

	OPERATIONS												
14.100	AGRICULTURAL OPERATIONS												
14.110	Excluding livestock			P	P	P	P			P			P
14.120	Including livestock	P	P										
14.130	Farmers market	P	P					P	P			P	
14.200	MINING OR QUARRYING OPERATIONS									P			
15.000	MISCELLANEOUS PUBLIC AND SEMI-PUBLIC												
15.100	MUNICIPAL OFFICES, OTHER GOVERNMENTAL OFFICES											P	
15.200	POST OFFICE											P	
15.300	AIRPORT											P	
15.400	SANITARY LANDFILL											P	
15.500	MILITARY RESERVE, NATIONAL GUARD CENTERS											P	
16.000	DRY CLEANER, LAUNDROMATS							P	P	P			P
17.000	UTILITY FACILITIES												
17.100	NEIGHBORHOOD	P	P	P	P	P	P	P	P	P	P	P	P
17.200	COMMUNITY OR REGIONAL									P			
18.000	TOWER AND RELATED STRUCTURES												
18.100	NONCOMMERCIAL (35 ft.)	P	P	P	P	P	P	P	P	P	P	P	P
18.200	COMMERCIAL	D								D	D		
19.000	OPEN AIR MARKETS AND HORTICULTURAL												
19.100	OPEN AIR MARKETS								D				C
19.200	HORTICULTURAL SALES	P	P						P				
20.000	FUNERAL HOMES							P	P	P	P	P	
21.000	CEMETERY AND CREMATORIUM												

21.100	CEMETERY											P		
21.200	CREMATORIUM											P		
22.000	NURSERY SCHOOLS, DAY CARE CENTERS			C	C			P	P	P	P	P		
22.100	FAMILY DAY CARE HOME	C	C	C	C	C	C						C	C
23.000	TEMPORARY STRUCTURES DURING CONSTRUCTION OF A PERMANENT STRUCTURE	T/P	T/P	T/P	T/P	T/P		T/P						
24.000	BUS STATION, TRAIN STATION							C	C	C	C	C		
25.000	COMMERCIAL GREENHOUSE	D							P	P				
26.000	SPECIAL EVENTS													
26.100	CIRCUS, CARNIVAL, CHRISTMAS TREE SALES	T/P						T/P	T/P	T/P	T/P	T/P		
26.200	OUTDOOR CONCERTS	T/C						T/C	T/C	T/C	T/C	T/C		
27.000	PLANNED UNIT DEVELOPMENT											P	P	P
28.000	MIXED-USE DEVELOPMENT												P	

(Ord. 356 (part), 2008; Ord. 340, 2007; Ord. 280, 2002; Ord. 276 (part), 2001)

(Ord. 276 (part), 2001)

P=use is permissible in the indicated zone

T=use is allowed as a temporary situation in the indicated zone

D=a designated use permit must be obtained from the village council

C=a conditional use permit must be obtained from the planning commission

## **DESIGNATED USE AND CONDITIONAL USE PERMITS**

An application for a designated use permit must be submitted to the planning commission, for recommendation to council, by filing a copy of the application with the administrator in the community development department. An application for a conditional use permit must be submitted to the planning commission by filing a copy of the application with the administrator in the community development department, but does not go to the council. The planning

commission or the council issues or approves the requested application unless it concludes, based upon the information submitted at the hearing, that:

- The requested use is not permissive according to the Table of Permissible Uses; or
- The application is incomplete; or
- If completed as proposed in the application, the development will not comply with one or more requirements of this title; or
- The development as proposed will materially endanger the public health or safety; or
- The development as proposed will substantially injure the value of adjoining or abutting property; or
- The development as proposed would not be in general conformity with the land use plan, or other plan officially adopted by the council. (Ord. 276 (part), 2001)

The applicant has the burden of presenting a complete application and to present evidence for approving an application and the burden of persuasion. The burden of presenting evidence for denying an application shall be upon the party or parties urging this position, unless the information presented by the applicant in his application and at the public hearing is sufficient to justify a reasonable conclusion that a reason exists to so deny the application. The burden of persuasion never shifts from the applicant. (Ord. 276 (part), 2001)

The following format will be used In considering whether to approve an application for conditional use or designated use permits. The authorizing board shall proceed according to:

- A. The permit authorizing board shall consider whether the application is complete. If no member moves that the application be found incomplete then this shall be taken as an affirmative finding that the application is complete.
- B. The permit authorizing board shall consider whether the application complies with all of the applicable requirements of this title. If a motion to this effect passes, the permit authority need not make further findings concerning such requirements. If such a motion fails or is not made then a motion shall be made that the application is found not in compliance with one or more of the requirements of this title.
- C. If the permit authority concludes that the application fails to comply with one or more requirements of this title, the application shall be denied. If the permit authority concludes that all such requirements are met, it shall issue the permit unless it adopts a motion to deny the application for one or more of the reasons set forth in Section 17.16.010(C)(4) through (C)(6). (Ord. 276 (part), 2001)

## **SITE PLAN**

A site plan must be included with an application for a conditional use or designated use permit and must contain the following information:

1. Name and address of persons or agent proposing the conditional or special use;
2. Scale and north arrow;
3. Existing structures and conditions of the site and the adjoining property;
4. Easements of the site;
5. Public right-of-way on and adjacent to the site;
6. Utilities on and adjacent to the site;
7. Legal description of the site;
8. Zoning and existing land use of adjacent properties;
9. Location map showing relation to village limits; and
10. Proposed use and proposed location of structures on site. (Ord. 276 (part), 2001)

### **EXPIRATION OF PERMITS**

Zoning, designated use and conditional use permits expire automatically one year after the issuance of such permits if the use authorized by such permits has not commenced. The permit issuing authority may extend for a period up to six months the date when a permit would otherwise expire if it concludes that the applicant has proceeded with due diligence and in good faith, and conditions have not changed so substantially as to warrant a new application. (Ord. 276 (part), 2001)

### **RECONSIDERATION OF ACTION**

Whenever the permit authority disapproves an application for a zone change, conditional use permit, designated use permit or a variance such action may not be reconsidered by the respective authority within one year after disapproval. Exceptions to this may be granted when an applicant clearly demonstrates that circumstances affecting the property have substantially changed. (Ord. 276 (part), 2001)

### **PERMIT REQUIRED**

The use made of property may not be substantially changed, and buildings or other substantial structures may not be constructed, erected, moved, or substantially altered except in accordance with and pursuant to one of the following permits:

1. A building permit or mobile home parking permit issued by the community development department;
2. A conditional use permit issued by the planning and zoning commission;
3. A designated use permit issued by the council.

Zoning permits, designated use permits, conditional use permits and sign permits are issued under this title only when a review of the application, including the plans is submitted, and indicates that the development will comply with the provisions of this title if completed as proposed. Such plans and applications are incorporated into any permit issued, and all development shall occur strictly in accordance with such approved plans.

Physical improvements to land to be subdivided may not be commenced except in accordance with a final plat approval by the council.

A building permit, mobile home parking permit, conditional use permit, designated use permit or sign permit shall be issued in the name of the applicant, identifying the property involved and the proposed use, and containing any special conditions or requirements imposed by the permit issuing authority. (Ord. 276 (part), 2001)

The issuance of a conditional use, designated use, building or mobile home parking permit authorizes the recipient to commence the approved activity (subject to a building permit being issued), or to make necessary improvements to subdivision. However the intended use may not be commenced, no building may be occupied, and in the case of subdivisions, no lots may be sold until all of the requirements of this title have been complied with. (Ord. 276 (part), 2001)

### **PERSONS THAT MAY SUBMIT PERMIT APPLICATIONS**

The owner or lessees of property may submit permit applications. The administrator may require an applicant to submit evidence of his authority to submit the application whenever there appears to be a reasonable basis for questioning authority. (Ord. 276 (part), 2001)

### **APPLICATIONS TO BE COMPLETE**

All applications must be complete before the permit-issuing authority is required to consider the application. An application is complete when it contains all of the information that is necessary for the permit-issuing authority to decide whether or not the development, if completed as proposed will comply with all the requirements of this title. (Ord. 276 (part), 2001)

### **BUILDING PERMITS**

(See Chapter on Building Permits)

No building or structure shall be erected, improvements constructed, nor mobile home moved upon any premises within the area regulated by this title without prior approval of the building inspector or code enforcement officer. They shall determine if a variance, zone change, conditional use, or designated use permit is required, and if so, will notify the applicant. If no variance, zone change,

conditional use or designated use permit is required, the building inspector or code enforcement officer will approve the building permit application and plans within seven working days of the date of their receipt. Commercial or larger building projects may require a longer review time. (Ord. 276 (part), 2001)

### **PERMIT REVOCATION**

A special use, or conditional use permit may be revoked by the permit issuing authority if the permit recipient fails to develop or maintain the property in accordance with the plans submitted, the requirements of this title, or any additional requirements lawfully imposed by the permit-issuing authority. (Ord. 276 (part), 2001)

## **Supplementary Use Regulations**

### **Planned Residential Developments**

Planned residential developments are permissible only in A-R, R-R, R-1, R-2, and R-3 zones on tracts of land of at least five acres. Single family detached dwellings, two family residences, multi family residences, and single family attached dwellings are permissible types of residential uses within this type of development, but at least 50% of the total number of dwelling units must be single family detached residences on lots of at least 7,500 square feet. These single family detached units shall be developed on the periphery of the tract so that single family detached residences border the adjacent properties.

### Planned Unit Developments

Planned unit developments are permissible only on tracts of land that are at least ten acres and zoned SU. No more than 35% of the total lot area may be developed for higher density residential purposes, and not more than 10% of the total lot area may be developed for commercial purposes within any lot developed as a planned unit development. The purpose of each portion of the property shall be clearly indicated on the plans for the proposed planned unit development. For regulatory purposes, each portion of the property shall be treated as if it were a separate district, determined by use. Nonresidential portions of any phase of the planned unit development may not be occupied until the entire residential infrastructure is completed. This will ensure that the planned unit development is not used, intentionally or unintentionally, to create a nonresidential use in an area generally zoned for residential uses.

### ZONE CHANGE APPLICATION

Village of Los Lunas  
 660 Main Street NW  
 505-839-3842

Community Development Department  
 Los Lunas, New Mexico 87031  
 FAX: 505-832-3580

Name:	
Address:	
Telephone:	
Agent:	
Agent's Phone:	
Legal Description of Property:	

Subdivision: (with Lot and Block)	
Address of Property:	
Zoning	Present Zoning: Requested Zoning:
Present Use of Property:	
Desired Use of Property:	
Explanation of Request:	
Number of acres:	
For Staff Use Only:	
Zone Atlas Map Page :	
Date of P&Z Hearing:	(Wednesday, 6 pm at the Village Chambers)
Date of Council Hearing:	(Thursday, 6 pm at the Village Chambers)

**Applicant Requirements**

Area of Review	Regulations	4 Checklist
Posting of notice on property	17.64.040	
Site Plan (12 copies)	17.64.020	
If change is to SU, development plan required	17.64.020	
Payment of fee -- \$125.00	17.04.070	Receipt No. and Date:

**Staff Requirements**

Area of Review	Regulations	4 Checklist
Notification of property owners within 100 feet	17.64.040	
Notification in the newspaper 15 days prior to hearing	17.64.040	

Accompanying this application are the original and twelve (12) copies of the proposed zone change(s). I have examined and am familiar with the zoning regulations, Title 17.64, as adopted by the Village of Los Lunas. I understand the Village Council will not assume any liability for possible lack of understanding on my part. Application requires a public hearing and a fee.

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

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

**CONDITIONAL USE PERMIT APPLICATION**

Village of Los Lunas  
660 Main Street NW  
505-839-3842

Community Development Department  
Los Lunas, New Mexico 87031  
FAX: 505-352-3580

Name:	
Address:	
Telephone:	
Agent:	
Agent's Phone:	
Legal Description of	

Property:	
Subdivision: (with Lot and Block)	
Address of Property:	
Square feet of main structure:	
Explanation of Request:	
Is this a home occupation?	YES      NO (if YES, Regulation 17.44.170 will apply)
Present Zoning:	Zone Atlas Map Page :
For Staff Use Only:	
Date of Planning and Zoning Commission Hearing:	(Wednesday, 6 pm at the Village Chambers)

**Applicant Requirements**

Area of Review	Regulations	Checklist
Posting of notice on property	17.24.020	
Site Plan (7 copies)	17.16	
Payment of fee -- \$75.00	17.04.070	Receipt No. and Date:

**Staff Requirements**

Area of Review	Regulations	Checklist
Notification of property owners within 300 feet	17.24.020	
Notification in the newspaper 15 days prior to hearing	17.24.020	

This application shall be submitted to the Community Development Department. I have examined and am familiar with the Village's regulations, as adopted by the Village of Los Lunas. I understand the Village Council will not assume any liability for a possible lack of understanding on my part. By signing this application I acknowledge the requirements outlined above and hereby agree to submit a complete application on or before Friday at noon, twenty days prior to my scheduled hearing with the Planning and Zoning Commission. I understand that my application will not be heard if this application is incomplete.

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

## APPLICATION FOR ZONING VARIANCE

Village of Los Lunas  
660 Main Street NW  
505-839-3842

Community Development Department  
Los Lunas, New Mexico 87031  
FAX: 505-352-3580

### BACKGROUND

A variance may be granted by the Planning and Zoning Commission if it concludes that strict enforcement of Title 17 would result in practical difficulties or unnecessary hardships for the applicant and that the spirit of this regulation will be observed, public safety and welfare secured, and substantial justice done. It may reach these conclusions if it finds that:

1. If the applicant complies strictly with the provisions of the regulation, he can make no reasonable use of his property.
2. The hardship relates to the applicant's land, rather than personal circumstances.
3. The hardship is unique, rather than one shared by many surrounding properties.
4. The hardship is not the result of the applicant's own actions.
5. The variance will not result in the extension of a non-conforming use or structure.

Any decision regarding a variance shall conform to Village ordinances, the Comprehensive Plan, and New Mexico state law.

Name:	
Address:	
Telephone:	
Agent:	
Agent's Phone:	
Legal Description of Property:	
Subdivision: (with Lot and Block)	
Address of Property:	
Presently zoned:	
Explanation of Request:	
For Staff Use Only:	
Date of Hearing:	(Wednesday, 6 pm at the Village Chambers)

### Applicant Requirements

Area of Review	Regulations	4 Checklist
Posting of notice on property	17.24.020	
Payment of fee -- \$75.00	17.04.070	Receipt No. and Date:

### Staff Requirements

Area of Review	Regulations	4 Checklist
Notification of property owners within 300 feet	17.24.020	
Notification in the newspaper 15 days prior to hearing	17.24.020	

Accompanying this application are the original and seven (7) copies of the proposed variance. I have examined and am familiar with Section 17.20, as adopted by the Village of Los Lunas. I understand the Village Council will not assume any liability for the possible lack of understanding on my part. Application requires a public hearing and a fee. I understand that the decision of the Planning and Zoning Commission may be appealed.

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

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

## **CHAPTER 2 – SUBDIVISIONS**

### **PURPOSE**

The purpose of this title is to assure harmonious and orderly development of the village and the surrounding area and to secure equitable treatment of all subdivision plans by providing for uniform procedures and standards thereby promoting the health, safety, morals, and general welfare of the village and surrounding area.

### **AUTHORIZATION**

A subdivision of no more than two parcels of land or a replat of a previously filed subdivision which does not increase the total number of lots by more than two lots, may be reviewed and approved by the community development director. Replats which decrease the number of lots of contiguous parcels in a previously filed subdivision may also be approved by the community development director provided that street dedications and utility easements remain the same as on the original plat.

All replats submitted for approval by summary procedure shall include acceptance by the affected utility companies.

The village clerk-treasurer has the authority to determine whether a replat of a previously approved subdivision or a subdivision of two parcels shall be brought before the Planning and Zoning Commission. His determination shall be final, unless overruled by the Village Council.

## **ADMINISTRATION – ENFORCEMENT**

### **MODIFICATIONS AND EXCEPTION**

If the tract to be subdivided is of such unusual size or shape and/or surrounded by such development that the strict application of the village's regulations would result in real difficulties and substantial hardships, the regulations may be modified by the council to allow the development of the property in a reasonable manner, but at the same time so that the public welfare and interests of the village are protected and the general intent and spirit of the regulations are preserved. Modifications granted shall be entered in the records of the council setting forth the reasons justifying the modification. When modifications and exceptions are granted, the council may place conditions, which will, in its judgment, substantially secure the objectives of the standards or requirements involved.

### **IMPACT FEES**

It is the responsibility of the subdivider to provide parks and recreation facilities for the village either by way of impact fees or by an alternate method of satisfying this demand. If the subdivider and village council agree to an alternate method, the village clerk-treasurer shall be responsible for crediting the municipal park fund with payment of the fee.

The subdivider shall also pay a user assessment fee which will be used to defer the cost of infrastructure improvements to the village water storage and distribution system and liquid waste disposal plant.

### **SUBDIVISION FEES**

There is a general subdivision fee to cover expenses related to processing subdivisions. For the creation of one or more new lots, the fee is two hundred fifty dollars plus ten dollars per each additional lot. For a family lot split, the fee is fifty dollars.

There is also an engineering fee for subdivision review to be paid to the village for any subdivision of land within the municipal jurisdiction of the village. Upon submission of the preliminary plat and preliminary improvement plans, a fee of one and one-half percent of estimated construction cost will be required, and upon submission of the final plat and final improvement plans, a fee of one and one-half percent of estimated construction cost will be required. Estimated construction cost will be determined by the subdivider's engineering firm, who will present an estimated cost to the village. Village council approval is required for the estimated construction cost basis. If additional review and inspection times are required, through no fault of the village, an additional fee may be established on a direct cost basis.

A fee of twenty-five dollars will be required for any replat or vacation of plat to cover general expenses related to processing.

All fees shall be made payable to the village. All fees, except for village engineering fees, shall be paid at the time of application for preliminary approval. Fees are nonrefundable. (Ord. 204, 1994; Ord.178, 1991; Ord. 126A (part, 1985; Ord. 126 § 22, 1983)

Public records of finding, decision, and recommendations concerning all subdivision plats filed for review, including such actions as may be taken by the council through appeals or amendments to these regulations, shall be kept by the village clerk-treasurer.

Construction which violates any provision of these regulations is strictly prohibited and no building permit will be authorized, except in those cases where modifications or exceptions have been granted by the council prior to the start of construction. Legal action will be taken by the village to have the construction

violation stopped, corrected and/or removed, and/or any penalty assessed for violations of these regulations.

It is a violation of these regulations to transfer lots in unapproved subdivisions. Any owner or agent of the owner who leases, transfers, sells, agrees to sell, or negotiates to sell land located within the planning and platting jurisdiction of the village, by reference to or exhibition of a plat of such land before being approved by the village council and recorded in the office of the Valencia County clerk shall upon conviction be subject to a fine of one hundred dollars per offence. Each lot sold, leased, transferred, or negotiated to be sold will be prosecuted and treated as a separate offence.

Improper recording is also a violation of these regulations. Any person who records any plat in violation of these regulations with the Valencia County clerk shall upon conviction be subject to a fine not exceeding one hundred dollars for each lot transferred or sold, or agreed or negotiated to be sold.

## Density and Dimensional Regulations

### Minimum Lot Size

All lots in the following zones shall have at least the amount of square footage indicated in the following table:

ZONE	MINIMUM SQUARE FEET
R-3	3,000
M-H	5,000
R-2	7,500
R-1	7,500
R-R	HALF ACRE
A-R	ONE ACRE
C-1	NO MINIMUM
C-2	NO MINIMUM
M-1	NO MINIMUM
S-U	NO MINIMUM

Primary residences with an accessory apartment shall be allowed only on lots having at least 150 percent of the minimum square footage required for one dwelling unit on a lot in such district.

No irregularly shaped lot or lot that is so narrow that it would be impractical to construct on it a building that would not satisfy any applicable setback requirements for that district may be created.

### Building Setback Requirements

No portion of any building or freestanding sign may be located closer to any lot line than is authorized in this section. As used in this section, the term building includes any substantial structure, which tends to constitute a visual obstruction. Included in this term are gas pumps and overhead canopies or roofs. Accessory buildings requiring a building permit (120 square feet or larger) may only be built in the same area as the principal structure. The placement of multiple accessory structures for storage that in total exceed 120 square feet will require that a building permit be obtained from the building inspector.

MINIMUM DISTANCE FROM LOT LINE

ZONE	FRONT	REAR	SIDE
A-R	25 FT.	25 FT.	10 FT.
R-R	25 FT.	20 FT.	10 FT.
R-1	20 FT.	15 FT.	7.5 FT. *
R-2	20 FT.	15 FT.	5 FT. *
R-3	20 FT.	15 FT.	0 FT. # **
M-H	20 FT.	15 FT.	5 FT.
C-1			
C-2			
M-1			
S-U			

\*Corner lots require a minimum setback on the street side of ten feet.

#Attached dwellings shall maintain a separation of no less than fifteen feet between structures.

\*\*Patio Homes shall maintain a separation of no less than ten feet between structures.

### Building Height Limitations

Building height limitations throughout the village are 35 feet except in the M1 Zone, which has a 50 foot height limit or greater if built under a 45 degree incline. The height of a building is considered to be the vertical distance measured from the mean elevation of the finished grade at the front of the building to the highest point of the building, with the exception of the following features:

- Chimneys, church spires, and similar structural appendages;
- Flagpoles;
- Heating and air conditioning equipment, solar collectors, and similar devices.

Design standards on Main Street shall minimize visual distractions and preserve the small town character within the Main Street area. Thin-skin curtain-wall buildings, including aluminum siding and metal panels require aesthetic facades.

Any building with mirrored glass and glass covering more than fifty percent of any side of the building are prohibited between the Rio Grande Bridge and Don Pasqual.

### **Cluster Subdivisions**

Lots may be created that are smaller than those required by Section 17.48.010 if the developer complies with the provisions of this chapter. As long as the density is not increased beyond what would be permissible if the land were subdivided into the size of lots required by Section 17.48.010, the developer may decrease lot sizes, leaving the land saved by so doing as open space. This will lower the development costs while increasing the amenity of the project.

## **SUBDIVISION DESIGN STANDARDS**

The Subdivision Design Standards are authorized by Section 17 of the Land Subdivision Regulations of the Village of Los Lunas (Ordinance No. 126, June 30, 1983).

Subdivision Design Standards will be revised by the Village from time to time to reflect changing conditions and new construction techniques and materials.

### **Compliance with Requirements**

The subdivider has the responsibility to obtain all necessary permits, easements, and other approvals for the proposed subdivision. The subdivider should be familiar with all Village, County, State, Federal, and other applicable requirements, laws, ordinances, regulations, and codes related to subdivision development, as compliance is required.

The Developer has the right to request the Village of Los Lunas to waive any part of the Subdivision Design Standards on the basis of extreme or unusual hardship. When exercising such a privilege, the Developer shall specify in writing any and all design standards that are requested to be waived, the reasons for deviation from these standards, and the alternative proposed standard to be utilized in the development. The Developer shall submit a written request to the Village Engineer who shall evaluate the request and make recommendations to the Village Council regarding the request. Only after the Village Council has approved such deviation and the Developer has written permission to do so signed by the Mayor, may the Developer deviate from the design standards.

The following are the minimum improvements that the subdivider shall make, except if waived by the Village of Los Lunas:

1. Grading, curbs and gutters, paving drainage, and drainage structures necessary for the proper use and drainage of the streets and for public safety.

2. Site grading and drainage, taking into consideration the drainage pattern of adjacent improved and unimproved property and treating upstream area, where appropriate, as though fully improved.
3. All streets, easements, and pedestrian walk ways shall be graded and surfaced to widths and grades shown on the improvement plans. The subdivider shall improve the extension of all streets to intercepting or intersecting streets.
4. Sidewalks shall be as shown on the improvement plans.
5. Approved sanitary sewer and domestic water supply facilities shall be installed as shown on the improvement plans to serve the subdivision.
6. Storm drainage facilities shall be installed as shown on the improvement plans.
7. Water mains and fire hydrants shall be installed as shown on the improvement plans to provide fire protection.
8. Telephone, electric power, gas, and cable television service shall be installed and available to every lot (possible exceptions – cable television or gas, if all electric).
9. Street name signs.
10. Street lights.
11. Survey monuments.

It is the sole responsibility of the Developer to ensure that all construction of improvements is performed in compliance to federal, state, and local safety and health laws.

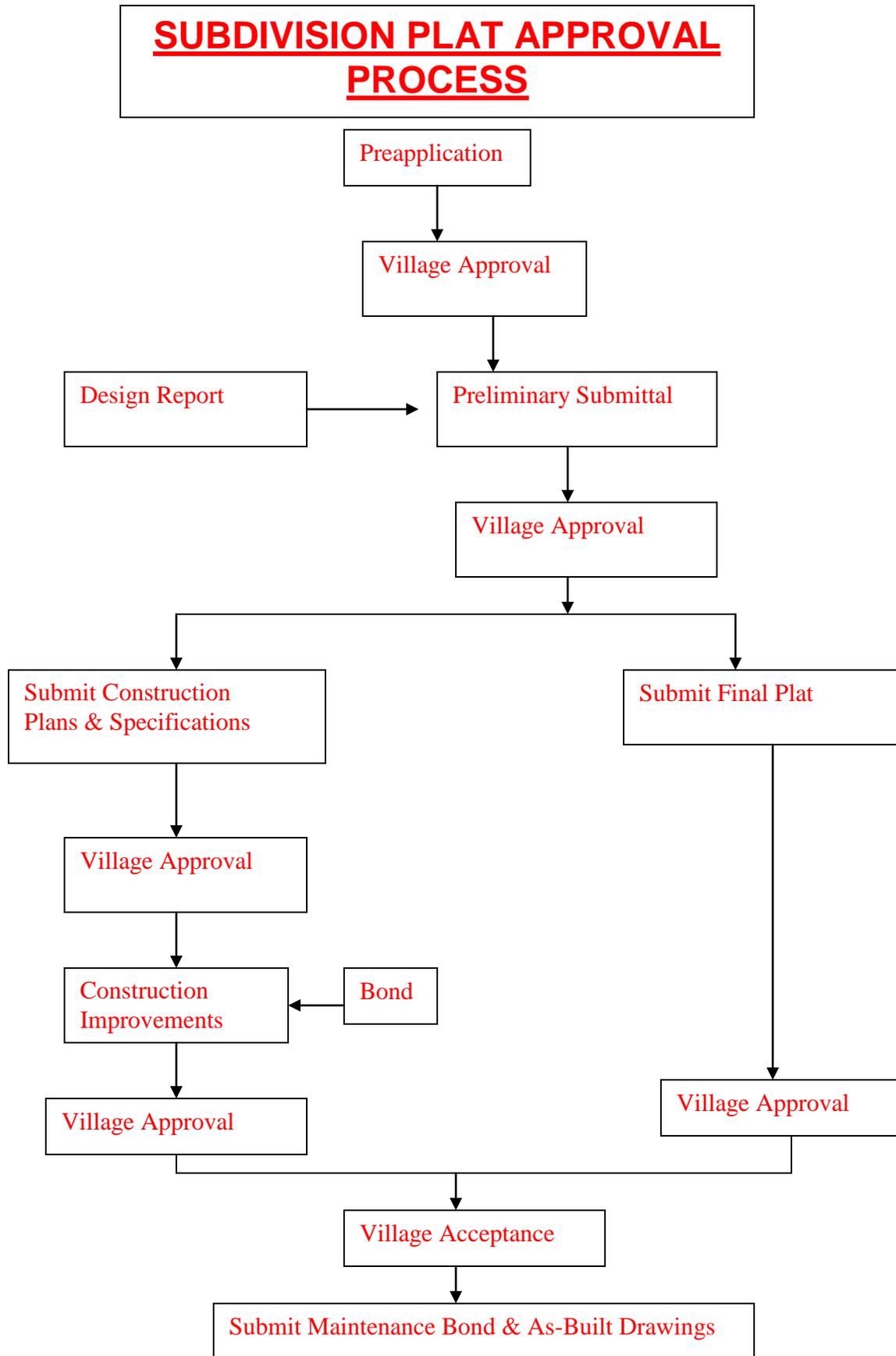
Before construction begins, the Developer's Engineer shall hold a pre-construction meeting with the Contractor and the Village. At this time, the Developer shall provide the Village with a copy of the construction schedule defining the various phases of work to be done with a timetable. It shall be the responsibility of the Developer to arrange for full-time construction inspection during all phases of construction, by his/her Engineer. Monthly certified construction inspection reports with all necessary data and background information, testings, updated schedules, shop drawings and mix designs, rejections/approvals, etc., shall be provided by the Developer's Engineer. The Developer shall also require his/her Engineer to communicate with the Village Engineer regarding the construction activities and any field changes that may require written justification and documentation. Full-time inspection and as-built documentation by the Developer's Engineer or his/her qualified agent are required for, but not limited to, the following:

1. At completion of any preliminary clearing, grubbing, and site grading (cuts and fills). Compaction testing of fill material will be required.
2. Before backfilling any utility line ditch section, the Village inspector shall inspect pipe, check grades, and approve backfill material.
3. Inspector shall require compaction testing of trench backfill.
4. At completion of subgrade preparation, compaction tests shall be required.

5. When curb forms or stringlines are set, Inspector shall check grades at 50 foot intervals.
6. Upon construction of curb and gutters, sidewalks, drainage facilities.
7. Upon installation of base course in street (compaction and gradation tests shall be required).
8. Upon completion of street paving (compaction and gradation) test shall be required.
9. After final grading of lots.
10. A final construction report with certification of completion for all approved improvements and submission of complete as-built drawings are required from the Developer's Engineer before request of acceptance by the Village of Los Lunas. As a part of the final report, floppy diskettes containing computer electronic data base, with complete records of all as-built Village utilities, streets, lot and subdivision layouts, etc. for the subdivision shall be submitted to the Village in the latest auto-CADD version compatible to the Village's CADD mapping computer system. A final inspection shall be performed by the Village Engineer, a representative of the Contractor, and the Developer's Engineer after Village review and acceptance of the final construction report. A schedule of final completion of remaining activities listing and documenting any and all corrections, replacements, clean-up work, etc. that remains to be performed will be provided by the Developer's Engineer. The Village of Los Lunas will not accept the subdivision until all such work is complete. The Village Engineer will recommend Village acceptance only after final completion of all the proposed improvements, the Developer's Engineer recertification of full compliance with the subdivision design standards and specifications, and Village satisfaction of completed work.
11. Costs of any other testing that may be required by the Village of Los Lunas (such as street coring or asphalt compaction), will be the responsibility of the Developer.

## **Submission Requirements**

Required Submissions: The minimum submissions required from a subdivider are summarized in the following Flow Chart and Table.



## **MINIMUM SUBDIVISION SUBMISSION REQUIREMENTS**

<u>Submission</u>	<u>When Required</u>	<u>Copies Required</u>
Pre-Application : Location map Sketch plan Plan information	Prior to Preliminary plat	2
Area Plan	Prior to or with Preliminary plat	Original and 7
Preliminary plat : Preliminary storm drainage plan Preliminary soils analysis Schedule of development Special problems analysis	Preliminary plat	Original and 7
Final plat	Final plat	Original and 2
Street and sidewalk : Drawings and specifications Design analysis report	Before construction	4
Water System : Drawings and specifications Drawing analysis report Approval of NMED	Before construction	4
Sanitary Sewer System : Drawings and specifications Design analysis report Approval of NMED	Before construction	4
Drainage Facilities : Drawings and specifications Design analysis report Final storm drainage plan	Before construction	4
Street Lights : Drawings and specifications	Before construction	4
Maintenance Bond	After construction of improvements	2
Record Drawings of all Improvements	After construction of improvements	4

Format of Submissions :

Plats : Pre-application maps, Plans, Preliminary Plats, Final Plats, etc., shall be as specified in the Municipal Code, Subdivisions, Chapter 16.16.

Improvement Plans :

1. Improvement Plans shall be drawn in black india ink on a 24" X 36" stable base polyester material.
2. Improvement Plans shall contain title and index sheet. Title sheet shall contain the following:
  - a. Name of Subdivision,
  - b. Name, address, and telephone number of developer,
  - c. Name, address, and telephone number of designing engineer,
  - d. Seal and signature of responsible engineer registered in the State of New Mexico.
3. Index sheet shall contain the following information:
  - a. List of plan sheets and their page numbers,
  - b. Vicinity Map showing location of subdivision in relation to the Village of Los Lunas,
  - c. Plat to scale showing street, sewer, and waterline layout, locations of manholes, valves, and fire hydrants. Scale of plat and north arrow shall be indicated.
4. Grading and drainage plans shall follow index sheet.
5. Street, sewer, and water plan and profile sheets shall follow grading and drainage plan.
6. Standard detail specifications and drawings shall be last.

Reports, Specifications, Design Analysis, and Other Data : All supporting documents shall meet the following criteria:

1. Be submitted on 8 ½" X 11" sheets of paper unless oversize material is required, in which case 11" X 17" maximum may be used as fold-outs.
2. Be bound with a title sheet containing the following information:
  - a. Name of Subdivision,
  - b. Contents of bound document,
  - c. Name of designing engineer submitting the document.
3. Be neat, legible, typewritten, easy to reference, and logically referenced.
4. Bear the seal and certification of the licensed engineer, surveyor, or architect.

## **Provision of Easements**

Easements shall be provided in all subdivisions for the ready provision and extension of street, utilities, and drainage facilities. Easements shall be provided for the logical extension of streets, utilities, and drainage facilities from and through each subdivision to the areas surrounding each subdivision. Proposed new developments shall maintain properly sized and aligned necessary

easements and rights-of-way to facilitate extension of existing structures that require extension through said new development to accomplish its purpose. The Village of Los Lunas has the right to require the continuation of easements and rights-of-way through proposed new developments if it deems necessary the extension of such easements or rights-of-way.

### Survey Monuments

Survey monuments shall be provided for subdivisions as indicated in the following Table of Subdivision Monument Locations. Found monuments which accurately locate required subdivision monument locations may be used in lieu of the type of monument indicated in the table, but the minimum number of monuments indicated must be provided unless otherwise approved by the Village. The location and type of all new and found monuments shall be shown on the final plat along with the elevation of all bench marks.

Physical requirements for survey monuments are indicated in Table 2.

**TABLE OF SUBDIVISION MONUMENT LOCATIONS**

<u>Location</u>	<u>Type of Monument</u>	<u>Notes</u>
Subdivision Boundary Corners	Brass cap in concrete	Four minimum per subdivision and four minimum per 320 acres of subdivision
Intersections of Streets (center lines), points of curvature/tangency/cusp/reverse curve/angles, center of cul-de-sac bulbs	Aluminum cap on #5 rebar	
Block corners	Aluminum cap on #5 rebar	
Lot Boundary, corners, points of curvature/Tangency/cusp/reverse curves/angles	#5 rebar	
Elevation Bench Mark	Brass cap in concrete	One minimum per subdivision and one minimum per 320 acres of subdivision; may be subdivision corner monument.

**TABLE OF MINIMUM PHYSICAL REQUIREMENTS OF SURVEY  
MONUMENTS**

Type of Monument	
Brass Cap	<p>Brass cap: 2.5 inches minimum diameter substantially rounded cap with integral anchor for placement in concrete.</p> <p>Concrete base: Poured in-place concrete minimum 12 inches diameter and 30 inches deep with bulb at bottom, concrete poured against undisturbed soil for bottom 18 inches minimum, brass cap anchored into base.</p> <p>Marking: Stamped to indicate reference point, brief description of subdivision and monument location, indication that point is elevation bench mark if appropriate and show elevation, surveyor's registration number.</p>
Aluminum Cap	<p>Aluminum cap: Cap specifically designed to lock onto a previously set #5 rebar when struck with a hammer.</p> <p>Rebar: Standard #5 deformed steel reinforcing rod/bar, 2 ft. minimum length or longer if required for stability in particular locations.</p> <p>Marking: Stamped with surveyor's registration number and reference point indication.</p>
#5 Rebar	<p>Rebar: Standard #5 deformed steel reinforcing rod/bar, 2 ft. minimum length or longer if required for stability in particular locations.</p>
All Monuments	<p>Finish elevation: Between 0-0.2 ft. above finished grade unless particular location dictates otherwise.</p> <p>Indication of plat: Indicate all monument markings on plats.</p>

**Street Design Standards**

The following criteria is intended for use in the design of street systems and related features in order to promote consistently sound design, and to assert the need for exercise of sound, responsible, professional judgment by the Engineer. This material is intended for use by qualified design professionals familiar with municipal street design. A brief overview of governing regulations and references to commonly accepted standard publications related to the subject is presented for the use of designers and others using this manual. Reference publications are cited herein for clarification.

**Governing Regulations.**

The following are some of the most important Village regulatory documents pertaining to street design and is not intended to be exhaustive. The user is

cautioned that these regulations may change at any time. Constant familiarity with these and other pertinent regulations as they evolve is recommended.

1. Subdivision Ordinance (Title 16)
2. Comprehensive Zoning Code (Title 17)
3. New Mexico Uniform Traffic Ordinance (Adopted by the Village)

## **General Planning**

### Street Location and Arrangement

Streets must conform in character, location, and arrangement to adopted plans. Governing plans include, but are not limited to, the approved area plan, Village master plans, or adopted future street lines. The Village should be consulted for information regarding applicable plans for areas under design consideration.

- A. Proposed street arrangements must provide for the continuation of existing principal streets or appropriate projections thereof if not otherwise governed by an adopted plan as discussed in the preceding paragraph.
- B. Alleys are not to be provided where other provisions can be made for adequate and suitable service access.

### Street Right-Of-Way and Pavements Widths

Street classification	Minimum Required Right of Way	Minimum Required Pavement Width*
Alleys	20 ft.	N/A (20 ft. if paved)
Local (residential)	50 ft.	32 ft.
Collector/Industrial/Commercial	68 ft.	48 ft.
Arterial	100 ft.	66 ft. or more as required by Village

\* Pavement width is width of pavement measured from face of curb to face of curb.

### Access

Private driveway access to single-family development is not permitted on principal arterial or collector streets. On all other streets, driveways shall be at least 20' from intersections.

### Cul-de-sac Criteria

- A. Maximum length permitted is 600 feet measured from the centerline of the intersecting street to the center of the turnaround.
- B. Maximum number of dwelling units allowed to be served by a cul-de-sac is 35, unless otherwise specifically approved by the Village.
- C. Turnarounds

1. Circular turnarounds with no center island must have minimum 45 ft. radius to right-of-way and must have minimum 40 ft. radius paved area measured to the flowline of curb.
2. Circular turnarounds with approved center island must have 52 ft. radius to right-of-way and must have 47 ft. radius paved area measured to the flowline of curb, with a maximum center island radius of 17 ft. measured to the flowline of the curb.

### Engineering Design Criteria

The following criteria are major controlling factors in the design of streets. Designers are expected to exercise careful attention to detail in the application of these criteria. Suitable transitional elements must be provided between changes in geometric configuration, pavement and curb character, and drainage carrying aspects of the ultimate street design.

**GENERAL DESIGN CRITERIA FOR STREETS TABLE**

Street Classification	Minimum Centerline Radius - Feet (5)			Minimum Length Vertical Curve (feet) (1)	Vertical Curvature Design Value K (2)			Maximum Grade Change Allowed Without Vertical Curve - % (8)	Maximum Grade Allowed %
	Design Speed M.P.H.	With 0.02 ft/ft. Super-elevation	With Normal Crown (7)		For Crest Stopping Sight Distance (6)	For Sag Stopping Sight Distance (6)	For Sag Comfort Control (3) (6)		
Principal Arterial	50	1050	1400	150	100	75	N/A	0.4	6
Minor Arterial	45	800	1100	135	80	65	N/A	0.4	7
Collector	35	450	575	100	46	45	26	0.7	8
Local Residential	25	0	230 (9)	75	25	28	13	1	8
Cul-de-sacs & Alleys	20	0	120 (9)	60	18	24	9	1	12
Local Industrial Commercial	30	300	380	90	32	35	19	1	8

Footnotes:

- (1) Controlling limit only when algebraic grade difference (A) times the design value K is less than minimum shown; in all other cases,  $L = KA$  shall control.
- (2) The values for K shown are to be used in determining the minimum length of vertical curve required by the use of the relationship  $L = KA$  where:  
 $L$  = Length of vertical curve in feet  
 $A$  = Algebraic difference in grades expressed in percent  
 $K$  = Design value indicative of rate of curvature
- (3) Allowed only with express permission of Town. Use of K for comfort control is strongly discouraged.
- (4) Lengths of vertical curves longer than the minimums resulting from the use of K values shown should be used wherever possible; however, K should not exceed 143 ft. when curb and gutter is used.
- (5) Source: Design of Urban Streets, Federal Highway Administration, U.S. Department of Transportation.
- (6) Crest vertical curves are based on eye height of 3' - 3", object height of 0' - 6" and AASHTO minimum stopping distances. SAG vertical curves are based on AASHTO standards. If AASHTO standards are revised to more restrictive values, the more restrictive values shall supersede the values in this table.
- (7) As given in Standard Details.
- (8) A minimum of 50 ft. must be maintained between vertical points of intersection.
- (9) Local residential streets with 90° or near 90° turns may be designed with a minimum centerline radius of 75 ft. with the approval of the Town. Appropriate advisory signs may be required.

The preceding table summarizes criteria considered minimum in Los Lunas for various classification of streets. Design speeds given are intended to establish levels to which facilities are to be designed. Legal speeds will be established only after appropriate examination of the completed street by the Village.

### Geometric Criteria

Usually, the criteria for the horizontal and vertical geometrics of street design in the preceding table will be the minimum acceptable values, but other factors must also be considered in a balanced design.

1. Vertical Alignment: Long, flat gradients are undesirable because of poor drainage characteristics. The minimum desirable gradient consistent with acceptable drainage is 0.4% and, should be observed as a general design principle. Grades in valley areas and other special circumstances may be flatter than 0.4% if approved by the Village. Long, steep gradients are also undesirable as they are difficult for heavier vehicles to negotiate at desirable traffic speeds. Vertical curve criteria stated in the GENERAL DESIGN CRITERIA FOR STREETS TABLE are intended to provide adequate safety consistent with design speeds. The designer should apply good judgement in combining vertical geometry with horizontal geometry in the application of these criteria. Extreme vertical undulation is not acceptable. Vertical changes in grade occurring simultaneously with horizontal alignment changes must be carefully designed to preserve the acceptable sight distance consistent with the design speed of the street. In these cases, engineering determination of safe stopping sight distance should be demonstrated, and adequate intersection sight distances must be maintained in all designs.
2. Balance Design: Minor streets shall be designed in order to discourage excessive speeds of traffic, but, abrupt, inconsistent changes in either horizontal or vertical alignment are not acceptable. Major streets shall be designed to permit larger flows of traffic at design speeds.

### Intersection Design

1. Angle of Intersection: As nearly as practical, consistent with topography and sound design, streets must be designed to intersect at right angles. Acute angles for intersections for all streets shall be 80 degrees minimum. Intersection designs must provide for adequate clear sight distances.
2. Spacing of Intersections: Arterial streets should be designed with minimal intersections. The following are limits to be observed:
  - a. Streets intersecting arterials must generally be spaced no closer than one sixth (1/6) mile on center.
  - b. All intersections of streets shall be continuous in alignment, if feasible. Offset alignment of intersecting streets is highly discouraged.
  - c. The following spacing will be used when intersection of streets are not on continuous alignment through the street intersected:
    - i. Intersections of noncontinuous streets must be spaced at least 150 ft. between centerlines of streets on local streets.
    - ii. At least 300 ft. on collector streets.
    - iii. At least 400 ft. on all arterial streets.
  - d. Variances from these criteria will require written approval from the Village.
3. Curb Return Radii: Minimum acceptable return radius is 25 ft. All radii are measured to the back of the curb section.
4. Intersection Grading: If desirable to promote comfort, street crown may be reduced through intersections of major streets of approximately equal classification. Generally, this reduction should not exceed one-half of standard crown unless special circumstances govern and the joint concurrence of the Village is obtained. Concrete valley gutters and fillets are necessary to provide rapid drainage and eliminate pavement rutting (see Standard Detail S200-107.334P).

### Curb and Gutter Criteria

1. The exterior curb section for all classes of streets must be standard 6-inch high barrier-type curb and gutter with 1-inch gutter depth as shown in Standard Detail S200-107.3P. Deviation from these standards will require written approval and concurrence by the Village.

2. Mountable curb types as shown in Standard Detail S200-170.34P may be used on local streets if both traffic requirements and drainage requirements can be met to the satisfaction of the Village.
3. Concrete curbs and gutters shall be constructed of Class "A" 3000psi Portland cement concrete.

### Pavement Design Criteria

1. Design of pavement structures of arterial streets must be based on acceptable design procedures, such as the latest edition of AASHTO Interim Guide for Design of Pavement Structures, published by the American Association of State Highway and Transportation Officials, Washington, D.C., and the local adaptation of those procedures developed by the New Mexico State Highway Department entitled Structural Design Guide for Flexible Pavement, NMSHD Bulletin 102 (see Standard Detail S200-107.35P).
2. Collector, industrial, and commercial designs for area streets and residential (local) streets will conform to Standard Detail S200-107.352P. Soil investigation and evaluation shall be required to determine the bearing values of the proposed subgrade soils. The report shall be submitted to the Village by the designer, stating existing subgrade bearing values and proposed structural pavement design.
3. Structural design of private streets shall conform to the soil report.

### Driveway Design Standards

1. Driveway construction must conform to the current Standard Detail S200-107.36P.
2. Depression of the sidewalks shall not occur to accommodate driveways unless a driveway gradient in excess of 10% would be required to avoid depression of the sidewalk, in which case, the sidewalk shall be transitioned to match the driveway within 6 ft. of edge of driveway and the driveway gradient shall be maintained equal or less than 10%.

### Construction Criteria

1. General: Permits or easements required for the construction of the streets, sidewalks, or appurtenances for the proposed development shall be obtained by the Developer.
2. Materials:
  - a. Unless otherwise approved by the Village, all construction shall conform to the Standard Details and these Subdivision Regulations.
  - b. All construction shall conform to the New Mexico Standard Specifications for Public Works Construction (NMSSPWC) as modified herein unless otherwise approved by the Village.
  - c. In the case of a discrepancy between these regulations, Standard Details and NMSSPWC, the following order of priority will be used:
    - i. Subdivision Regulations
    - ii. Standard Details
    - iii. NMSSPWC

### Sidewalk Design

All properties within the Village of Los Lunas must be provided with sidewalks. These Design Standards establish the fundamental requirements governing Works Construction. Designs incorporating alternate materials must be approved by the Village. sidewalk design. Sidewalk designs must provide for the mobility, safety, and comfort of the pedestrian and provide for adequate pedestrian access to abutting property. Pertinent sidewalk design criteria are collected herein for the convenience for the designer.

1. Sidewalk width shall be 4' 0" minimum. The Village may require wider sidewalks for arterial streets, based on expected pedestrian traffic.
  - a. Sidewalk Location – Horizontal :
    - i. Along collector and local streets, sidewalks must be located within the right-of-way with the property side edge of the walk at the property line.

- ii. Variances from sidewalk standards will require the approval of the Village of Los Lunas.
- iii. Sidewalk location adjacent to curbs is discouraged.
- b. Tranverse Slope : Sidewalks must be provided with a transverse slope of ¼ to ½ inch per foot, sloping toward the street.
- c. Sidewalk Location - Vertical : The vertical location of the sidewalk must be so that the top surface of the sidewalk at the lowest point of the sidewalk will be at or above the curb. The design of the sidewalk must be appropriate to the overall street section design within the right-of-way.
- d. Sidewalk Materials : Sidewalks are to be of portland cement concrete, Class “A”, 3,000 psi, of minimum 4 inches thickness. Portland cement concrete reinforcing, curing compound shall be as specified in the New Mexico Standard Specifications for Public

## **Street Lighting and Signage, and Encroachments**

### Lighting – Signage

1. Street Lighting : The policy of the Village is that arterial and selected collector streets be lighted to Illuminating Engineering Society Standards for Arterial Streets. On local streets, 100 watt high pressure sodium or lighting approved by the local utility company shall be placed at all intersections, on cul-de-sac streets over 150 ft. in length, at right angle turns, and at mid-block locations where block length exceeds 400 ft. Preferred mounting height of luminaire is 30-35 ft. In new subdivisions, the Developer’s Engineer shall coordinate with Public Service Company of New Mexico (PNM) for design of the street lighting system. After PNM approval of the street lighting system, the Developer shall then submit their design to the Village for approval. Following approval, PNM or a qualified contractor, shall install the street lights in conjunction with the installation of electrical service to the subdivision.
2. Traffic Signs : Street name signs shall be installed by the Developer. Traffic regulatory signs and posts shall be installed by the Village at the Village’s expense. The Developer shall purchase and install street name signs, prior to final acceptance of the subdivision, at every intersection. The Developer shall furnish installation hardware compatible with the Village’s sign posts. Street name signs shall comply with Article V of the New Mexico Uniform Traffic Ordinance (Adopted by the Village Ordinance No. 103), and Part II-D (2D-39) of the Manual on Uniform Traffic Control Devices, latest edition.

Fences, Walls, Footings, and Encroachments : Walls, footings, and fences are not permitted within the right-of-way. In new residential subdivisions, walls, footings, and fences will not be permitted in the right-of-way unless approved by the Village.

In existing subdivisions, walls and fences are discouraged but may be placed within the right-of-way if approved by the Village. An encroachment contract must be requested from and approved by the Village, and then executed on behalf of the Village by the Mayor. The encroachment contract provides that the applicant must remove the wall, footing, or fence within a specific time (normally 72 hours) upon notification by the Village from any negligent actions by the applicant. Walls or fences over 36 inches in height will not be approved within the right-of-way if the wall or fence will be less than 15 ft. behind face of curb of streets. Within the clear sight triangle, all walls, fences, or vegetation are restricted to a height of 30 inches, measured from the flowline of the gutter.

## PRELIMINARY PLAT PROCEDURE

A written application (see below for example) must be submitted to the community development department together with the original and seven copies of the preliminary plat, improvement plans and other supplementary material as specified in this chapter. The application package must be submitted at least thirty days prior to the regular meeting of the commission in order to be presented for review. The community development department will review the required preliminary plat and supplementary material and consult with the village engineer in reference to the construction plans for required improvements. (Ord. 126, 1983, 1987)

The original and seven copies of the preliminary plat, which shall include all land owned or controlled by the subdivider, which is or may be suitable for or susceptible to subdivision or development, and adjoins the land proposed to be subdivided. The preliminary plat shall be drawn to a scale of one inch to one hundred feet for the purposes of showing all details clearly. An adequate number of sheets, twenty-four by thirty-six inches in size, shall be used to show the proposed subdivision in its entirety. If more than one sheet is required, each sheet shall be numbered in relation to the total number of sheets involved, and each sheet shall have a small key map showing its relationship to the whole.

The preliminary plat shall contain the following information:

- Name of the proposed subdivision, name and address of the subdivider and agent; name and certification of surveyor and any other principal persons preparing the preliminary plat;
- Scale and north arrow;
- Proposed benchmark locations, proposed location of and method of tie to permanent survey monuments and proposed location and type of subdivision control monuments. Descriptions of all monuments found or set;
- Plat boundary lines: bearing in degrees, minutes, and seconds, with basis for bearings noted or shown: distances in feet to nearest hundredths;
- Existing conditions of the site and its environs including: present site designation or subdivision name, easements on site: location, width, and purposes;
- Public right-of-way on and within one hundred fifty feet of the site; name width, type, and dimensions of paving;
- Utilities on and adjacent to the site: location and, if applicable, size of water wells, water reservoirs, water lines, sanitary and storm sewers; location of gas lines, fire hydrants, electric and telephone lines and poles, and street lights;
- Ground elevation on the site based on mean sea level datum as established by the U.S. Coast and Geodetic Survey; for land that slopes less than one percent, contour intervals shall be one foot, for land that slopes between one percent to five percent, contour intervals of not more than two feet; for land that slopes more than five percent, contour intervals of not more than five feet;
- Existing storm drainage facilities on and adjacent to the site;
- Other significant conditions (i.e. major rock outcrops, trees, structures, etc.);
- Zoning on and adjacent to the site;
- Total area of the proposed plat to the nearest one-tenth acre;
- Location map showing location of the site in relation to well known landmarks, abutting property owners, and municipal boundaries;

- Proposed lot lines and public rights-of-way and street width; indicate roadways intended to be private; locations of planned water wells, reservoirs, and pump stations; locations, dimensions and purposes of all easements, public or private rights-of-way for public services or utilities, and any limitations thereof;
- Numbers and letters to identify each proposed lot and block
- Locations, dimensions, approximate areas and purposes of lots proposed to be dedicated or reserved for the public;
- Sites and approximate area for any nonresidential use;
- Proposed changes to ground elevations, to standards specified by the village;
- Typical cross-sections and construction details of proposed streets, and other proposed improvements;
- Draft of proposed and existing protective covenants whereby the subdivider proposes to regulate land use in the subdivision and otherwise protect the proposed or existing development.
- Storm drainage management plan for the purpose of minimizing or eliminating damage resulting from storm water runoff, shall be done by engineer and conform to village standards;
- Soils analysis shall be done by a geotechnical engineer to determine the adequacy of the soil for the proposed construction;
- Schedule of development indicating when improvements will be provided;
- For land with difficult topography or other geographic hazards to life, health, or property, a report containing a proposed solution shall be prepared satisfactory to the commission and council.

### **ANNEXATION/REZONING/DECISION**

If annexation and/or rezoning is proposed or required for the plat, the commission will withhold approval until annexation and/or rezoning is officially adopted by the council. The commission will act upon the application within thirty-five days of receipt of the complete application package, unless the village engineer or any agency other than the staff should be required to review the submitted material, in which case a reasonable extension may be granted.

If the preliminary plat is approved, the commission will send its conditional approval, stating the conditions of approval, if any, to the council. If the plat is disapproved, the commission will express its reasons for the disapproval. The actions of the commission will be noted on two copies of the preliminary plat, referenced and attached to any condition determined. One copy will be returned to the subdivider and the other retained by the commission.

Conditional approval of a preliminary plat does not constitute approval of the final plat, but can be used as a guide to the preparation of the final plat. Approval of a preliminary plat is effective for a year unless extended by the council. Extensions are only granted based on findings that the delay has been unavoidable and the extension is in the public interest. (Ord. 126)

### **PUBLIC HEARING**

No plat shall be acted upon without public hearing. Public notice of the application shall be given in a newspaper of general circulation in the village at least fifteen days prior to the date of the hearing. The notice shall be published at the subdivider's expense and shall indicate the location of the proposed subdivision as well as where interested persons may examine the preliminary plat and file comments. Notice of the time and place of the hearing on the preliminary plat shall be sent by certified mail, at the subdivider's expense, to the subdivider and all property owners with property abutting the proposed subdivision not less than fifteen days before the date of the hearing. (Ord. 126 § 11 (E), 1983)

## **FINAL PLAT PROCEDURE**

### **SUBMISSION**

Application for approval of the final plat shall be submitted on prescribed forms to the community development department at least thirty days prior to the meeting at which it is to be considered. An original and seven copies of the final plat and other required exhibits shall be submitted to the community development department within twelve months following approval of the preliminary plat; otherwise such approval shall become null and void unless an extension of time has been granted by the council. The final plat shall conform substantially to the preliminary plat as approved. (Ord. 126-1987-1 (part), 1987: Ord. 126 § 13(A), 1983)

### **REVIEW**

The community development department shall review the final plat and other exhibits submitted for conformity to these regulations and shall insure that the conditions of the preliminary plat as approved have been met. (Ord. 126 § 13(B), 1983)

### **DECISION**

After the council holds a public hearing to review the final plat and they determine that it is in conformance with the preliminary plat as approved by the commission and conforms with these regulations it may be approved by the council.

Should the final plat be disapproved, the council shall express in writing the reasons for disapproval. The reasons for disapproval shall be referenced and attached to two copies of the final plat. One of the copies shall be returned to the subdivider and the other shall become part of the files of the village clerk-treasurer's office.

Approval or disapproval shall be given within thirty-five working days of the date of final plat acceptance as a complete application by the community development department.

If the final plat is approved by the council, such approval shall be recorded on the face of the original drawing of the final plat and on two copies thereof and shall be dated and verified by the signature of the mayor or designated representative of the council. (Ord. 126-1987-1 (part), 1987: Ord. 126 § 13(C), 1983)

### **RECORDING**

The final plat is in full force and effect only after having been duly recorded in the office of the Valencia County clerk and copies filed with the village clerk-treasurer. Approval of the final plat shall become null and void if the plat is not recorded within six months after the date of acceptance by the village of required improvements for maintenance purposes, unless an extension of time is granted by the council. Submittal for recording is the subdivider's responsibility.

In the case of a replat, the subdivider shall request the Valencia County clerk to mark the original plat with the words "replatted" or "partially replatted": and refer on the original plat to the filed location of the replat. The council shall mark the copies of the original plat on file in the offices of the village in a similar manner.

After having filed the original drawing of the final plat with the Valencia County clerk, which copy shall be the official copy, the subdivider shall submit to the village two copies of the final plat as recorded and properly stamped by the Valencia County clerk. No building permits shall be issued until copies of the recorded final plat have been placed on file with the village. (Ord. 126-1990-2, 1990: Ord. 126 § 13(D), 1983)

### **REPLAT**

After final approval of the plat, no lot or block shall be further subdivided or the area of any platted lot diminished, and no change shall be made in the platting of any street, alley or easement established by the plat except upon the filing with the council of a replat, showing such proposed change, or changes, and securing its approval in accordance with the procedures herein established. The provisions of this section shall apply to all proposed replats or changes in lot lines, dimensions of lots, streets, alleys and easements in any platted area within the village planning and platting jurisdiction. (Ord. 126 § 13(E), 1983)

### **LAND ACCEPTANCE**

Approval of the final plat by the council shall be deemed to constitute acceptance by the village of dedication of proposed public easements, and public areas shown on the plat, excluding streets, provided the final plat is properly recorded with the Valencia County clerk and the village clerk-treasurer. (Ord. 126 § 13(F), 1983)

#### **Plans and data—Final plat**

The subdivider shall submit the original and two copies of the final plat to the commission for review in accordance with the following provisions. (Ord. 126 § 14(A), 1983)

### **PLANS AND DATA—SIZE, SCALE, AND MATERIAL**

The final plat shall be drawn, scribed or photo-reproduced in black ink on tracing cloth or stable-base polyester material, on sheets, twenty-four by thirty-six inches in size, and shall be at a scale of one inch to one hundred feet. Enough sheets shall be used to show the subdivision in its entirety, with each sheet numbered in relation to the total number of sheets involved, and each shall have a small key map showing its relationship to the whole. (Ord. 126 § 14(B), 1983)

### **INFORMATION REQUIRED**

- The final plat shall contain the following information:
- Name of subdivision;
- Title, scale, north arrow and date of survey;
- Location and description of all monuments found or set within the plat area, and all these referred to, including bench marks with elevation shown, and property corners;
- Plat boundary lines: bearing in degrees, minutes, and seconds, with basis for bearings noted or shown; distances in feet and hundredths, or other functional reference system; both the record and measured bearings and distances;
- Reference the plat to the New Mexico State Plane Coordinate System. Total acreage of subdivision, to four decimal places;
- Lot lines, and right-of-way lines, existing and proposed; lines to be eliminated shown as dashed lines. Names of streets, right-of-way lines, existing and proposed; lines to be eliminated shown as dashed lines. Names of streets, right-of-way widths, and centerline data and all streets and alleys, including private streets and alleys. The length, central angle and radius of all curves. The requirements set forth in Section 14-C-4 shall also be complied with;

- Location, dimensions and purpose of all easements existing or proposed, and any limitations thereof;
- Numbers and letters to identify lot and block;
- Location, dimensions, areas and purposes of lots proposed to be dedicated or reserved for the public;
- Reference to recorded subdivision plats of adjoining platted land by recorded name, date, book and page number in the office of the Valencia County clerk;
- Mileage of streets created;
- Certification by the Valencia County treasurer or by a duly qualified abstract company that the previous ten year's property taxes due and payable have been paid in full;
- Statement that the subdivision is with the free consent and in accordance with the desire of the undersigned owner of the land, acknowledged in a manner required for acknowledgment of deeds;
- Signed statements by the subdivider dedicating any sites for public use, and granting the shown easements for public use;
- Certification and seal by a surveyor, in accordance with the laws of the state of New Mexico, certifying the accuracy of the survey and plat, that he prepared or supervised preparation of the plat, and that he has shown all easements of record;
- Certification that all monuments are in place;
- Approval by all land authorities and utility companies having franchise in the area;
- Such other certificates, affidavits, endorsements or dedications as may be required by the council in the enforcement of these regulations. (Ord. 126 § 14(C), 1983)

## Density and Dimensional Regulations

### Minimum Lot Size

All lots in the following zones shall have at least the amount of square footage indicated in the following table:

ZONE	MINIMUM SQUARE FEET
R-3	3,000
M-H	5,000
R-2	7,500
R-1	7,500
R-R	HALF ACRE
A-R	ONE ACRE
C-1	NO MINIMUM
C-2	NO MINIMUM
M-1	NO MINIMUM
S-U	NO MINIMUM

Primary residences with an accessory apartment shall be allowed only on lots having at least 150 percent of the minimum square footage required for one dwelling unit on a lot in such district.

No irregularly shaped lot or lot that is so narrow that it would be impractical to construct on it a building that would not satisfy any applicable setback requirements for that district may be created.

### **Building Setback Requirements**

No portion of any building or freestanding sign may be located closer to any lot line than is authorized in this section. As used in this section, the term building includes any substantial structure, which tends to constitute a visual obstruction. Included in this term are gas pumps and overhead canopies or roofs. Accessory buildings requiring a building permit (120 square feet or larger) may only be built in the same area as the principal structure. The placement of multiple accessory structures for storage that in total exceed 120 square feet will require that a building permit be obtained from the building inspector.

**MINIMUM DISTANCE FROM LOT LINE**

ZONE	FRONT	REAR	SIDE
A-R	25 FT.	25 FT.	10 FT.
R-R	25 FT.	20 FT.	10 FT.
R-1	20 FT.	15 FT.	7.5 FT. *
R-2	20 FT.	15 FT.	5 FT. *
R-3	20 FT.	15 FT.	0 FT. # **
M-H	20 FT.	15 FT.	5 FT.
C-1			
C-2			
M-1			
S-U			

\*Corner lots require a minimum setback on the street side of ten feet.

#Attached dwellings shall maintain a separation of no less than fifteen feet between structures.

\*\*Patio Homes shall maintain a separation of no less than ten feet between structures.

### **Building Height Limitations**

Building height limitations throughout the village are 35 feet except in the M1 Zone, which has a 50 foot height limit or greater if built under a 45 degree incline. The height of a building is considered to be the vertical distance measured from the mean elevation of the finished grade at the front of the building to the highest point of the building, with the exception of the following features:

- Chimneys, church spires, and similar structural appendages;
- Flagpoles;
- Heating and air conditioning equipment, solar collectors, and similar devices.

Design standards on Main Street shall minimize visual distractions and preserve the small town character within the Main Street area. Thin-skin curtain-wall buildings, including aluminum siding and metal panels require aesthetic facades. Any building with mirrored glass and glass covering more than fifty percent of any side of the building are prohibited between the Rio Grande Bridge and Don Pasqual.

### **Cluster Subdivisions**

Lots may be created that are smaller than those required by Section 17.48.010 if the developer complies with the provisions of this chapter. As long as the density is not increased beyond what would be permissible if the land were subdivided into the size of lots required by Section 17.48.010, the developer may decrease lot sizes, leaving the land saved by so doing as open space. This will lower the development costs while increasing the amenity of the project.

## **SUPPLEMENTARY USE REGULATIONS**

### **Planned Residential Developments**

Planned residential developments are permissible only in A-R, R-R, R-1, R-2, and R-3 zones on tracts of land of at least five acres. Single family detached dwellings, two family residences, multi family residences, and single family attached dwellings are permissible types of residential uses within this type of development, but at least 50% of the total number of dwelling units must be single family detached residences on lots of at least 7,500 square feet. These single family detached units shall be developed on the periphery of the tract so that single family detached residences border the adjacent properties.

### **Planned Unit Developments**

Planned unit developments are permissible only on tracts of land that are at least ten acres and zoned SU. No more than 35% of the total lot area may be developed for higher density residential purposes, and not more than 10% of the total lot area may be developed for commercial purposes within any lot developed as a planned unit development. The purpose of each portion of the property shall be clearly indicated on the plans for the proposed planned unit development. For regulatory purposes, each portion of the property shall be treated as if it were a separate district, determined by use. Nonresidential portions of any phase of the planned unit development may not be occupied until the entire residential infrastructure is completed. This will ensure that the planned unit development is not used, intentionally or unintentionally, to create a nonresidential use in an area generally zoned for residential uses.

### APPLICATION FOR APPROVAL OF PRELIMINARY PLAT FOR A SUBDIVISION

Village of Los Lunas  
660 Main Street NW  
505-865-1377

Community Development Department  
Los Lunas, New Mexico 87031  
FAX: 505-865-6063

Name:	
Address:	
Telephone:	
Agent:	
Agent's Phone:	
Legal Description of Property:	
Subdivision: (with Lot and Block)	
Address of Property:	
Explanation of Request:	
Is annexation or rezoning required?	
Present Zoning:	Zone Atlas Map Page :
For Staff Use Only:	
Date of Planning and Zoning Commission Hearing:	(Wednesday, 6 pm at the Village Chambers)

#### Applicant Requirements

Area of Review	Regulations	✓ Checklist
Preliminary Plat (7 copies)	16.20.070 and .080	
Payment of fee – 1.5% of infrastructure improvements, plus \$250.00 plus \$10.00 per lot	16.12.030	Receipt No. and Date:

#### Staff Requirements

Area of Review	Regulations	✓ Checklist
Notification of neighbors on adjoining properties	16.20	
Notification in the newspaper 15 days prior to hearing	16.20	

Accompanying this application are the original and seven (7) copies of a preliminary plat of the proposed development of land. I have examined and am familiar with the regulations governing the subdivision of land, per Section 16.20, and adopted by the Village of Los Lunas. I understand the Village Council will not assume any liability for possible lack of understanding on my part. Application requires a public hearing and a fee.

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

June 2001

PPS

**APPLICATION FOR APPROVAL OF FINAL PLAT FOR A SUBDIVISION**

Village of Los Lunas  
660 Main Street NW  
505-865-1377

Community Development Department  
Los Lunas, New Mexico 87031  
FAX: 505-865-6063

Name:	
Address:	
Telephone:	
Agent:	
Agent's Phone:	
Legal Description of Property:	
Subdivision: (with Lot and Block)	
Address of Property:	
Explanation of Request:	
For Staff Use Only:	
Preliminary approval by P&Z given on:	
Date of Council Hearing:	(Thursday, 6 pm at the Village Chambers)

**Applicant Requirements**

Area of Review	Regulations	✓ Checklist
Final Plat (9 copies)	16.24.010 and .090	
Lighting Plan for review	16.20.080	
Payment of fee – 1.5% of infrastructure improvements	16.12.030	Receipt No. and Date:
Record at County Assessor's Office and at the Village of Los Lunas	16.24.040	

**Staff Requirements**

Area of Review	Regulations	✓ Checklist
Submit to Council	16.24.030	

Accompanying this application are the original and nine (9) copies of a final plat of the property (seven copies for the P&Z, and two copies for the Council). I have examined and am familiar with the regulations governing the subdivision of land, Section 16.24, as adopted by the Village of Los Lunas. I understand the Village Council will not assume any liability for the possible lack of understanding on my part. Application requires a public hearing and a fee.

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

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

June 2001

FPS

## **CHAPTER 3 - FLOODPLAIN**

### **PURPOSE**

It is the purpose of the Village of Los Lunas to promote the public health, safety and general welfare and to minimize public and private losses due to flood conditions in specific areas by provisions designed to:

- A. Protect human life and health;
- B. Minimize expenditure of public money for costly flood control projects;
- C. Minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;
- D. Minimize prolonged business interruptions;
- E. Minimize damage to public facilities and utilities such as water and gas mains, electric, telephone and sewer lines, streets and bridges located in floodplains;
- F. Help maintain a stable tax base by providing for the sound use and development of flood-prone areas in such a manner as to minimize future flood blight areas; and
- G. Insure that potential buyers are notified that property is in a flood area. (Ord. 150 Art. 1(C), 1988)

### **METHODS OF REDUCING FLOOD LOSS**

In order to accomplish its purposes, uses the following methods:

- A. Restrict or prohibit uses that are dangerous to health, safety or property in times of flood, or cause excessive increases in flood heights or velocities;
- B. Require that uses vulnerable to floods, including facilities which serve such uses, be protected against flood damage at the time of initial construction;
- C. Control the alteration of natural floodplains, stream channels and natural protective barriers, which are involved in the accommodation of floodwaters;
- D. Control filling, grading, dredging and other development which may increase flood damage;
- E. Prevent or regulate the construction of flood barriers which will unnaturally divert floodwaters or which may increase flood hazards to other lands. (Ord. 150 Art. 1(D), 1988)

### **PERMIT PROCEDURES**

A. Applications for a development permit shall be presented to the floodplain administrator on forms furnished by him/her and may include, but not be limited to, plans in duplicate drawn to scale showing the location, dimensions and elevation of proposed structures, and the location of the foregoing in relation to areas of special flood hazard. Additionally, the following information is required:

- 1. Elevation (in relation to mean sea level), of the lowest floor (including basement) of all new and substantially improved structures;
- 2. Elevation in relation to mean sea level to which any nonresidential structures shall be floodproofed;
- 3. A certificate from the registered New Mexico professional engineer or architect that the nonresidential floodproofed structure shall meet the floodproofing criteria of Section 15.24.180 (B);
- 4. Description of the extent to which any watercourse or natural drainage will be altered or relocated as a result of proposed development;
- 5. Maintain a record of all such information in accordance with Section 15.24.140(A).

B. Approval or denial of a development permit by the floodplain administrator shall be based on all of the provisions of this chapter and the following relevant factors:

- 1. The damage to life and property due to flooding or erosion damage;
- 2. The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner;
- 3. The danger that materials may be swept onto other lands to the injury of others;
- 4. The compatibility of the proposed use with existing and anticipated development;

5. The safety of access to the property in times of flood for ordinary and emergency vehicles;
6. The costs of providing governmental services during and after flood conditions including maintenance and repair of streets and bridges and public utilities and facilities such as sewer, gas, electrical and water systems;
7. The expected heights, velocity, duration, rate of rise and sediment transport of the floodwater and the effects of wave action, if applicable, expected at the site;
8. The availability of alternative locations, not subject to flooding or erosion damage, for the proposed use;
9. The relationship of the proposed use to the comprehensive plan for that area. (Ord. 269-B (part), 2000; Ord. 150 Art. 4(C), 1988)

### **FLOOD MAPS**

Flood maps are available at the Village of Los Lunas office or at the FEMA web page. We also have the Flood Insurance Study in the office.



**FEMA**

**FEDERAL EMERGENCY MANAGEMENT AGENCY**

**NATIONAL FLOOD INSURANCE PROGRAM**

**ELEVATION CERTIFICATE**

**AND**

**INSTRUCTIONS**

## NATIONAL FLOOD INSURANCE PROGRAM ELEVATION CERTIFICATE

### PAPERWORK REDUCTION ACT NOTICE

Public reporting burden for the Elevation Certificate is estimated to average 3.5 hours per response. Burden means the time, effort, or financial resources expended by persons to generate, maintain, retain, disclose, or provide information to the Federal Emergency Management Agency (FEMA). You are not required to respond to the collection of information unless a valid OMB control number is displayed in the upper right corner of the form. You may send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: U.S. Department of Homeland Security, Federal Emergency Management Agency, Mitigation Division, 500 C Street SW, Washington DC 20472, Paperwork Reduction Project (1660-0008). **NOTE: Do not send your completed form to this address.** To obtain or retain benefits under the National Flood Insurance Program (NFIP), you must respond to this collection of information.

### PURPOSE OF THE ELEVATION CERTIFICATE

The Elevation Certificate is an important administrative tool of the National Flood Insurance Program (NFIP). It is to be used to provide elevation information necessary to ensure compliance with community floodplain management ordinances, to determine the proper insurance premium rate, and to support a request for a Letter of Map Amendment (LOMA) or Letter of Map Revision based on fill (LOMR-F).

The Elevation Certificate is required in order to properly rate post-FIRM buildings, which are buildings constructed after publication of the Flood Insurance Rate Map (FIRM), located in flood insurance Zones A1-A30, AE, AH, A (with BFE), VE, V1-V30, V (with BFE), AR, AR/A, AR/AE, AR/A1-A30, AR/AH, and AR/AO. The Elevation Certificate is not required for pre-FIRM buildings unless the building is being rated under the optional post-FIRM flood insurance rules.

As part of the agreement for making flood insurance available in a community, the NFIP requires the community to adopt a floodplain management ordinance that specifies minimum requirements for reducing flood losses. One such requirement is for the community to obtain the elevation of the lowest floor (including basement) of all new and substantially improved buildings, and maintain a record of such information. The Elevation Certificate provides a way for a community to document compliance with the community's floodplain management ordinance.

Use of this certificate does not provide a waiver of the flood insurance purchase requirement. Only a LOMA or LOMR-F from the Federal Emergency Management Agency (FEMA) can amend the FIRM and remove the Federal mandate for a lending institution to require the purchase of flood insurance. However, the lending institution has the option of requiring flood insurance even if a LOMA/LOMR-F has been issued by FEMA. The Elevation Certificate may be used to support a LOMA or LOMR-F request. Lowest floor and lowest adjacent grade elevations certified by a surveyor or engineer will be required if the certificate is used to support a LOMA or LOMR-F request. A LOMA or LOMR-F request must be submitted with either a completed FEMA MT-EZ or MT-1 package, whichever is appropriate.

This certificate is used only to certify building elevations. A separate certificate is required for floodproofing. Under the NFIP, non-residential buildings can be floodproofed up to or above the Base Flood Elevation (BFE). A floodproofed building is a building that has been designed and constructed to be watertight (substantially impermeable to floodwaters) below the BFE. Floodproofing of residential buildings is not permitted under the NFIP unless FEMA has granted the community an exception for residential floodproofed basements. The community must adopt standards for design and construction of floodproofed basements before FEMA will grant a basement exception. For both floodproofed non-residential buildings and residential floodproofed basements in communities that have been granted an exception by FEMA, a floodproofing certificate is required.

Additional guidance can be found in the FEMA Floodplain Management Bulletin about using the Elevation Certificate, available on FEMA's website at [www.fema.gov/fima/fpmbul.shtm](http://www.fema.gov/fima/fpmbul.shtm). Click on "FEMA 467-1 Elevation Certificate Cover and Bulletin."

U.S. DEPARTMENT OF HOMELAND SECURITY  
Federal Emergency Management Agency  
National Flood Insurance Program

# ELEVATION CERTIFICATE

OMB No. 1660-0008  
Expires February 28, 2009

Important: Read the instructions on pages 1-8.

SECTION A - PROPERTY INFORMATION			For Insurance Company Use:
A1. Building Owner's Name			Policy Number
A2. Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.			Company NAIC Number
City	State	ZIP Code	
A3. Property Description (Lot and Block Numbers, Tax Parcel Number, Legal Description, etc.)			

A4. Building Use (e.g., Residential, Non-Residential, Addition, Accessory, etc.) \_\_\_\_\_

A5. Latitude/Longitude: Lat. \_\_\_\_\_ Long. \_\_\_\_\_ Horizontal Datum:  NAD 1927  NAD 1983

A6. Attach at least 2 photographs of the building if the Certificate is being used to obtain flood insurance.

A7. Building Diagram Number \_\_\_\_\_

A8. For a building with a crawl space or enclosure(s), provide

a) Square footage of crawl space or enclosure(s) _____ sq ft	A9. For a building with an attached garage, provide:
b) No. of permanent flood openings in the crawl space or enclosure(s) walls within 1.0 foot above adjacent grade _____	a) Square footage of attached garage _____ sq ft
c) Total net area of flood openings in A8.b _____ sq in	b) No. of permanent flood openings in the attached garage walls within 1.0 foot above adjacent grade _____
	c) Total net area of flood openings in A9.b _____ sq in

SECTION B - FLOOD INSURANCE RATE MAP (FIRM) INFORMATION					
B1. NFIP Community Name & Community Number		B2. County Name		B3. State	
B4. Map/Panel Number	B5. Suffix	B6. FIRM Index Date	B7. FIRM Panel Effective/Revised Date	B8. Flood Zone(s)	B9. Base Flood Elevation(s) (Zone AO, use base flood depth)

B10. Indicate the source of the Base Flood Elevation (BFE) data or base flood depth entered in Item B9.  
 FIS Profile  FIRM  Community Determined  Other (Describe) \_\_\_\_\_

B11. Indicate elevation datum used for BFE in Item B9:  NGVD 1929  NAVD 1988  Other (Describe) \_\_\_\_\_

B12. Is the building located in a Coastal Barrier Resources System (CBRS) area or Otherwise Protected Area (OPA)?  Yes  No  
 Designation Date \_\_\_\_\_  CBRS  OPA

## SECTION C - BUILDING ELEVATION INFORMATION (SURVEY REQUIRED)

C1. Building elevations are based on:  Construction Drawings\*  Building Under Construction\*  Finished Construction  
 \*A new Elevation Certificate will be required when construction of the building is complete.

C2. Elevations – Zones A1-A30, AE, AH, A (with BFE), VE, V1-V30, V (with BFE), AR, AR/A, AR/AE, AR/A1-A30, AR/AH, AR/AO. Complete Items C2.a-g below according to the building diagram specified in Item A7.  
 Benchmark Utilized \_\_\_\_\_ Vertical Datum \_\_\_\_\_  
 Conversion/Comments \_\_\_\_\_

Check the measurement used.

a) Top of bottom floor (including basement, crawl space, or enclosure floor)	_____	<input type="checkbox"/> feet	<input type="checkbox"/> meters (Puerto Rico only)
b) Top of the next higher floor	_____	<input type="checkbox"/> feet	<input type="checkbox"/> meters (Puerto Rico only)
c) Bottom of the lowest horizontal structural member (V Zones only)	_____	<input type="checkbox"/> feet	<input type="checkbox"/> meters (Puerto Rico only)
d) Attached garage (top of slab)	_____	<input type="checkbox"/> feet	<input type="checkbox"/> meters (Puerto Rico only)
e) Lowest elevation of machinery or equipment servicing the building (Describe type of equipment in Comments)	_____	<input type="checkbox"/> feet	<input type="checkbox"/> meters (Puerto Rico only)
f) Lowest adjacent (finished) grade (LAG)	_____	<input type="checkbox"/> feet	<input type="checkbox"/> meters (Puerto Rico only)
g) Highest adjacent (finished) grade (HAG)	_____	<input type="checkbox"/> feet	<input type="checkbox"/> meters (Puerto Rico only)

## SECTION D - SURVEYOR, ENGINEER, OR ARCHITECT CERTIFICATION

This certification is to be signed and sealed by a land surveyor, engineer, or architect authorized by law to certify elevation information. I certify that the information on this Certificate represents my best efforts to interpret the data available. I understand that any false statement may be punishable by fine or imprisonment under 18 U.S. Code, Section 1001.

Check here if comments are provided on back of form.

Certifier's Name		License Number	
Title		Company Name	
Address	City	State	ZIP Code
Signature	Date	Telephone	



<b>IMPORTANT: In these spaces, copy the corresponding information from Section A.</b>			For Insurance Company Use:	
Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.			Policy Number	
City	State	ZIP Code	Company NAIC Number	

**SECTION D - SURVEYOR, ENGINEER, OR ARCHITECT CERTIFICATION (CONTINUED)**

Copy both sides of this Elevation Certificate for (1) community official, (2) insurance agent/company, and (3) building owner.

Comments

Signature	Date	<input type="checkbox"/> Check here if attachments
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**SECTION E - BUILDING ELEVATION INFORMATION (SURVEY NOT REQUIRED) FOR ZONE AO AND ZONE A (WITHOUT BFE)**

For Zones AO and A (without BFE), complete Items E1-E5. If the Certificate is intended to support a LOMA or LOMR-F request, complete Sections A, B, and C. For Items E1-E4, use natural grade, if available. Check the measurement used. In Puerto Rico only, enter meters.

- E1. Provide elevation information for the following and check the appropriate boxes to show whether the elevation is above or below the highest adjacent grade (HAG) and the lowest adjacent grade (LAG).
- a) Top of bottom floor (including basement, crawl space, or enclosure) is \_\_\_\_\_  feet  meters  above or  below the HAG.
- b) Top of bottom floor (including basement, crawl space, or enclosure) is \_\_\_\_\_  feet  meters  above or  below the LAG.
- E2. For Building Diagrams 6-8 with permanent flood openings provided in Section A Items 8 and/or 9 (see page 8 of Instructions), the next higher floor (elevation C2.b in the diagrams) of the building is \_\_\_\_\_  feet  meters  above or  below the HAG.
- E3. Attached garage (top of slab) is \_\_\_\_\_  feet  meters  above or  below the HAG.
- E4. Top of platform of machinery and/or equipment servicing the building is \_\_\_\_\_  feet  meters  above or  below the HAG.
- E5. Zone AO only: If no flood depth number is available, is the top of the bottom floor elevated in accordance with the community's floodplain management ordinance?  Yes  No  Unknown. The local official must certify this information in Section G.

**SECTION F - PROPERTY OWNER (OR OWNER'S REPRESENTATIVE) CERTIFICATION**

The property owner or owner's authorized representative who completes Sections A, B, and E for Zone A (without a FEMA-issued or community-issued BFE) or Zone AO must sign here. *The statements in Sections A, B, and E are correct to the best of my knowledge.*

Property Owner's or Owner's Authorized Representative's Name

Address	City	State	ZIP Code
Signature	Date	Telephone	

Comments

Check here if attachments

**SECTION G - COMMUNITY INFORMATION (OPTIONAL)**

The local official who is authorized by law or ordinance to administer the community's floodplain management ordinance can complete Sections A, B, C (or E), and G of this Elevation Certificate. Complete the applicable item(s) and sign below. Check the measurement used in Items G8, and G9.

- G1.  The information in Section C was taken from other documentation that has been signed and sealed by a licensed surveyor, engineer, or architect who is authorized by law to certify elevation information. (Indicate the source and date of the elevation data in the Comments area below.)
- G2.  A community official completed Section E for a building located in Zone A (without a FEMA-issued or community-issued BFE) or Zone AO.
- G3.  The following information (Items G4.-G9.) is provided for community floodplain management purposes.

G4. Permit Number	G5. Date Permit Issued	G6. Date Certificate Of Compliance/Occupancy Issued
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- G7. This permit has been issued for:  New Construction  Substantial Improvement
- G8. Elevation of as-built lowest floor (including basement) of the building: \_\_\_\_\_  feet  meters (PR) Datum \_\_\_\_\_
- G9. BFE or (in Zone AO) depth of flooding at the building site: \_\_\_\_\_  feet  meters (PR) Datum \_\_\_\_\_

Local Official's Name	Title
Community Name	Telephone
Signature	Date

Comments

Check here if attachments

## Building Photographs

See Instructions for Item A6.

Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.			For Insurance Company Use: Policy Number
City	State	ZIP Code	Company NAIC Number
<p>If using the Elevation Certificate to obtain NFIP flood insurance, affix at least two building photographs below according to the instructions for Item A6. Identify all photographs with: date taken; "Front View" and "Rear View"; and, if required, "Right Side View" and "Left Side View." If submitting more photographs than will fit on this page, use the Continuation Page, following.</p>			

## Building Photographs

Continuation Page

Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.			For Insurance Company Use: Policy Number
City	State	ZIP Code	Company NAIC Number
If submitting more photographs than will fit on the preceding page, affix the additional photographs below. Identify all photographs with: date taken; "Front View" and "Rear View"; and, if required, "Right Side View" and "Left Side View."			

## INSTRUCTIONS FOR COMPLETING THE ELEVATION CERTIFICATE

The Elevation Certificate is to be completed by a land surveyor, engineer, or architect who is authorized by law to certify elevation information when elevation information is required for Zones A1-A30, AE, AH, A (with BFE), VE, V1-V30, V (with BFE), AR, AR/A, AR/AE, AR/A1-A30, AR/AH, or AR/AO. Community officials who are authorized by law or ordinance to provide floodplain management information may also complete this form. For Zones AO and A (without BFE), a community official, a property owner, or an owner's representative may provide information on this certificate, unless the elevations are intended for use in supporting a request for a LOMA or LOMR-F. Certified elevations must be included if the purpose of completing the Elevation Certificate is to obtain a LOMA or LOMR-F.

The property owner, the owner's representative, or local official who is authorized by law to administer the community floodplain ordinance can complete Section A and Section B. The partially completed form can then be given to the land surveyor, engineer, or architect to complete Section C. The land surveyor, engineer, or architect should verify the information provided by the property owner or owner's representative to ensure that this certificate is complete.

In Puerto Rico only, elevations for building information and flood hazard information may be entered in meters.

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### SECTION A – PROPERTY INFORMATION

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**Items A1.-A4.** This section identifies the building, its location, and its owner. Enter the name(s) of the building owner(s), the building's complete street address, and the lot and block numbers. If the building's address is different from the owner's address, enter the address of the building being certified. If the address is a rural route or a Post Office box number, enter the lot and block numbers, the tax parcel number, the legal description, or an abbreviated location description based on distance and direction from a fixed point of reference. For the purposes of this certificate, "building" means both a building and a manufactured (mobile) home.

A map may be attached to this certificate to show the location of the building on the property. A tax map, FIRM, or detailed community map is appropriate. If no map is available, provide a sketch of the property location, and the location of the building on the property. Include appropriate landmarks such as nearby roads, intersections, and bodies of water. For building use, indicate whether the building is residential, non-residential, an addition to an existing residential or non-residential building, an accessory building (e.g., garage), or other type of structure. Use the Comments area of the appropriate section if needed, or attach additional comments.

**Item A5.** Provide latitude and longitude coordinates for the center of the front of the building. Use either decimal degrees (e.g., 39.5043°, -110.7585°) or degrees, minutes, seconds (e.g., 39° 30' 15.5", -110° 45' 30.7") format. If decimal degrees are used, provide coordinates to at least 4 decimal places or better. When using degrees, minutes, seconds, provide seconds to at least 1 decimal place or better. The latitude and longitude coordinates must be accurate within 66 feet. If the Elevation Certificate is being certified by other than a licensed surveyor, engineer, or architect, this information is not required. Provide the type of datum used to obtain the latitude and longitude. FEMA prefers the use of NAD 1983.

**Item A6.** If the Elevation Certificate is being used to obtain flood insurance through the NFIP, the certifier must provide at least two photographs showing the front and rear of the building taken within 90 days from the date of certification. The photographs must be taken with views confirming the building description and diagram number provided in Section A. If the building has split-level or multi-level areas, provide at least two additional photographs showing side views of the building. All photographs must be in color and measure at least 3"x3". Digital photographs are acceptable.

**Item A7.** Select the diagram on pages 7-8 that best represents the building. Then enter the diagram number and use the diagram to identify and determine the appropriate elevations requested in Items C2.a-g. If you are unsure of the correct diagram, select the diagram that most closely resembles the building being certified.

**Item A8.a** Provide the square footage of the crawl space or enclosure(s) below the lowest elevated floor of an elevated building with or without permanent flood openings. Take the measurement from the outside of the crawl space or enclosure(s). Examples of elevated buildings constructed with crawl space and enclosure(s) are shown in Diagrams 6-8 on page 8. Diagram 2 or 4 should be used for a building constructed with a crawl space floor that is below the exterior grade on all sides.

**Items A8.b-c** Enter in Item A8.b the number of permanent flood openings in the crawl space or enclosure(s) walls that are no higher than 1.0 foot above the adjacent grade. Estimate the total net area of all such permanent flood openings in square inches, excluding any bars, louvers, or other covers of the permanent flood openings, and enter the total in Item A8.c. If the net

area cannot be reasonably estimated, provide the size of the flood openings without consideration of any covers and indicate in the Comments area the type of cover that exists in the flood openings. If the crawl space or enclosure(s) walls have no permanent openings within 1.0 foot above adjacent grade, enter "0" (zero) in Items A8.b-c.

**Item A9.a** Provide the square footage of the attached garage with or without permanent flood openings. Take the measurement from the outside of the garage.

**Items A9.b-c** Enter in Item A9.b the number of permanent flood openings in the attached garage that are no higher than 1.0 foot above the adjacent grade. This includes any openings that are in the garage door that are no higher than 1.0 foot above the adjacent grade. Estimate the total net area of all such permanent flood openings in square inches and enter the total in Item A9.c. If the garage has no permanent flood openings within 1.0 foot above adjacent grade, enter "0" (zero) in Items A9.b-c.

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## SECTION B - FLOOD INSURANCE RATE MAP (FIRM) INFORMATION

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Complete the Elevation Certificate on the basis of the FIRM in effect at the time of the certification.

The information for Section B is obtained by reviewing the FIRM panel that includes the building's location. Information about the current FIRM is available from the Federal Emergency Management Agency (FEMA) by calling 1-800-358-9616. If a Letter of Map Amendment (LOMA) or Letter of Map Revision (LOMR-F) has been issued by FEMA, please provide the letter date and case number in the Comments area of Section D or Section G, as appropriate.

For a building in an area that has been annexed by one community but is shown on another community's FIRM, enter the community name and 6-digit number of the annexing community in Item B1, the name of the new county in Item B2, and the FIRM index date for the annexing community in Item B6. Enter information from the actual FIRM panel that shows the building location, even if it is the FIRM for the previous jurisdiction, in Items B4, B5, B7, B8, and B9.

**Item B1.** NFIP Community Name & Community Number. Enter the complete name of the community in which the building is located and the associated 6-digit community number. For a newly incorporated community, use the name and 6-digit number of the new community. Under the NFIP, a "community" is any State or area or political subdivision thereof, or any Indian tribe or authorized native organization, that has authority to adopt and enforce floodplain management regulations for the areas within its jurisdiction. To determine the current community number, see the NFIP *Community Status Book*, available on FEMA's web site at <http://www.fema.gov/fema/csb.shtm>, or call 1-800-358-9616.

**Item B2.** County Name. Enter the name of the county or counties in which the community is located. For an unincorporated area of a county, enter "unincorporated area." For an independent city, enter "independent city."

**Item B3.** State. Enter the 2-letter state abbreviation (for example, VA, TX, CA).

**Items B4.-B5.** Map/Panel Number and Suffix. Enter the 10-character "Map Number" or "Community Panel Number" shown on the FIRM where the building or manufactured (mobile) home is located. For maps in a county-wide format, the sixth character of the "Map Number" is the letter "C" followed by a four-digit map number. For maps not in a county-wide format, enter the "Community Panel Number" shown on the FIRM.

**Item B6.** FIRM Index Date. Enter the effective date or the map revised date shown on the FIRM Index.

**Item B7.** FIRM Panel Effective/Revised Date. Enter the map effective date or the map revised date shown on the FIRM panel. This will be the latest of all dates shown on the map. The current FIRM panel effective date can be determined by calling 1-800-358-9616.

**Item B8.** Flood Zone(s). Enter the flood zone, or flood zones, in which the building is located. All flood zones containing the letter "A" or "V" are considered Special Flood Hazard Areas. The flood zones are A, AE, A1-A30, V, VE, V1-V30, AH, AO, AR, AR/A, AR/AE, AR/A1-A30, AR/AH, and AR/AO. Each flood zone is defined in the legend of the FIRM panel on which it appears.

**Item B9.** Base Flood Elevation(s). Using the appropriate Flood Insurance Study (FIS) Profile, Floodway Data Table, or FIRM panel, locate the property and enter the BFE (or base flood depth) of the building site. If the building is located in more than one flood zone in Item B8, list all appropriate BFEs in Item B9. BFEs are shown on a FIRM or FIS Profile for Zones A1-A30, AE, AH, V1-V30, VE, AR, AR/A, AR/AE, AR/A1-A30, AR/AH, and AR/AO; flood depth numbers are shown for Zone AO. Use the AR BFE if the building is located in any of Zones AR/A, AR/AE, AR/A1-A30, AR/AH, or AR/AO. In A or V zones where BFEs are not provided on the FIRM, BFEs may be available from another source. For example, the community may have established BFEs or obtained BFE data from other sources for the building site. For subdivisions and other developments of more than 50 lots or 5 acres, establishment of BFEs is required by the community's floodplain management ordinance. If a BFE is obtained from another source, enter the BFE in Item B9. In an A Zone where BFEs are not available, complete Section E and enter N/A for Section B, Item B9. Enter the BFE to the nearest tenth of a foot (nearest tenth of a meter, in Puerto Rico).

**Item B10.** Indicate the source of the BFE that you entered in Item B9. If the BFE is from a source other than FIS Profile, FIRM, or community, describe the source of the BFE.

**Item B11.** Indicate the elevation datum to which the elevations on the applicable FIRM are referenced as shown on the map legend. The vertical datum is shown in the Map Legend and/or the Notes to Users on the FIRM.

**Item B12.** Indicate whether the building is located in a Coastal Barrier Resources System (CBRS) area or Otherwise Protected Area (OPA). (OPAs are portions of coastal barriers that are owned by Federal, State, or local governments or by certain non-profit organizations and used primarily for natural resources protection.) Federal flood insurance is prohibited in designated CBRS areas or OPAs for buildings or manufactured (mobile) homes built or substantially improved after the date of the CBRS or OPA designation. For the first CBRS designations, that date is October 1, 1983. An information sheet explaining CBRS areas and OPAs may be obtained on FEMA's web site at [http://www.fema.gov/fhm/fine\\_cbrs.shtm](http://www.fema.gov/fhm/fine_cbrs.shtm).

### SECTION C - BUILDING ELEVATION INFORMATION (SURVEY REQUIRED)

Complete Section C if the building is located in any of Zones A1-A30, AE, AH, A (with BFE), VE, V1-V30, V (with BFE), AR, AR/A, AR/AE, AR/A1-A30, AR/AH, or AR/AO, or if this certificate is being used to support a request for a LOMA or LOMR-F. If the building is located in Zone AO or Zone A (without BFE), complete Section E instead. To ensure that all required elevations are obtained, it may be necessary to enter the building (for instance, if the building has a basement or sunken living room, split-level construction, or machinery and equipment).

Surveyors may not be able to gain access to some crawl spaces to shoot the elevation of the crawl space floor. If access to the crawl space is limited or cannot be gained, follow one of these procedures.

- Use a yardstick or tape measure to measure the height from the floor of the crawl space to the "next higher floor," and then subtract the crawl space height from the elevation of the "next higher floor." If there is no access to the crawl space, use the exterior grade next to the structure to measure the height of the crawl space to the "next higher floor."
- Contact the local floodplain administrator of the community in which the building is located. The community may have documentation of the elevation of the crawl space floor as part of the permit issued for the building.
- If the property owner has documentation or knows the height of the crawl space floor to the next higher floor, try to verify this by looking inside the crawl space through any openings or vents.

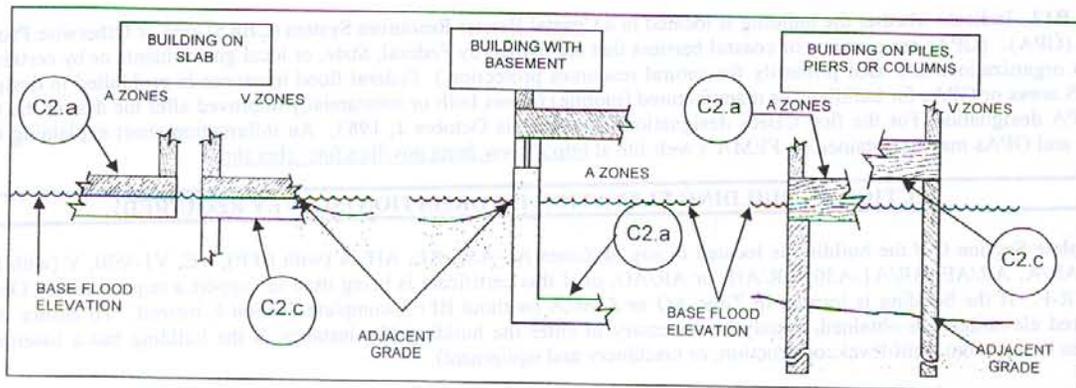
In all three cases, provide the elevation in the Comments area of Section D on the back of the form and a brief description of how the elevation was obtained.

**Item C1.** Indicate whether the elevations to be entered in this section are based on construction drawings, a building under construction, or finished construction. For either of the first two choices, a post-construction Elevation Certificate will be required when construction is complete. If the building is under construction, include only those elevations that can be surveyed in Items C2.a-g. Use the Comments area of Section D to provide elevations obtained from the construction plans or drawings. Select "Finished Construction" only when all machinery and/or equipment such as furnaces, hot water heaters, heat pumps, air conditioners, and elevators and their associated equipment have been installed and the grading around the building is completed.

**Item C2.** A field survey is required for Items C2.a-g. Provide the benchmark utilized, the vertical datum for that benchmark, and any datum conversion necessary. Most control networks will assign a unique identifier for each benchmark. For example, the National Geodetic Survey uses the Permanent Identifier (PID). For the benchmark utilized, provide the PID or other

unique identifier assigned by the maintainer of the benchmark. Also provide the vertical datum for the benchmark elevation. Show the conversion from the field survey datum used if it differs from the datum used for the BFE entered in Item B9 and indicate the conversion software used. All elevations for the certificate, including the elevations for Items C2.a-g, must be referenced to the datum on which the BFE is based. Show the datum conversion, if applicable, in this section or in the Comments area of Section D. For property experiencing ground subsidence, the most recent reference mark elevations must be used for determining building elevations. However, when subsidence is involved, the BFE should not be adjusted. Enter elevations in Items C2.a-g to the nearest tenth of a foot (nearest tenth of a meter, in Puerto Rico).

**Items C2.a-d** Enter the building elevations (excluding the attached garage) indicated by the selected building diagram (Item A7.) in Items C2.a-c. If there is an attached garage, enter the elevation for top of attached garage slab in Item C2.d. (Because elevation for top of attached garage slab is self-explanatory, attached garages are not illustrated in the diagrams.) If the building is located in a V zone on the FIRM, complete Item C2.c. If the flood zone cannot be determined, enter elevations for all of Items C2.a-g. For buildings in A zones, elevations a, b, d, and e should be measured at the top of the floor. For buildings in V zones, elevation c must be measured at the bottom of the lowest horizontal structural member of the floor (see drawing below). For buildings elevated on a crawl space, Diagram 8, enter the elevation of the top of the crawl space floor in Item C2.a, whether or not the crawl space has permanent flood openings (flood vents). If any item does not apply to the building, enter "N/A" for not applicable.



**Item C2.e** Enter the lowest platform elevation of at least one of the following machinery and equipment items: elevators and their associated equipment, furnaces, hot water heaters, heat pumps, and air conditioners in an attached garage or enclosure or on an open utility platform that provides utility services for the building. Note that elevations for these specific machinery and equipment items are required in order to rate the building for flood insurance. Local floodplain management officials are required to ensure that all machinery and equipment servicing the building are protected from flooding. Thus, local officials may require that elevation information for all machinery and equipment, including ductwork, be documented on the Elevation Certificate. If the machinery and/or equipment is mounted to a wall, pile, etc., enter the platform elevation of the machinery and/or equipment. Indicate machinery/equipment type in the Comments area of Section D or Section G, as appropriate. If this item does not apply to the building, enter "N/A" for not applicable.

**Items C2.f-g** Adjacent grade is defined as the elevation of the ground, sidewalk, patio slab, or deck support immediately next to the building. If the certificate is to be used to support a request for a LOMA or LOMR-F, provide in the Comments area the lowest adjacent grade elevation measured at the deck support or stairs if that elevation is lower than the building's lowest adjacent grade. For Zone AO, use the natural grade elevation, if available. This measurement must be to the nearest tenth of a foot (nearest tenth of a meter, in Puerto Rico) if this certificate is being used to support a request for a LOMA or LOMR-F.

**SECTION D - SURVEYOR, ENGINEER, OR ARCHITECT CERTIFICATION**

Complete as indicated. This section of the Elevation Certificate may be signed by only a land surveyor, engineer, or architect who is authorized by law to certify elevation information. Place your license number, your seal (as allowed by the State licensing board), your signature, and the date in the box in Section D. You are certifying that the information on this certificate represents your best efforts to interpret the data available and that you understand that any false statement may be punishable

by fine or imprisonment under 18 U.S. Code, Section 1001. Use the Comments area of Section D, on the back of the certificate, to provide datum, elevation, or other relevant information not specified on the front.

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**SECTION E - BUILDING ELEVATION INFORMATION (SURVEY NOT REQUIRED) FOR ZONE AO  
& ZONE A (WITHOUT BFE)**

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Complete Section E if the building is located in Zone AO or Zone A (without BFE). Otherwise, complete Section C instead. Explain in the Section F Comments area if the measurement provided under Items E1.- E4. is based on the "natural grade."

**Items E1.a and b** Enter in Item E1.a the height to the nearest tenth of a foot (tenth of a meter in Puerto Rico) of the top of the bottom floor (as indicated in the applicable diagram) above or below the highest adjacent grade (HAG). Enter in Item E1.b the height to the nearest tenth of a foot (tenth of a meter in Puerto Rico) of the top of the bottom floor (as indicated in the applicable diagram) above or below the lowest adjacent grade (LAG). For buildings in Zone AO, the community's floodplain management ordinance requires the lowest floor of the building be elevated above the highest adjacent grade at least as high as the depth number on the FIRM. Buildings in Zone A (without BFE) may qualify for a lower insurance rate if an engineered BFE is developed at the site.

**Item E2.** For Building Diagrams 6-8 with permanent flood openings (see page 8), enter the height to the nearest tenth of a foot (tenth of a meter in Puerto Rico) of the next higher floor or elevated floor (as indicated in the applicable diagram) above or below the highest adjacent grade (HAG).

**Item E3.** Enter the height to the nearest tenth of a foot (tenth of a meter in Puerto Rico), in relation to the highest adjacent grade next to the building, for the top of attached garage slab. (Because elevation for top of attached garage slab is self-explanatory, attached garages are not illustrated in the diagrams.) *If this item does not apply to the building, enter "N/A" for not applicable.*

**Item E4.** Enter the height to the nearest tenth of a foot (tenth of a meter in Puerto Rico), in relation to the highest adjacent grade next to the building, of the platform elevation that supports the machinery and/or equipment servicing the building. Indicate machinery/equipment type in the Comments area of Section F. *If this item does not apply to the building, enter "N/A" for not applicable.*

**Item E5.** For those communities where this base flood depth is not available, the community will need to determine whether the top of the bottom floor is elevated in accordance with the community's floodplain management ordinance.

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**SECTION F - PROPERTY OWNER (OR OWNER'S REPRESENTATIVE) CERTIFICATION**

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Complete as indicated. This section is provided for certification of measurements taken by a property owner or property owner's representative when responding to Sections A, B, and E. The address entered in this section must be the actual mailing address of the property owner or property owner's representative who provided the information on the certificate.

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**SECTION G - COMMUNITY INFORMATION (OPTIONAL)**

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Complete as indicated. The community official who is authorized by law or ordinance to administer the community's floodplain management ordinance can complete Sections A, B, C (or E), and G of this Elevation Certificate. Section C may be filled in by the local official as provided in the instructions below for Item G1. If the authorized community official completes Sections C, E, or G, complete the appropriate item(s) and sign this section.

Check **Item G1.** if Section C is completed with elevation data from other documentation, including elevations obtained from the Community Rating System Elevation Software, that has been signed and sealed by a licensed surveyor, engineer, or architect who is authorized by law to certify elevation information. Indicate the source of the elevation data and the date obtained in the Comments area of Section G. If you are both a community official and a licensed land surveyor, engineer, or architect authorized by law to certify elevation information, and you performed the actual survey for a building in Zones A1-A30, AE, AH, A (with BFE), VE, V1-V30, V (with BFE), AR, AR/A, AR/A1-A30, AR/AE, AR/AH, or AR/AO, you must also complete Section D.

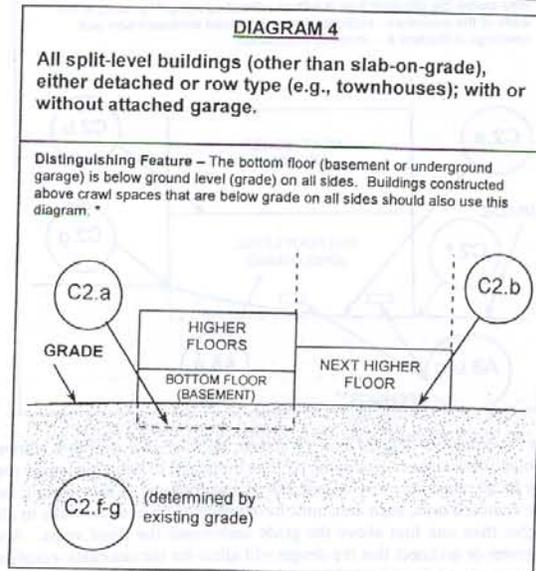
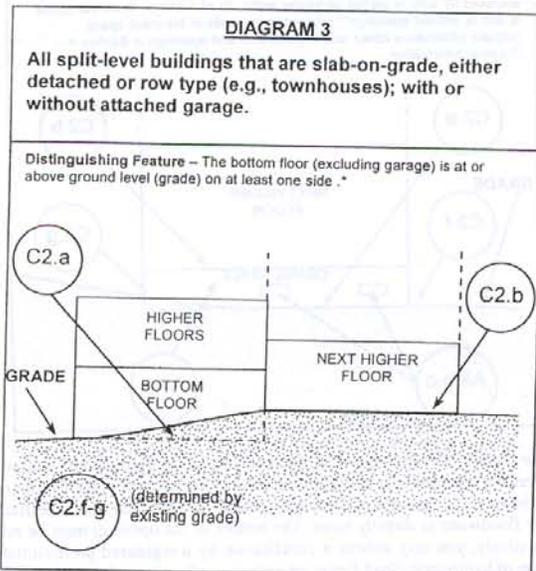
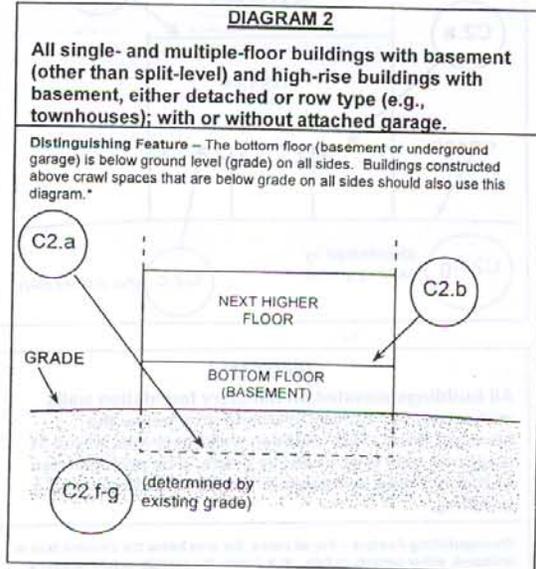
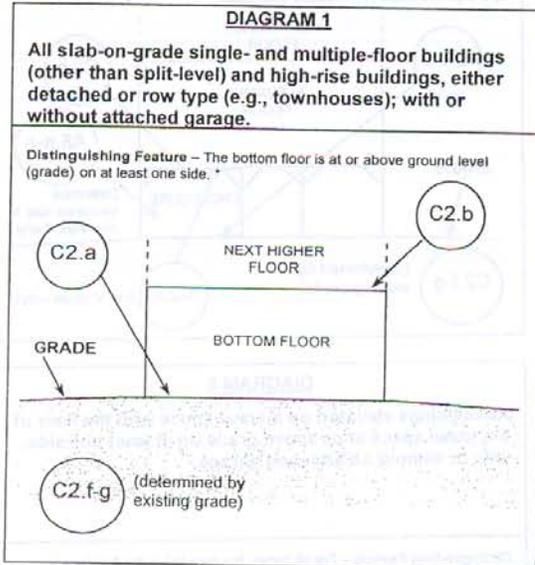
Check **Item G2.** if information is entered in Section E by the community for a building in Zone A (without a FEMA-issued or community-issued BFE) or Zone AO.



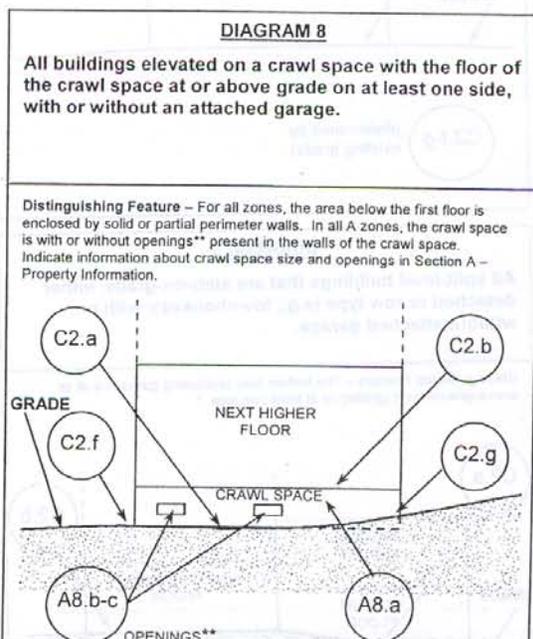
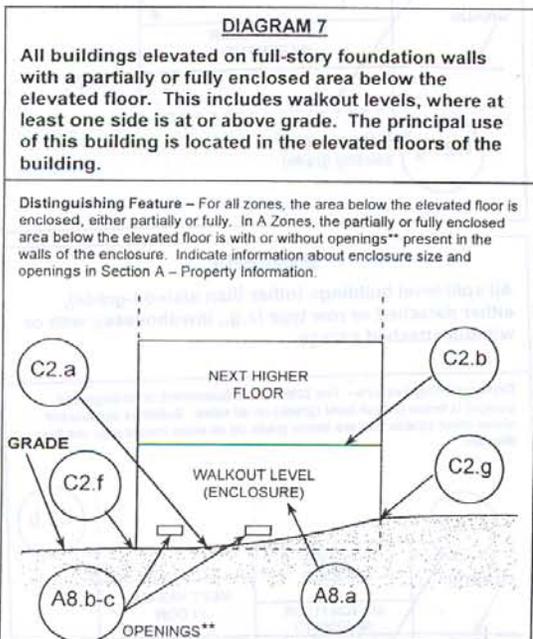
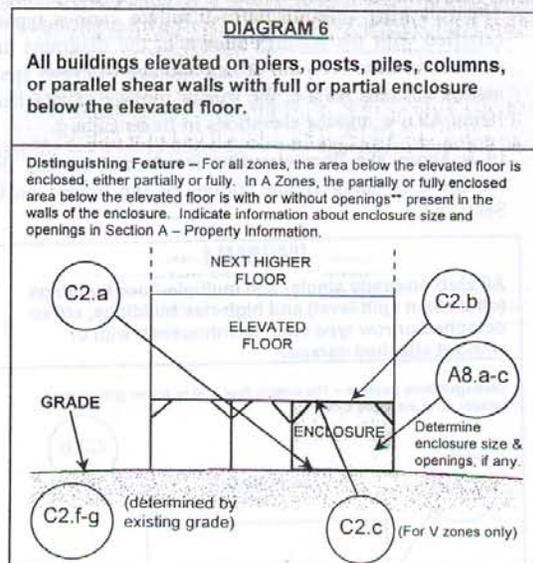
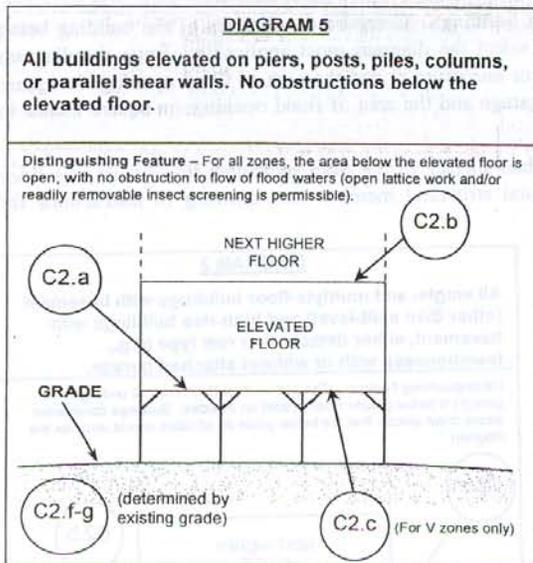
### BUILDING DIAGRAMS

The following eight diagrams illustrate various types of buildings. Compare the features of the building being certified with the features shown in the diagrams and select the diagram most applicable. Enter the diagram number in Item A7., the square footage of crawl space or enclosure(s) and the area of flood openings in square inches in Items A8.a-c, the square footage of attached garage and the area of flood openings in square inches in Items A9.a-c, and the elevations in Items C2.a-g.

In A zones, the floor elevation is taken at the top finished surface of the floor indicated; in V zones, the floor elevation is taken at the bottom of the lowest horizontal structural member (see drawing in instructions for Section C).



\* A floor that is below ground level (grade) on all sides is considered a basement even if the floor is used for living purposes, or as an office, garage, workshop, etc.



\*\* An "opening" is defined as a permanent opening in a wall that allows for the free passage of water automatically in both directions without human intervention. Under the NFIP, a minimum of two openings is required for enclosures or crawl spaces with a total net area of not less than one square inch for every square foot of area enclosed. Each opening must be on different sides of the enclosed area. If a building has more than one enclosed area, each area must have openings on exterior walls to allow floodwater to directly enter. The bottom of the openings must be no higher than one foot above the grade underneath the flood vents. Alternatively, you may submit a certification by a registered professional engineer or architect that the design will allow for the automatic equalization of hydrostatic flood forces on exterior walls. A window, a door, or a garage door is not considered an opening.

## **CHAPTER 4 - DRAINAGE**

### **PURPOSE OF PROVISIONS**

The regulations, restrictions and requirements of this chapter are intended to promote the general health, safety, morals, convenience and welfare of the residents of the village. Such regulations, restrictions and requirements are deemed necessary in order to preserve the quality of life; to secure safety from flood and other dangers; to conserve and stabilize the value of property; all in accordance with the powers and designated guidelines to municipalities. (Ord. 142 § 2, 1985)

### **APPLICABILITY**

A comprehensive drainage plan will be required under the following circumstances:

- A. Any commercial or industrial development within the village municipal limits or within the village extraterritorial zoning jurisdiction, if any.
- B. 1. A drainage plan will be required for subdivisions within the village limit or within the village planning and platting jurisdiction for any subdivisions containing four or more lots.
- 2. For a subdivision less than four lots within the village limits or within the village planning and platting jurisdiction, the village engineer will review the proposed development and determine whether a drainage plan will be required. There shall be a flat fee of twenty-five dollars charged for the engineer's review. (Ord. 142 § 3, 1985)

### **DRAINAGE PLAN—CRITERIA**

- A. Each area must retain on site one hundred percent of the stormwater runoff generated by the one hundred-year, twenty-four-hour storm.
- B. In any event, no discharge will be allowed which will be detrimental to the existing system. (Ord. 221, 1995: Ord. 142 § 4, 1985)

### **DRAINAGE PLAN—DRAWING CRITERIA**

- A. The plans shall be Mylar reproducibles with india ink either eighteen inches by twenty-four inches or twenty-four inches by thirty-six inches depending on the scope of the project.
- B. All plans will be based on the Albuquerque DPM Design Standards which are available at Village Hall. (Ord. 142 § 5, 1985)

### **DRAINAGE PLAN—FEES**

The fee for drainage plans, if required, shall be three hundred fifty dollars for up to the first five acres of land within the project, plus ten dollars per acre for each acre in excess of five acres in each project. The fee shall be paid at the time the drainage plan is submitted for review to the village engineer. (Ord. 142 § 6, 1985)

### **DRAINAGE PLAN—SUBMISSION**

A. Commercial and Industrial. The drainage plan shall be submitted at the time a building permit is requested. No building permit shall be issued until the drainage plan has been approved.

B. Subdivisions. The drainage plans shall be submitted along with the material submitted for preliminary plat approval. No preliminary plat approval shall be granted until the drainage plan has been approved by the village engineer. (Ord. 142 § 7, 1985)

### **CERTIFICATION**

A finished drainage product shall be certified as-built by a registered professional engineer before final acceptance by the village. (Ord. 142 § 8, 1985)

### **INTERPRETATIONS AND CONFLICTS**

The provisions of this chapter are held to be minimum requirements to carry out the purpose of this chapter and are not intended to interfere with, abrogate or annul any easement, covenant or other valid ordinance. (Ord. 142 § 10, 1985)

### **VIOLATION—PENALTY**

Any person violating any of the provisions of this chapter shall, upon conviction, be subject to a fine not exceeding three hundred dollars or imprisonment for a period not exceeding ninety days, or both such fine and imprisonment. Any violation continued for a period of fifteen days after conviction shall be prosecuted and treated as a repeated offense. (Ord. 142 § 9, 1985)

Final Inspection.

Upon receive certificate of occupancy you shall get a letter from your engineer that the drainage is complete and built to his plan and specs. You will also be held liable for the maintenance and upkeep of your drainage system.

**VILLAGE OF LOS LUNAS  
COMMUNITY DEVELOPMENT DEPARTMENT  
660 MAIN STREET N.W.  
P.O. BOX 1209  
LOS LUNAS, NEW MEXICO 87031**

**DRAINAGE PLAN FEE**

APPLICANT: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_  
LEGAL DESCRIPTION OF THE PROPERTY:  
TRACT# \_\_\_\_\_  
MRGCD MAP # \_\_\_\_\_  
SUBDIVISION \_\_\_\_\_  
LOT # \_\_\_\_\_ BLOCK \_\_\_\_\_

All commercial and industrial projects will require a comprehensive drainage plan to be submitted at the time the building permit is requested. No building permit will be issued until the Village Engineer approves the drainage plan. All plans will be based on the Albuquerque DPM Design Standards.

The fee for drainage plans, if required, shall be \$350.00 for up to the first five acres of land within the project. The fee shall be paid at the time the drainage plan is submitted for review to the Village Engineer.

•-----•

FEE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## CHAPTER 5 - LANDSCAPE DESIGN STANDARDS

In the interest of fostering the creation of regionally appropriate, sustainable landscapes, Ordinance #280 (Title 17 of the Municipal Codes) was established by the Village of Los Lunas. Water conservation and irrigation efficiency guide the design, installation, and maintenance of landscaping. Plant material selection shall emphasize drought tolerant plant species and shall limit use of high water plant species.

There has also been an effort made to control allergens that can adversely impact the health and well-being of residents of the Village through landscaping. Tree species that increase harmful allergens are prohibited and include, but are not limited to, Cypress, Juniper, Mulberry, Elm, and Ash.

The purpose of landscape design standards is to develop drought tolerant landscapes, and to reduce the demand on the potable water system. It is possible to maintain these standards while still enhancing the appearance of the Village in order to promote civic pride and vitality.

Landscape plans are required when either applying for subdivision plats where landscaping is proposed for entrance features, medians, or utility strips adjacent to sidewalks, or when applying for commercial building permits of new construction resulting in an enclosed structure with a gross floor area greater than 500 square feet, additions or remodeling of existing structures that disturb more than 100 square feet of land area, or have a valuation of over \$80,000. Landscape plans are not required for single-family dwelling units and interior remodeling.

The landscape plan will show the location of plant material on a site plan and provide for an ample quantity and variety of plant species. The landscape plan must include the following:

- Species and size of existing plant material.
- Extent and location of all plant material and other landscape features. Plant material must be identified with labels or an understandable legend.
- Plant schedule including common and botanical names, size at installation, size at maturity, quantities, and method of transplant.
- All landscape features must be drawn to scale.
- Plan must clearly indicate proposed treatment of all ground surfaces (i.e. paving, gravel, turf, grading, etc.)
- Irrigation system operation information and water budgets based on gallons used for landscape plantings shall be included on the landscape plan or with attached documents (for list of plants and worksheet, see Village of Los Lunas Community Development Department).

Landscape plans must be approved by the Director of the Community Development Department or his designee. No building permit will be issued, or subdivision plat recommended for approval without compliance with this section and lack of compliance may result in withholding or revocation of Certificate of Occupancy. If the landscape plan has not been implemented prior to the request for a Certificate of Occupancy, the applicant may provide a financial guarantee, as per the existing policy of the Community Development Department at the time of the request. Alternate means of compliance with the requirements of this section may be allowed at the director's/designee's discretion when the proposed alternate means satisfy the intent, and are equivalent or exceed the requirements of this section.

All landscaping and site planning, design, installation, and management must be guided by water conservation. Landscaping will use xeriscaping and the highest industry design standards for irrigation efficiency. Fountains, streams, and ponds are classified as high water use and must be integrated into an overall site water conservation plan. New irrigation systems and major renovations of existing systems shall install backflow prevention devices, and be designed to prevent water waste, over-watering, and to prevent overspray or drainage of water onto any paved or unplanted surface. Automatic underground irrigation systems shall be used for irrigation and be designed such that the overall water consumption will not exceed 15 gallons of potable water per square foot of landscape area per year.

Cool season grasses shall not be planted in areas where any dimension is less than 10 feet, and warm season grasses are recommended for decorative lawns. Public parks and recreational fields are exempt from this restriction, but shall be limited to not more than 25% Kentucky Bluegrass varieties *Poa pretensis* v.

Street trees shall be provided in all new development. Vertical clearance below the lowest branch shall be seven feet over pedestrian walkways and fourteen feet over street. Replacement and maintenance of street trees is the responsibility of the property owner. Trees must be at least six feet high and measure one and one half inch caliper size six inches above the ground when planted and located so as not to interfere with the function of any underground utility lines. Trees must be selected from the list of approved street trees, which is on file in the Community Development office.

Distances between evenly spaced trees shall be no greater than the diameter of the tree canopy at maturity, i.e. a three hundred foot frontage will require ten trees with a thirty-foot canopy, or fifteen trees with a twenty-foot canopy. The area west of I-25 will require trees for every sixty feet of frontage on Main Street. The number of trees placed in random clusters must equal or exceed the number of trees that would be required if they were placed evenly.

Parking areas that are visible from Main Street shall be landscaped between the street and the parking area with vegetation, planters, berms, or other similar means. Off-street parking shall incorporate no less than one tree for every ten parking spaces east of I-25 and one tree for every twenty spaces west of I-25. Minimum size of tree planters shall be thirty-six square feet per tree, and in no case shall the minimum number of parking spaces be reduced below the minimum number of spaces required in Title 17. Trees that are located within twenty-five feet of parking may count toward the offstreet parking shade tree requirements for that parking lot.

Clear-site triangles shall be maintained to preserve clear views at street intersections, driveways, and medians for public safety. Shrubs in these areas shall be no higher than two feet, and trees within the area shall be maintained at a minimum of seven feet from the lowest branch to the top of the curb. Only plants that can withstand reflected heat from asphalt and pavement shall be planted and shall be maintained with automatic underground irrigation system and/or automatic drip irrigation system.

Commercial developments shall be separated from adjacent residentially zoned properties by inclusion of a seven foot wide landscaped buffer area in the site plan and by vertical six feet opaque screening with a fence, wall, or landscape plants. Where small lots will be converted from residential to commercial, and the seven foot wide landscape buffer will prevent the required amount of parking, buffer width can be reduced to not less than three feet with the provision that the proposed use of the lot will not be considered a nuisance to adjacent residential properties.

**VILLAGE OF LOS LUNAS  
COMMUNITY DEVELOPMENT DEPARTMENT  
660 MAIN STREET N.W.  
P.O. BOX 1209  
LOS LUNAS, NEW MEXICO 87031**

**NON-RESIDENTIAL/COMMERCIAL LANDSCAPE PLAN**

APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

AGENT: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

**LEGAL DESCRIPTION OF THE PROPERTY:**

TRACT # \_\_\_\_\_ MRGCD MAP # \_\_\_\_\_

SUBDIVISION: \_\_\_\_\_

LOT # \_\_\_\_\_ BLOCK \_\_\_\_\_

PERCENTAGE OF LAND TO BE IRRIGATED \_\_\_\_\_

NUMBER OF TREES \_\_\_\_\_

Applications for subdivision plat approval when landscaping is proposed for entrance features, medians, or utility strips adjacent to sidewalks will require a comprehensive landscape plan at the time the application is requested. Applications for building permits for all new construction resulting in an enclosed structure with a gross floor area greater than 500 square feet, additions or remodeling of existing structures that disturb greater than 1000 square feet of land area, or have a valuation of over \$80,000, will require a landscape plan when building permit is requested. No building permit will be issued or subdivision plat recommended for approval without compliance with this landscape plan. These requirements do not apply to single-family dwelling units and interior remodeling. For a list of approved plants and worksheet, see the Community Development Department at the Village of Los Lunas. Contacts: Adolph Lopez, Village of Los Lunas, 839-3842; John Pate, Molzen-Corbin & Associates, 242-5700.

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

## LOS LUNAS PLANT LIST

This list is not all-inclusive. New plants will be added to the list through periodic revisions.

### Water Requirement:

H = High water use. Either large volumes or frequent application of water is needed throughout the life of the plant; weekly or more often during peak summer months.

M = Moderate water use. Some supplemental water is needed throughout the life of the plant; at least twice monthly during peak summer months once established.

L = Low water use. Able to survive once established without supplemental water; water needed at least once a month for plants to look their best.

### Soils Suitability:

Suitable for any soil unless specific one listed.

#### LARGE DECIDUOUS TREES

Scientific name	Common name	Water	Height	Sunlight	Soils
Acer negundo	Box Elder maple	M	to 40'		
Alnus oblongifolia	New Mexico alder	M	to 40'		
Catalpa speciosa	Catalpa	M	to 40'	Full	
Celtis occidentalis	Hackberry	M	to 40'	Full	
Gleditsia triacanthos var. inermis	Honey Locust	H	to 80'	Full	
Pistachia chinensis	Chinese Pistache	M	to 60'	Full	
Prosopis glandulosa	Honey mesquite	M	to 40'		
Prunus serotina	Organ Mountain Black Cherry	M	to 40'		
Quercus buckleyi	Texas Red oak	M	to 40'		
Quercus gravesii	Chisos red oak	M	to 40'		
Quercus muhlenbergii	Chinquapin oak	M	to 60'		
Quercus pungens var. pungens	Sandpaper oak	M			
Quercus pungens var. vaseyana	Vasey oak	M			
Quercus shumardii	Shumards Oak	M	to 60'		
Robinia x ambigua	"Idaho", "Purple Robe"	M	40-50'	Full	
	Locust				
Robinia pseudoacacia	Black Locust	M	40-80'	Full	
Ulmus parvifolia	Chinese or Lacebark Elm	M	to 50'	Full	

#### EVERGREEN

Scientific name	Common name	Water	Height	Sunlight	Soils
Arbutus xalapensis	Texas madrone	L/M	to 20'		
Cercocarpus ledifolius	Curleaf Mountain Mahogany	L/M	8-25'	Full	
Cupressus arizonica	Arizona Cypress	M	to 70'	Full	
Cupressocyparis leylandii	Leyland Cypress	M	to 60'	Full	
Juniperus chinensis	"Spartan", "Hetzi"	M	varies by	Full	
	Columnaris," "Keteleeri,"	M	variety	Full	
	"Robusta Green",	M		Full	

Juniperus deppeana	Alligator Juniper	M	to 60'	Full	
Pinus aristata	Bristlecone Pine	M	20-45'	Full	
Pinus edulis	Pinon	M	to 35'	Full	
Quercus fusiformis	Escarpment oak	L/M	to 60'		
Quercus laceyi	Lacey Oak	M	to 45'		
Quercus turbinella	Shrub Live Oak	M	5-15'	Full	
Thuja species	Arbor vitae	M	variable	Full	
Yucca elata	Soaptree Yucca	L	10-17'	Full	Sandy
Yucca faxoniana	Palm Yucca	L	to 13'	Full	Sandy

### SMALL DECIDUOUS TREES

<u>Scientific name</u>	<u>Common name</u>	<u>Water</u>	<u>Height</u>	<u>Sunlight</u>	<u>Soils</u>
Acer buergeranum	Trident	M	20-30'	Full	
Cercis occidentalis	Western Redbud	M	to 16'	Full	
Cercis mexicana	Mexican redbud	M	to 20'		
Cercis reniformis	Oklahoma' Redbud	M	to 25'		
	Part/Full				
x Chitalpa tashkentensis	Chitalpa	M	to 25'	Full	
Chilopsis linearis	Desert Willow	L	to 25'	Full	Sandy
Cotinus coggygria	Smoketree	M	to 30'	Full	Sandy
Crataegus crus-gallin	Thornless Cockspur	M	to 30'	Full	
'Inermis'	Hawthorn				
Forestiera neomexicana	New Mexico Olive	M	to 20'		
	Part/Full				
Fraxinus cuspidate	Fragrant Ash	M	to 20'	Full	
Koelreuteria paniculata	Golden Raintree	M	20-35'	Full	
Melia azedarach 'Umbracu liformis'	Texas Umbrella Tree	L	to 40'	Full	
Prosopis glandulosa	Honey Mesquite	L/M		Full	
Prosopis pubescens	Screnbean Mesquite	M		Full	
Prunus cerastifera	Purpleleaf Plum	M	15 to 25'	Full	
Ptelea trifoliata	Hoptree	M	to 20'	Full	
Pyrus calleryana	Ornamental Pear	M	to 25'	Full	
Quercus gambelii	Gambel's Oak	M	20-30'	Full	
Rhus lanceolata	Prairie Flameleaf Sumac	M	to 25'		
	Part/Full				
Robinia neomexicana	Rose Locust	M	to 25'	Full	
Sambucos mexicana	Mexican Elder	L/M	to 20'	Full	
Sapindus drummondii	Soapberry	M	20-40'	Full	
Vitex agnus-castus	Chaste Tree	M	to 25'	Full	

### EVERGREEN SHRUBS

<u>Scientific name</u>	<u>Common name</u>	<u>Water</u>	<u>Height</u>	<u>Sunlight</u>	<u>Soils</u>
Arctostaphylos pungens	Pointleaf Manzanita	M	3 to 6'	Partial	
Artemisia cana	Silver Sage	L	1 to 3'	Full	
Artemisia filifolia	Treadleaf or Sand Sage	L	2 to 5'	Full	Sandy
Artemisia tridentate	Bigleaf Sage	L	2 to 7'		
	Part/Full	Clay			
Atriplex canescens	Fourwing Saltbush	L	2 to 5'	Full	Sandy
Baccharis salicina	Desert Broom	L/M	6 to 7'	Full	Sandy
Berberis haematocarpa	Algerita	L/M	4 to 6'	Full	
Cercocarpus montanus	Mountain Mahogany	M	4 to 12'	Full	
Cotoneaster buxifolius	Grayleaf Cotoneaster	M	1 to 6'	Full	
Cotoneaster lacteus	Red Clusterberry, Parney Cotoneaster	M	6 to 8'	Full	
Cotoneaster salicifolius	Willowleaf Cotoneaster	M	to 15'	Full	
Cotoneaster salicifolius Repens	Dwarf Willowleaf Cotoneaster	M	6"	Full	
Cowania mexicana	Cliffrose	L	4 to 20'	Full	

<i>Cytisus scoparius</i>	Scotch Broom	M	to 4'	Full	
<i>Dasyilirion wheeleri</i>	Sotol	L	to 3'	Full	Sandy
<i>Elaeagnus pungens</i>	Silverberry	M	6 to 15'	Full	Sandy
<i>Ephedra viridis</i>	Mormon Tea	L	2 to 4'	Full	
<i>Ericameria laricifolia</i>	Turpentine Bush	L	2 to 4'	Full	
<i>Eurotia lanata</i>	Winterfat	L	12 to 24"	Full	Sandy
<i>Fallugia paradoxa</i>	Apache Plume	L	3 to 8'	Full	
<i>Garrya Wrightii</i>	Wright's Silk Tassel	L	2 to 8'	Full	
<i>Genista hispanica</i>	Spanish Broom	M	to 4'	Full	
<i>Hesperaloe parviflora</i>	Red Yucca	M	3 to 4'	Full	
<i>Juniperus chinensis</i>	"Ames", "Blue Point", "Fruitland," "Hetzii" "Glauca", "Old Gold", "Mint Julep", "Pfitzer", "Sargent", "Sea Green" Juniper	M	varies	Full	
<i>Juniperus horizontalis</i>	"Wilton Carpet", "Gray Carpet"	M	varies	Full	
<i>Juniperus sabina</i>	"Arcadia", "Buffalo", "Scandia", "Tam" Juniper	M	varies	Full	
<i>Juniperus squamata</i>	"Blue Carpet" Juniper	M	1'	Full	
<i>Larrea tridentate</i>	Creosotebush	L	3 to 6'	Full	
<i>Lavandula angustifolia</i>	English Lavender	M	2'		
	Part/Full				
<i>Mahonia aquifolium</i>	Oregon Grape Holly	M	to 6'		
	Part/Full				
'Compacta'	Compact Oregon Grape	M	2'		
	Part/Full				
	Holly				
<i>Mahonia repens</i>	Creeping Grape Holly	M	1' X 3'+	Shade	
<i>Nandina domestica</i>	Nandina	M	varies		
	Shade/Full				
<i>Nolina microcarpa</i>	Beargrass	L	to 4'	Full	
<i>Nolina texana</i>	Beargrass	L	to 2'	Full	
<i>Opuntia clavata</i>	Dagger Spine Cholla	L	3"	Full	Sandy
<i>Opuntia imbricate</i>	Cholla		4 to 15'	Full	Sandy
<i>Opuntia phaeacantha</i>	Prickly Pear	L	6" to 2'	Full	Sandy
<i>Photinia fraseri</i>	Photinia	M	to 10'	Full	
<i>Purshia tridentate</i>	Antelope Bitterbush		to 10'	Full	
<i>Pyracantha lelandii</i>	Firethorn	M	8'+		
	Part/Full				
<i>Raphiolepis indica</i>	India Hawthorn	M	to 3'		
	Part/Shade				
<i>Rosmarinus officinalis</i>	Prostrate Rosemary	M	2'	Full	
	'Prostratus'				
<i>Salvia dorrii</i>	Desert Sage	L	1 to 3'	Full	
<i>Santolina</i>	Lavender cotton	L	1 to 3'	Full	
	<i>Chamaecyparissus</i>				
<i>Santolina virens</i>	Green Santolina	L	1 to 3'	Full	
<i>Spartium junceum</i>	Spanish Broom	M	6 to 10'	Full	
<i>Vauquelinia californica</i>	Arizona Rosewood	L	to 20'	Full	
<i>Yucca baccata</i>	Datil	L	to 3'	Full	Sandy
<i>Yucca glauca</i>	Soapweed	L	to 4'	Full	
	Sandy				

**DECIDUOUS SHRUBS**

<b>Scientific name</b>	<b>Common name</b>	<b>Water</b>	<b>Height</b>	<b>Sunlight</b>	<b>Soils</b>
Amorpha fruticosa Clay	False Indigo	M	4 to 10'	Partial	
Anisacanthus thurberi	Hummingbird Trumpet Part/Full	L/M	3 to 5'		
Berberis thunbergii	Japanese Barberry Part/Full	M	1 to 6'		
B. thunbergii 'Atropurpurea'	Redleaf Barberry	M	4 to 6'	Full	
B. t. 'Atropurpurea Nana'	'Crimson Pygmy' Barberry	M	1' X 2'	Full	
Buddleia davidii nanhoensis	Dwarf Butterflybush Part/Full	M	3 to 5'		
Caesalpinia gilliesii	Bird of Paradise	L	to 10'	Full	
Caragana sp.	Peashrub	M	to 20'	Full	
Caryopteris x Clandonensis	Blue Mist	M	to 2'	Full	
Ceanothus fendleri	Ceanothus	M	to 3'	Full	
Celtis pallida	Desert Hackberry	L	to 18'	Full	
Chamaebatiaria millefolium	Fernbush	L/M	2 to 5'	Full	
Chaenomeles japonica	Flowering Quince	L/M	2 to 6'	Full	
Chrysothamnus nauseosus	Chamisa, Rabbitbush	L	2 to 5'	Full	
Cotoneaster divaricatus	Spreading Cotoneaster Part/Full	M	to 6'		
Cotoneaster horizontalis	Rockspray Cotoneaster	M	2 to 3'	Full	
Euonymus alata 'Compacta'	Burning Bush Part/Full	M	to 6'		
Fendlera rupicola	Cliff Fendlerbush	M	to 6'	Full	Sandy
Forestiera neomexicana	New Mexican Olive Part/Full	M	to 15'		
Fouquieria splendens Sandy	Ocotillo	L	8 to 25'	Full	
Genista tinctoria	Summer Broom	M	2' X 4'	Full	
Hibiscus syriacus	Rose of Sharon	M	to 10'	Full	
Holodiscus dumosus	Rock Spirea Part/Full	M	3 to 6'		
Jasminum nudiflorum	Winter Jasmine	M	10 to 15'	Full	
Lagerstroemia indica x fauriei	Crepemyrtle, "Pecos", "Zuni"	M	6 to 30'	Full	
Lonicera fragrantissima	Winter Honeysuckle Part/Full	M	to 5'		
Parryella filifolia	Dunebroom	L	2 to 3'	Ful	Sandy
Parthenium incanum	Mariola	L	1 to 3'	Full	
Philadelphus cultivars	Mockorange Part/Full	M	to 0'		
Philadelphus microphyllus	Littleleaf Mockorange Part/Full	M	to 6'		
Potentilla fruticosa	Shrubby Cinquefoil	M	1 to 3'		
Prunus besseyi	Western Sand Cherry	M	2 to 3'	Full	
Psoralea scoparia	Broom Dalea	L	31	Full	
Punica granatum	Pomegranite	H	20 to 30'	Full	
Rhamnus frangula 'Columnaris'	Tallhedge Buckthorn	H	to 10'	Shade	
Rhus glabra	Smooth Sumac	H	3 to 20'	Full	
Rhus glabra cismontane	Cutleaf Sumac	M	3 to 4'	Full	
Rhus microphylla	Littleleaf Sumac	L/M	3 to 6'	Full	
Rhus trilobata	Threelobed Sumac	L/M	2 to 6'	Full	
Rhus trilobata 'Prostrata'	Prostrate Sumac	L/M	1 to 3'	Full	
Ribes aureum	Golden Currant Part/Full	H	2 to 6'		
Rosa foetida	"Austria Copper"	H	5 to 10'	Full	

"Persian Yellow"					
Rosa rugosa	Species Rugosa Roses	H	3 to 8'	Full	
Rosa woodsii	Woods Rose	M	to 4'	Full	
Salvia greggii	Cherry Sage	M	to 3'		
	Part/Full				
Shepherdia argentea	Silver Buffaloberry	M/H	10 to 15'		
	Part/Full				
Spiraea X bumalda	'Anthony Waterer' Spirea	H	to 3'		
	Part/Full				
Spiraea japonica	'Little Princess' Spirea	H	18"		
	Part/Full				
Spiraea prunifolia 'Plena'	Bridal Wreath/Shoebuttton	H	to 6'	Part/	Shade/Part
Spiraea vanhouttei	Bridal Wreath	H	to 6'		
	Part/Full				
Symphoricarpos albus	Snowberry	M	2 to 6'	Full	
Symphoricarpos orbiculatus	Coralberry	M	2 to 6'	Full	
Syringa rothomagensis	Chinese Lilac	M	to 8'		
	Part/Full				
Syringa patula 'Miss Kim'	Korean Lilac	M/H	to 6'		
	Part/Full				
Syringa vulgaris	Common Lilac	H	to 20'	Full	
Viburnum carlesii	Korean Spicebush	H	to 6'		
	Part/Full				
Viburnum plicatum	Mariesii Viburnum	H	to 10'		
	Part/Full				
	tomentosum				
Viburnum opulus 'Sterile'	Snowball Bush	H	to 10'		
	Part/Full				
Viburnum trilobum	Dwarf Cranberrybush	H	to 6'		
	Part/Full				
	compactum				
Vitex agnus-castus	Vitex	M	6 to 25'	Full	
Weigela florida	Weigela	M/H	to 10'	Full	

**WATER ALLOCATION BY PLANT TYPE PER YEAR**

**PLANT TYPE**

**LOW WATER USE SPECIES**

	GPD	DAYS	GPW	WEEKS	GPY
TREES EACH	0.5	7	3.5	40	140
SHRUBS EACH	0.2	7	1.4	40	56
GROUND COVERS EACH	0.2	7	1.4	40	56
PERENNIALS EACH	0.2	7	1.4	40	56
TURF BY AREA	0.118	7	0.826	40	33.04

**MEDIUM WATER USE SPECIES**

	GPD	DAYS	GPW	WEEKS	GPY
TREES EACH	1	7	7	40	280
SHRUBS EACH	0.7	7	4.9	40	196
GROUND COVERS EACH	0.7	7	4.9	40	196
PERENNIALS EACH	0.5	7	3.5	40	140
TURF BY AREA	*****	*****	*****	*****	*****

**HIGH WATER USE SPECIES**

TREES EACH	2	7	14	40	560
SHRUBS EACH	0.9	7	6.3	40	252
GROUND COVERS EACH	0.9	7	6.3	40	252
PERENNIALS EACH	0.7	7	4.9	40	196
TURF BY AREA	0.223	7	1.561	40	62.44





## CHAPTER 6 - OFF-STREET PARKING

### Requirements generally

Off-street parking must be provided on-site or reserved within three hundred feet of the site for all new buildings or structures. Existing buildings or structures need supply such parking only to the extent ground space is available. The minimum number of parking spaces to be provided shall be as follows:

USE	PARKING REQUIREMENT
Single-family residential	2 spaces per dwelling unit plus one space per room rented out
Multi-family residential	1 1/2 spaces for each one bedroom unit and 2 spaces for each unit with two or more bedrooms
Homes emphasizing special services, treatment or supervision	3 spaces for every five beds except for use exclusively for children under 16, in which case 1 space for every three beds
Rooming houses, boarding homes	1 space for each bedroom
Hotels and motels	1 space for each room to be rented plus 1 additional space for every two employees and additional space for restaurant or other facilities in accordance with other sections of this table
Sales and rental of goods	1 space per 300 square feet of gross floor area merchandise and equipment
Office, clerical, research and services not primarily related to goods or merchandise, manufacturing, processing, creating, repairing, renovating, painting, cleaning, assembling of goods, merchandise and equipment	1 space for every two employees on the maximum shift
Schools and associated facilities	2.5 spaces per classroom in elementary school, 5 spaces per classroom in high schools
Trade or vocational schools	1 space per 1000 square feet of gross floor area

<b>USE</b>	<b>PARKING REQUIREMENT</b>
Churches, synagogues, and temples	1 space for every four seats in the portion of church building to be used for services plus 1 space for any residential use, plus 1 space for every 200 square feet of gross floor area designed not be used for services nor residential purposes
Libraries, museums, art galleries, art centers, and similar uses, fraternal clubs and lodges, union halls and similar uses	1 space per 300 square feet of gross floor area
Bowling alleys, skating rinks, indoor tennis and squash courts, billiards and pool halls, indoor athletic and exercise facilities and similar uses	1 space for every three persons that the facilities are designed to accommodate when fully utilized
Movie theaters	1 space for every four seats
Coliseums, stadiums	1 space for every four seats
Privately owned outdoor recreational facilities	1 space per 200 square feet of area within enclosed buildings, plus 1 space for every three persons that the outdoor facilities are designed to accommodate when used to the maximum capacity
Publicly owned and operated outdoor recreational facilities	1 space per 200 square feet of area within enclosed buildings, plus 1 space for every three persons that the outdoor facilities are designed to accommodate when used to the maximum capacity
Golf driving ranges not accessory to golf courses, miniature golf courses and similar uses	Miniature golf course and similar uses -- 1 space per 300 square feet of area plus 1 space per 200 square feet of gross floor area; driving range - 1 space per tee plus 1 space per 200 square feet of building gross floor area
Institutional residence or care or confinement facilities	2 spaces per bed or 1 space per 150 square feet of gross floor area, whichever is greater
Restaurants, bars, night clubs	1 space for every four seats
Motor vehicle sales	1 space per 200 square feet of gross floor area

<b>USE</b>	<b>PARKING REQUIREMENT</b>
Motor vehicle painting and body work	1 space per 200 square feet of gross floor area
Gas sales	1 space per 200 square feet of gross floor area of building devoted to gas sales operation, plus sufficient parking area to accommodate vehicles at pumps without interfering with other parking spaces
Car wash	2 spaces for drying and cleaning purposes per stall plus two reservoir spaces in front of each stall
Scrap materials, salvage yards, junkyards, automobile graveyards	1 space per 200 square feet of gross floor area
Services and enterprises related to animals	1 space per 200 square feet of gross floor area
Emergency services	1 space per 200 square feet of gross floor area
Post office	1 space per 200 square feet of gross floor area
Airport	1 space per 200 square feet of gross floor area
Dry cleaner, laundromat	1 space per 200 square feet of gross floor area
Open air markets	1 space per 1,000 square feet of lot area used for storage, display or sales
Funeral homes	1 space for every four seats
Nursery schools, day care centers	1 space per employee plus 1 space per 200 square feet of gross floor area
Bus station, train station	1 space per 200 square feet of gross floor area
Commercial greenhouse	1 space per 200 square feet of gross floor area

(Ord. 276 (part), 2001)

For mixed uses, the total requirement for off-street parking spaces shall be the sum of the requirements of the various uses computed separately. (Ord. 141 § 18(B), 1985)

### **PLANS REQUIRED WITH BUILDING PERMIT**

An applicant for a building permit must submit plans showing location, arrangement and dimensions of the parking facility's turning spaces, drives, aisles and ingress and egress for approval by the commission or zoning enforcement officer. (Ord. 141 § 18(C), 1985)

### **DESIGN STANDARDS**

A. All facilities must provide appropriate access to a street, alley or public thoroughfare.

B. All driveways shall be of sufficient width to permit access into parking spaces, but in no case less than twenty feet wide.

C. Each parking space shall consist of an area of not less than nine feet in width by twenty feet in length exclusive of driveway area. (Ord. 141 § 18(D), 1985)

### **HANDICAPPED PARKING**

A. On any nonresidential premises, two percent of the spaces, but not less than one space, shall be set aside for the handicapped or physically disabled.

B. Spaces for the handicapped shall consist of an area of not less than twelve feet in width by twenty feet in length.

C. Parking spaces for the handicapped shall be appropriately and prominently marked for use by the international symbol of accessibility. (Ord. 141 § 18(E), 1985)

### **PARKING SPACE DIMENSIONS**

Each parking space must be a rectangular area at least twenty feet long and nine feet wide. If parking areas consist of spaces for parallel parking, the spaces must be no less than twenty-two feet long by nine feet wide. Two percent of the spaces, but not less than one space, must be set aside for the handicapped or physically disabled on any nonresidential premises and these spaces must be no less than twelve feet in width by twenty feet in length, exclusive of driveway area. Handicapped spaces must be appropriately and prominently marked for use by the international symbol of accessibility. (Ord. 276 (part), 2001)

### **REQUIRED WIDTHS OF PARKING AREA AISLES AND DRIVEWAYS**

Parking area aisle widths shall conform to the following table, which varies the width requirement according to the angle of parking.

<b>WIDTH OF STALL</b>					
Degree of angle	0	30	45	60	90
One-way traffic	13	11	13	18	24
Two-way traffic	19	20	21	23	24

Driveways shall be not less than ten feet in width for one-way traffic and eighteen feet in width for two-way traffic. (Ord. 276 (part), 2001)

### **GENERAL DESIGN REQUIREMENTS**

The intent of the parking design requirements is to insure that circulation of vehicles can proceed safely without posing a danger to pedestrians or other vehicles, and so that circulation will not interfere with parking areas. With this intent, the design of vehicle accommodation areas must be so that there is no need to resort to extraordinary movements to exit the area. Unless no other practicable alternative is available, vehicles should not be required to park onto a public street. This requirement does not apply to parking areas consisting of driveways that serve a single-family dwelling unit.

The design of all developments must be so that sanitation, emergency, and other public service vehicles can serve such developments without the necessity of backing unreasonable distances or making other dangerous or hazardous turning movements. (Ord. 276 (part), 2001)

### **VEHICLE ACCOMMODATION AREA SURFACES**

Material that provides protection against potholes, erosion, and dust, such as asphalt or concrete, must be used in vehicle accommodation areas that include lanes for drive-up windows or parking areas. Parking spaces must be appropriately marked with painted lines and properly maintained. Vehicle accommodation area surfaces must be kept in good condition, without potholes, and parking space lines must be kept clearly visible and distinct. (Ord. 276 (part), 2001)

### **LOADING AND UNLOADING AREAS**

When goods, merchandise, or equipment be routinely delivered to or shipped from any development in the normal operation of that development, a sufficient off-street loading and unloading area must be provided in accordance with this section to accommodate the delivery or shipment operations in a safe and convenient manner. The loading and unloading area must be of sufficient size to accommodate the numbers and types of vehicles that are likely to use this area. The following table indicates the number and size of spaces required for these vehicles.

<b>GROSS LEASABLE AREA OF BUILDING</b>	<b>NUMBER OF SPACES</b>
1,000 - 19,999	1
20,000 - 79,999	2
80,000 - 127,999	3
128,000 - 191,000	4
192,000 - 255,999	5

256,000 - 319,999	6
320,000 - 391,999	7
Plus one space for each additional 72,000 square feet or fraction thereof	
Minimum dimensions of 12 feet by 55 feet and overhead clearance of 14 feet from street grade required	

Loading and unloading areas shall be located and designed so that the vehicles intended to use them can maneuver safely and conveniently to and from a public right-of-way, and complete the loading and unloading operations without obstructing or interfering with any public right-of-way or any parking space or parking lot aisle. No portion of off-street parking may be used to satisfy the area requirements for loading and unloading facilities, nor may any area allocated to loading and unloading facilities be used to satisfy the area requirements for off-street parking.

When a change in use occurs on a lot with one or more structures constructed before the effective date of Ordinance 276, 2001, and that does not involve any enlargement of a structure, and the loading area requirements of this section cannot be satisfied because there is not sufficient area available on the lot that can practicably be used for loading and unloading, then the developer need only comply with this section to the extent reasonably possible. (Ord. 276 (part), 2001)

## CHAPTER 8 - EXTERIOR LIGHTING

**74-12-1. Short title.** This act may be cited as the "Night Sky Protection Act".

(History: Laws 1999, ch. 197, § 1.)

### **74-12-2. Purpose.**

The purpose of the Night Sky Protection Act [74-12-1 NMSA 1978] is to regulate outdoor night lighting fixtures to preserve and enhance the state's dark sky while promoting safety, conserving energy and preserving the environment for astronomy.

**74-12-3. Definitions.** As used in the Night Sky Protection Act [74-12-1 NMSA 1978]:

A. "outdoor lighting fixture" means an outdoor artificial illuminating device, whether permanent or portable, used for illumination or advertisement, including searchlights, spotlights and floodlights, whether for architectural lighting, parking lot lighting, landscape lighting, billboards or street lighting; and

B. "shielded" means a fixture that is shielded in such a manner that light rays emitted by the fixture, either directly from the lamp or indirectly from the fixture, are projected below a horizontal plane running through the lowest point on the fixture where light is emitted.

(History: Laws 1999, ch. 197, § 3.)Top of Form

### **Shielding of outdoor light fixtures.**

All outdoor lighting fixtures installed after January 1, 2000 shall be shielded, except incandescent fixtures of one hundred fifty watts or less and other sources of seventy watts or less.

(History: Laws 1999, ch. 197, § 4.)

### **74-12-5. Nonconforming light fixtures.**

A. In addition to other exemptions provided in the Night Sky Protection Act [74-12-1 NMSA 1978], an outdoor lighting fixture not meeting these provisions shall be allowed, if the fixture is extinguished by an automatic shutoff device between the hours of 11:00 p.m. and sunrise.

B. No outdoor recreational facility, whether public or private, shall be illuminated after 11:00 p.m. except for a national or international tournament or to conclude any recreational or sporting event or other activity conducted, which is in progress prior to 11:00 p.m. at a ballpark, outdoor amphitheater, arena or similar facility.

(History: Laws 1999, ch. 197, § 5.)

#### **74-12-6. Use of mercury vapor lighting fixtures.**

No new mercury vapor outdoor lighting fixtures shall be sold or installed after January 1, 2000.

(History: Laws 1999, ch. 197, § 6.)

#### **74-12-7. Exemptions.**

A. The following are exempt from the requirements of the Night Sky Protection Act [74-12-1 NMSA 1978]:

(1) outdoor lighting fixtures on advertisement signs on interstates and federal primary highways;

(2) outdoor lighting fixtures existing and legally installed prior to the effective date of the Night Sky Protection Act; however, when existing lighting fixtures become unrepairable, their replacements are subject to all the provisions of the Night Sky Protection Act;

(3) navigational lighting systems at airports and other lighting necessary for aircraft safety; and

(4) outdoor lighting fixtures that are necessary for worker safety at farms, ranches, dairies, feedlots or industrial, mining or oil and gas facilities.

B. The provisions of the Night Sky Protection Act are cumulative and supplemental and shall not apply within any county or municipality that, by ordinance or resolution, has adopted provisions restricting light pollution that are equal to or more stringent than the provisions of the Night Sky Protection Act.

(History: Laws 1999, ch. 197, § 7.)

#### **4-12-8. Construction industries division; duties.**

The construction industries division of the regulation and licensing department shall review the outdoor lighting provisions in the uniform building codes used in New Mexico and make recommendations for appropriate changes to comply with the provisions of the Night Sky Protection Act [74-12-1 NMSA 1978] and shall permit and inspect, to the standards set forth in the Night Sky Protection Act, all construction of and on state-owned buildings that is subject to permit and inspection under the Construction Industries Licensing Act [Chapter 60, Article 13 NMSA 1978].

(History: Laws 1999, ch. 197, § 8; 2001, ch. 151, § 1.)

#### **4-12-9. Costs of replacement; recovery.**

If public utilities are required pursuant to the provisions of the Night Sky Protection Act [74-12-1 NMSA 1978] or by local government ordinances to

accelerate replacement of lighting fixtures, the cost of such replacement shall be included in rates approved by the public regulation commission.

(History: Laws 1999, ch. 197, § 9.)

**74-12-10. Violations; penalty.**

Any person, firm or corporation violating the provisions of the Night Sky Protection Act [74-12-1 NMSA 1978] shall be punished as follows:

A. for a first offense, the offender may be issued a warning; and

B. for a second offense or offense that continues for thirty days from the date of the warning, twenty-five dollars (\$25.00) minus the replacement cost for each offending fixture.

(History: Laws 1999, ch. 197, § 10.)

**74-12-11. Enforcement.**

In the exercise of any of the powers and duties conferred by law, a governing body of a political subdivision of the state may enforce the provisions of the Night Sky Protection Act [74-12-1 NMSA 1978].

(History: Laws 2001, ch. 151, § 2.)

## CHAPTER 8 - BUILDING PERMIT INFORMATION

### PERMIT APPLICATION DATA

To obtain a permit, the applicant shall fill out an APPLICATION for VILLAGE of LOS LUNAS BUILDING PERMIT supplied by the Community Development office. Applicant must supply description of work, building address, construction material, total square footage, specific use of building, project owner's name and address, contractor's business name, address and license number, architect's name, address and license number. The licensed contractor requesting the permit must sign the application. Call (505) 839-3842 for more information

### VALUATION AND FEES

Valuation of your project is based on the signed contract amount between the project owner and contractor. The fee, which covers plan review, the permit notice and required inspections, is based on the valuation amount. Our office will calculate the valuation and fee for you. *If you are mailing the application and plans to the nearest CID office, call any of the offices listed above for the fee prior to mailing.* The formula to determine the fee is as follows:

**Valuation \$100,001 to 500,000-639.50 for the 1<sup>st</sup> 100,000**

**Plus \$3.50 for each additional \$1,000 or fraction there of.**

**Valuation \$500,001 to 1,000,000-2,039.50 for the 1<sup>st</sup> 500,000**

**Plus \$3.00 for each additional \$1,000 or fraction there of.**

**Valuation \$1,000,001 to up-3,539.50 for the 1<sup>st</sup> 100,000**

**Plus \$2.00 for each additional \$1,000 or fraction there of.**

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### PLANS SUBMITTAL

**(NOTE:** This form can be found on the FORMS page under Building Permit Guide for Commercial Construction)

Two complete sets of plans and specifications must be submitted to Village of Los Lunas building Dept. for permit and must be sufficiently clear to show the project in its entirety. Following is a minimum standard of required drawings for review by Village of Los Lunas construction, additions, and remodels (use as a checklist when preparing your submittal):

## **COVER SHEET**

- A. Project identification
- B. Project address and a location map
- C. All design professionals identified
- D. The prime design professional (the professional responsible for project coordination) must be identified. All communications should be directed through this individual
- E. Design Criteria list:
  - 1. Type of building construction (UBC Chapter 6)
  - 2. Square Footage area of each floor or wing and total building square footage
  - 3. Group or use and occupancy (UBC Table 3-A) including mixed occupancies if applicable
  - 4. Occupant load (UBC Chapter 10, Table 10-A)
  - 5. Allowable area calculations
  - 6. Exiting requirements
  - 7. Plumbing fixture requirements based on UBC Chapter 29, Appendix Chapter 29, Table A-29-A
  - 8. Fire sprinklers
  - 9. Height and number of stories
  - 10. Land use zone
  - 11. Location of property
  - 12. Seismic location

## **SITE PLAN**

Show proposed new structures and any existing buildings or structures on site, all property lines with dimensions, all streets, easements and setbacks. Show all water, sewer, electrical points of connection, proposed service routes and existing utilities on the site. Show all required parking per New Mexico Building Code, including accessible parking, access aisles and ramps per ANSI. Show drainage and grading information. Indicate drainage inflow and outflow locations and specify areas required to be maintained for drainage purposes. When appropriate, include a topographical survey. Show north arrow.

## **FOUNDATION PLAN**

Show all foundations and footings. Indicate size, location, thickness, materials and strengths (including concrete strength) and reinforcing. Show all imbedded anchoring such as anchor bolts, hold-downs, post bases, etc. Provide a geotechnical report, including soil-bearing capacity, for the purposed structure at that site.

## **FLOOR PLAN**

Show all floors including basements. Show all rooms, with their use, overall dimensions and locations of all structural elements and openings. Show all doors and windows. Provide door and window schedules. All fire assemblies,

door label ratings, area and occupancy separations and draft stops shall be shown. Include exiting requirements.

### **FRAMING PLANS AND ROOF FRAMING PLANS**

Show all structural members, their size, methods of attachment, location and materials for floors and roofs. Show roof plan.

### **EXTERIOR ELEVATIONS**

Show all views. Show all vertical dimensions and heights. Show all openings and identify all materials and show lateral bracing system, where applicable.

### **BUILDING SECTIONS AND WALL SECTIONS**

Show & label materials of construction, non-rated and fire-rated assemblies and fire-rated penetrations. Show dimension of all heights.

### **MECHANICAL SYSTEM**

Show the entire mechanical system. Include all units, their sizes, mounting details, all duct work and duct sizes. Indicate all fire dampers where required. Provide equipment schedules. The State Fire Marshall's Office shall approve sprinkler systems plans. Submit energy conservation calculations per 1986 Model Energy Code requirements.

### **PLUMBING SYSTEM**

Show plumbing riser diagrams, all fixtures, piping, slopes, materials and sizes. Show points of connection to utilities, septic systems, pre-treatment sewer systems and water wells.

### **ELECTRICAL SYSTEM**

Show electrical riser diagrams, all electrical fixtures (interior, exterior and site) wiring sizes and circuiting, grounding, panel schedules, single line diagrams, instantaneous fault current, load calculations and fixture schedules. Show lighting calculations and point of connection to utility.

### **STRUCTURAL CALCULATIONS**

Where required, provide structural calculations for the entire structural system of the project. Include wind, roof and floor design loads.

### **SPECIFICATIONS**

Either on the drawings or in booklet form, further define construction components, covering materials and methods of construction, wall finishes and all pertinent equipment. Schedules may be incorporated into a project manual in lieu of drawings.

### **ADDENDA AND CHANGES**

It shall be the responsibility of the individual identified on the cover sheet as the prime design professional to notify the building official of any and all changes throughout the project and provide revised plans, calculations and other appropriate documents prior to actual construction.

### **REVISIONS**

For clarity, all revisions should be identified with a delta symbol and clouded on the drawings or resubmitted as a new plan set.

## **Requirements For Professional Seals**

When any professional seal is required for a building permit, every standard page of the construction documents must bear a professional seal with original signature and date, certifying professional responsibility for every aspect of the project. Referenced serial drawings do not require a seal.

### **Single Seal Requirement**

The single seal of either a New Mexico registered engineer or architect meets the requirement for professional certification on projects that do not exceed a construction valuation of four hundred thousand dollars (\$400,000) and do not exceed a total occupant load of fifty (50).

Nonresidential buildings, as defined in the Uniform Building Code, or additions having a total occupant load of ten (10) or less and not more than two (2) stories in height, which shall not include E-3, H, or I occupancies, will not require the seal of either an architect or engineer, unless the Construction Industries Division determines such seal is necessary to protect public life, safety and welfare.

Plans, specifications and calculations stamped by an Electrical Engineer licensed to practice in New Mexico shall be required for any installation with a calculated service capacity over 100 kVA single-phase or over 225 kVA three-phase. This requirement shall NOT apply to remote installations such as single irrigation pumps. Plans, specifications and calculations stamped by a Mechanical Engineer licensed to practice in New Mexico may be required on mechanical permits of \$50,000.00 or more in value and/or commercial buildings three stories and higher.

### **Multiple Seals Requirement**

The professional seals of both an architect and an engineer (or engineers) are required on projects with either a construction valuation greater than two hundred fifty thousand dollars (\$250,000.00) or a total occupant load greater than fifty (50). Occupant load shall be in accordance with Table 10-A of the 1997 Uniform Building Code.

## **Required Inspections**

A 48-hour notice is required prior to inspection. Your Construction Inspector's name and telephone number will appear on the Building Permit Notice. The contractor must call the assigned inspector for each of the following phases of construction:

### **FOUNDATION INSPECTION**

To be made after excavations for footings are complete and any required reinforcing steel is in place. For concrete foundations, any required forms shall be in place prior to inspection. All materials for the foundation shall be on the job, except where concrete is ready mixed in accordance with approved nationally recognized standards, the concrete need not be on the job. Where the foundation is to be constructed of approved treated wood, additional inspections may be required by the building official.

### **CONCRETE SLAB or UNDER-FLOOR INSPECTION**

To be made after all in-slab or under-floor building service equipment, conduit, piping accessories and other ancillary equipment items are in place, but before any concrete is placed or floor sheathing installed, including the subfloor.

### **FRAME INSPECTION**

To be made after the roof, all framing, fire blocking and bracing are in place and all pipes, chimneys and vents are complete and the rough electrical, plumbing, and heating wires, pipes and ducts are approved.

### **WEATHER-RESISTIVE BARRIER INSPECTION**

To be made after installation of the appropriate weather-resistive barrier and before such barrier is covered.

### **FINAL INSPECTION**

To be made after finish grading and the building is completed and ready for occupancy. Final electrical, plumbing and mechanical inspections must be conducted prior to final general construction inspection. The Construction Inspector will issue the Certify of Occupancy to the contractor after approving final general construction inspection.

### **OTHER INSPECTIONS**

In addition to the called inspections specified above, the Construction Inspector may make or require other inspections of any construction work to ascertain compliance with provisions of the New Mexico Building Code and other laws which are enforced by the code enforcement agency. The licensed plumber and electrician performing the work under the appropriate permits are responsible for coordinating plumbing, mechanical and electrical inspections.

## CERTIFICATE OF OCCUPANCY

No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made until the building official has issued a certification of occupancy as provided.

## COMMERCIAL DEMOLITION AND RENOVATION

Although we are providing an **overview of asbestos in demolition and renovation**, please call the Air Pollution Control bureau for information regarding the handling of asbestos containing materials at 1-800-224-7009 prior to demolition and renovation of existing commercial structures. The Air Pollution Control Bureau must be notified 10 days in advance of any demolition and renovation of commercial structures.

## APPLICABLE CODES

The Construction Industries Division currently enforces the following codes

- 2006 New Mexico Commercial Code 14.7.2 NMAC  
Which adopts and amends the 2006 International Building Code
- 2006 New Mexico Residential Building Code 14.7.3 NMAC  
Which adopts and amends the 2006 International Residential Code
- 2006 New Mexico Plumbing Code 14.8.2 NMAC  
Which adopts and amends the 2006 Uniform Plumbing Code
- 2006 New Mexico Mechanical Code 14.9.2 NMAC  
Which adopts and amends the 2006 Uniform Mechanical Code
- 2003 New Mexico Swimming Pool, Spa and Hot Tub Code (projected effective date 11/1/04)
- 2008 New Mexico Electrical Code  
Which adopts and amends the 2008 National Electrical Code
- 2008 New Mexico Electrical Safety Code  
Which adopts and amends the 2007 National Electrical Safety Code
- 2006 New Mexico Energy Conservation Code
- 2006 New Mexico Existing Buildings Code
- 2006 New Mexico Earthen Building Materials Code
- 2006 New Mexico Non-load Bearing Baled Straw Construction Building Code

## IMPLEMENTATION INFORMATION

Construction documents submitted to CID for plan review and building permitting from January 1 through June 30, 2008, must declare compliance with either the 2003 codes or 2006 codes. Construction documents may not declare or use both, or a combination of, the 2003 and 2006 codes.

Construction documents submitted for plan review and building permitting on and after July 1, 2006, must comply with all provisions of the 2006 New Mexico codes listed above. Plans drawn to the 2003 codes will not be accepted after June 30, 2008.

### **ACCESSIBILITY**

Accessibility requirements are detailed in Chapter 11, Accessibility, of the New Mexico Building Code, and supercede Chapter 11, Accessibility, of the Uniform Building Code. The adopted standard of quality for accessible design is the ICC/ANSI A117.1-1998 "Accessible and Usable Buildings and Facilities".

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Frost Line – 18 inches  
Exposure-C  
Wind Load-80 mph  
Ground Snow Load-20psf  
Roof Snow Load-20psf  
Seismic Zone-2B

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### **Fire**

All fire inspection and review will be set up with the local fire inspector. There will be annual inspect and review of the structure, and subject to review Upon request or complaints.

## APPLICATION FOR BUILDING PERMIT

Village of Los Lunas Building Dept.

660 Main St.

Telephone # (505) 865-1377

Fax # (505) 865-6063

DATE ISSUED _____	PROCESSED BY: _____	PERMIT # _____
TYPE OF CONSTRUCTION I II III IV V PR I hr. HT N FEE PAID (Y/N) TRACKING NUMBER _____ OCCUPANCY GROUP A B E F H I M R S U FEE DUE \$ _____ MAIL (A/R) _____ WALK-IN (A/R) _____ DIVISION 1 1.1 2 2.1 3 4 5 6 7 CHECK# _____ CASH RECEIPTS _____		

PLEASE PROVIDE THE FOLLOWING INFORMATION (Refer to the BUILDING PERMIT GUIDE or call for additional information)

Property Owner/Homeowner Name _____						
Address-No. & Street/P.O. Box/Rural Route _____		City _____	State _____	Zip Code _____	Phone Number _____	
( )						
Contractor Company Name _____			NM State License Number _____			
Address-No. & Street/PO Box/Rural Route _____		City _____	State _____	Zip Code _____	Phone Number _____	
( )						
Architect/Engineer's Name _____			NM State License Number _____			
Address-No. & Street/P.O. Box/Rural Route _____		City _____	State _____	Zip Code _____	Phone Number _____	
( )						
Specific Use of Building (Residence, Office, etc.) _____		County This Project is Located In _____	Project Location Address _____			
Nearest City/Town/Village to Project _____		Subdivision Name _____	Lot.No. _____	Block _____	Township _____	Range Section _____
Provide Written Directions to the Project Site: _____						
Description <u>  </u> New Construction <u>  </u> Addition <u>  </u> Alternative Methods & Materials <u>  </u> Foundation Only <u>  </u> Renew Permit <u>  </u> **No Apt. Units <u>  </u> of work <u>  </u> Alteration/Repair <u>  </u> Demolition <u>  </u> Masonry <u>  </u> Wood <u>  </u> Adobe <u>  </u> Rammed Earth <u>  </u> Baled Straw <u>  </u> Other <u>  </u>						
**CERTIFICATION FOR ALTERNATIVE METHODS AND MATERIALS form required. **Please call to determine your correct valuation and fee amounts.						
TOTAL SQ. _____	FT. _____	**VALUATION _____	FEE _____			

**? PLEASE READ AND SIGN THE FOLLOWING:**

I, hereby, acknowledge by my signature below that I have read this application and state that the above is correct. I agree to comply with the requirements of the NEW MEXICO BUILDING CODE. I waive my right to require any inspector to possess a search warrant before they enter the premises to inspect the building covered by this permit. However, I waive this right only on the following conditions: The inspector must be approved by the Construction Industries Division and this inspection must be made at reasonable times for the purpose of determining whether the work or building or structure on the premises complies with the NEW MEXICO BUILDING CODE. I understand that the issuance of this permit shall not prevent the Construction Industries Division from requiring compliance with the provisions of the NEW MEXICO BUILDING CODE.

X \_\_\_\_\_ Date \_\_\_\_\_ Contractor's Signature  
 only or Homeowner's Signature above if this is a Homeowner Permit. The Homeowner must also read, sign and notarize the following:

? AFFIDAVIT FOR HOMEOWNER CONSTRUCTION PERMIT: - Please print Homeowner Name, read, sign and notarize the following:

I, \_\_\_\_\_, certify that I intend to build or make installations, alterations or repairs in or to a single-family dwelling owned and occupied or to be occupied by me. I understand I must do all the work myself or with the aid of others who are paid wages and who receive no other form of compensation. If I hire

anyone on a payroll, I will furnish my state and federal tax withholding numbers to the Construction Industries Division and will make my payroll records available for inspection by the Division. I understand I cannot perform any electrical, mechanical, or plumbing work under this permit. If I hire a licensed contractor to do any portion of this project, the contractor will apply for his own permit for his portion of the work. I understand I am required to substantiate my construction knowledge to the satisfaction of the Division and complete the Homeowner's Responsibility Form for a Homeowner Construction Permit.

Sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

HOMEOWNER'S SIGNATURE \_\_\_\_\_  
 ZONING APPROVAL BY: \_\_\_\_\_  
 (If Applicable-call the Construction Industries Division to verify)

My Commission Expires: \_\_\_\_\_ PERMIT APPROVED \_\_\_\_\_  
 Date: \_\_\_\_\_

**BUILDING INSPECTOR**  
 Office Hours: 8:00 A.M. - 5:00 P.M. Monday - Friday  
 660 Main Street, Los Lunas, New Mexico 87031  
 Phone: 865-1377

- Each application for a BUILDING PERMIT must include TWO (2) complete sets of plans on paper at least 8 1/2" x 11" and provide the following information:
1. **SITE PLAN:** Show location of proposed structure, distances to property lines and any structure within 10' of any adjoining property line.
  2. **FOUNDATION PLAN:** Indicate size, location, and depth below grade of all footings, piers, and stem walls. Show the size and spacing of steel reinforcements.
  3. **FLOOR PLAN:** For residence, show sizes, location and label all rooms, openings and smoke detection systems. For commercial, show plumbing, heating and electrical layout, electrical service drop-equipment, and smoke detection systems. A New Mexico licensed architect and/or engineer's stamp is required on all commercial plans with an occupant load over 10 persons (BC, Table 33-A).
  4. **FLOOR & ROOFING PLANS:** The size, spacing, and spans of joists, girders, rafters, and headers. Specify grade and species of all wood members. Provide all truss details when applicable showing method or attachment to columns, walls, etc.
  5. **ELEVATIONS (COMMERCIAL ONLY):** Four (4) elevations required: height of building floor to ceiling dimensions, roof slope, exterior materials to be used, and grade elevations with respect to finish floor elevations.
  6. **ADDITIONS:** The size and occupancy of existing building when submitting plans for additions, in particular, windows and doors in existing rooms adjoining new addition.
  7. **DETAILS/WALL:** Typical exterior and interior walls including footing and foundation details, anchor bolts, wall materials, size and spacing of steel reinforcement in masonry, and insulation (as required in The Model Energy Code).
  8. **COMMERCIAL BUILDING:** Must state code compliance data - exit requirements, sprinkler requirements, door label ratings, type of construction, occupant load and occupancy group, soil bearing capacity and concrete strength, wind, roof and floor design loads. Heat loss calculations are required. Also all commercial buildings must provide handicapped facilities.
  9. **TOTAL SQUARE FOOTAGE:** The living, heated and/or usable area - include garage, carport, covered porch or patio.
  10. **COST OF PERMIT:** The permit fee schedule is based on the valuation of the structure. If there is a contract price, include a copy of the signed contract, otherwise the valuation will be based on the square footage.

FOR OFFICE USE ONLY	
WATER IMPACT FEE	
WATER CONNECTION FEE	
WATER USAGE DEPOSIT	
SEWER IMPACT FEE	
SEWER CONNECTION FEE	
PARK SERVICE FEE	
BUILDING PERMIT FEE	
RE-INSPECTION FEE (\$30)	
PLAN REVIEW FEE	
SPECIAL FEES (AFTER HRS/WEEKENDS, ETC.)	
<b>TOTAL FEES</b>	

**GIVE YOUR BUILDING PERMIT NUMBER WHEN YOU CALL FOR AN INSPECTION  
 A 48-HOUR NOTICE IS REQUIRED**  
 INSPECTOR'S Name AND TELEPHONE NUMBER WILL BE LOCATED ON BUILDING PERMIT NOTICE

**AFTER JULY 1, 2004  
SAMPLE BUILDING PERMIT FEE  
RESIDENTIAL WORKSHEET**

1800 HEATED SQ FOOT HOME  
400 SQ FOOT GARAGE  
120 SQ FOOT PORCH

\$74.12 for heated sq ft  
\$26.87 for garage sq ft  
\$18.25 for porch sq ft  
\$22.12 for basement sq ft

**VALUATION FORMULA**

1800 X \$74.12 = \$133,416.00  
400 X 26.87 = \$10,748.00  
120 X \$18.25 = \$2,190.00  
TOTAL \$146,354.00

FROM \$100,000.00 TO \$500,000.00  
\$639.50 FOR 1<sup>ST</sup> \$100,000.00, PLUS \$3.50 FOR EACH ADDITIONAL  
\$1000.00 OR FRACTION THEREOF.

\$146,000.00 = \$800.00  
\$100,000.00 = \$639.50  
\$46,000.00 = 46 X \$3.50 = \$161.00

$\frac{3}{4}$  WATER SERVICE  
IMPACT FEE \$898.00  
CONNECTION FEE \$310.00  
DEPOSIT FEE \$25.00  
SEWER SERVICE  
IMPACT FEE \$1479.00  
CONNECTION FEE \$150.00  
PARK FEE \$850.00  
PERMIT FEE \$800.50

**AFTER JULY 1, 2004  
HUNING RANCH  
SAMPLE BUILDING PERMIT FEE  
RESIDENTIAL WORKSHEET**

1800 HEATED SQ FOOT HOME  
400 SQ FOOT GARAGE  
120 SQ FOOT PORCH

\$74.12 for heated sq ft  
\$26.87 for garage sq ft  
\$18.25 for porch sq ft  
\$22.12 for basement sq ft

**VALUATION FORMULA**

1800 X \$74.12 = \$133,416.00  
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TOTAL \$146,354.00

FROM \$100,000.00 TO \$500,000.00  
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\$1000.00 OR FRACTION THEREOF.

\$146,000.00 = \$800.00  
\$100,000.00 = \$639.50  
\$46,000.00 = 46 X \$3.50 = \$161.00

$\frac{3}{4}$ WATER SERVICE	
IMPACT FEE	\$1753.00
CONNECTION FEE	\$310.00
DEPOSIT FEE	\$25.00
SEWER SERVICE	
IMPACT FEE	\$2030.00
CONNECTION FEE	\$150.00
PARK FEE	\$850.00
PERMIT FEE	\$800.50

THESE ARE SAMPLES AND FEES ARE SUBJECT TO  
CHANGE. IF YOU HAVE ANY QUESTIONS PLEASE FEEL  
FREE TO CALL THE BUILDING OFFICIAL AT 352-7623

## CHAPTER 9 - SIGN ORDINANCE

The purpose of the Sign Ordinance for the Village of Los Lunas is to promote and protect the small town atmosphere and historic character of the Village, while enhancing current commercial development and encouraging new commercial development. Encouraging safe pedestrian and vehicular activity throughout the Village and improving the appearance of the Village were the priorities.

### **Sign permits**

It shall be unlawful for any person to install, repair, alter, relocate or keep within the city any sign as defined in this chapter without first obtaining a sign permit from the zoning enforcement officer and paying the fee required by this section.

Application for sign permits shall be made upon forms provided by the zoning enforcement officer, and shall contain following information:

1. Name, address and telephone number of the applicant;
2. Location of building, structure or lot to which or upon which the sign is to be attached or installed;
3. Position of the sign or other advertising structure in relation to nearby building or structures;
4. Two blueprints or ink drawings or photocopies of the plans and specifications and method of construction and attachment to the building or in the ground;
5. Name of person, firm, corporation or association installing sign;
6. Written consent of the owner of the building, structure or land to which or on which the sign is to be installed;
7. Any electrical permit required and issued for the sign. Application requesting electrical permit for proposed sign must accompany sign application; and
8. A copy of the lease for property on which the sign is to be installed.

Upon the filing of an application for a sign permit, the Zoning Enforcement Officer, will examine such plans, specifications, and other data, and the proposed premises of the sign or other advertising structure. If it appears that the proposed structure is in compliance with all the requirements of this chapter and all other laws and ordinances of the Village, the Zoning Enforcement Officer shall then issue the sign permit. If the work authorized under a sign permit has not been completed within six months after the date of issuance, the permit shall become null and void.

## **Sign Permit Fees**

Every applicant, (property owner or his authorized agent), before being granted a sign permit, shall pay to the zoning enforcement officer a minimum permit fee of twenty-five dollars. Sign face area exceeding thirty-two square feet shall pay an additional ten cents per square foot. Sign face area shall be calculated as follows: Where a sign has two display faces back to back, the area of only one face shall be considered the sign face area when it advertises one business. Where the sign has two display faces back to back; the area of both faces shall be considered the sign face when it advertises different businesses. In the case of a sign (other than freestanding) whose message is applied to a background which provides no border or frame, sign face area shall be the area of the smallest rectangle which can encompass all words, letters, figures, emblems, and other elements of the sign message.

A yearly fee of one hundred dollars will be assessed to portable sign dealers who install portable signs within the Village limits. Portable sign dealers who do not pay the yearly permit fee will be in violation of this section. Upon conviction of a violation of this section, a fine will be assessed per sign of not less than one hundred twenty-five dollars, but in any event, the total fine shall not exceed five hundred dollars.

A fee of ten dollars will be assessed for each temporary portable sign placed on private property.

## **Exemptions from applying for a sign permit**

In some cases applicants will be exempt from applying for a sign permit. Exemptions from permit application shall not be construed as relieving the owner of such signs from the responsibility of complying with applicable provisions of this chapter. The exemptions shall apply to the requirement for sign permit only. No sign permit shall be required for the installation of the following signs:

A. Professional name plates installed flat on walls of buildings and not exceeding four square feet of display surface area;

B. Building Construction Signs. One on-site building construction sign on each construction site in any zoning district provided that the maximum display surface area shall not exceed thirty-two square feet;

C. Real Estate Signs. On a lot there may be installed on each street frontage on the property it refers to, one unanimated real estate sign not more than thirty-two square feet for commercially zoned property and twelve square feet for residentially zoned property. These signs shall not exceed ten feet in height. Signs shall be removed within seven days of sale or complete leasing.

D. Real estate directional signs not exceeding three square feet in area, three feet in height, and three in number, showing a directional arrow, placed on private property on approach routes to the property.

E. Signs painted on the exterior surface of a building or structure. Wall signs shall not exceed one hundred square feet or exceed twenty percent of the wall space in which the business or activity is housed. Wall signs shall be limited

to advertise the business within the building or retail space, and products produced or sold by that business;

F. Home occupation signs installed flat against the wall of the building and not exceeding four square feet in area;

G. Memorial signs or tablets, names of buildings and date of installation when cut into any masonry surface or when constructed of bronze or other noncombustible materials;

H. Traffic or other municipal signs, legal notices, railroad crossing signs, danger and such temporary, emergency or nonadvertising signs;

I. Posting of bills on signs, repainting of signs or the changing of letters or numbers on signs designed for changeable lettering or numbering which were legally installed and maintained for such purposes;

J. Election Campaign Signs. Political signs are permitted to be placed on private property. In all districts, a political sign up to 32 square feet may be placed not more than thirty-two days prior to the election to which it applies. It shall be removed within seventy-two hours following the final election that is held. The owner of the property on which the sign is placed, shall be responsible for its removal;

K. Time and temperature displays without advertising matter, providing all clearances prescribed in this chapter for signs similarly located are maintained;

L. Banners shall be exempted when used in conjunction with public and private events as follows:

1. Public Events. Public event banners to be installed one week in advance, and shall be removed within seventy-two hours following the event, to which the banner applies,

2. Private Sales Events. Banners placed on private property for advertising a special sales event. Private sales event banners to be installed one week in advance, and shall be removed within seventy-two hours following the event, to which the banner applies. Private sales event banner will be allowed once per quarter in any year. Note: Banners bearing advertising matter shall be considered a wall or freestanding sign, depending upon mounting, and shall meet all regulations pertaining thereto;

3. Grand opening signs will be allowed only once thirty days before opening and must be removed within seventy-two hours following the event.

M. All signs located within a building that are not visible to the public outside the building;

N. Signs painted on, or affixed to, glass surfaces or windows or doors and pertaining to the lawful business conducted therein;

O. Directional, identification and informational signs; provided that such signs are limited to wall and freestanding signs with a maximum of four square feet of display surface area;

P. Collection boxes for charitable or nonprofit organization containing no commercial advertising and located on private property;

Q. Subdivision Signs. In any district, one temporary subdivision identification sign indirectly illuminated, not to exceed sixty-four square feet in area per surface may be installed at any principal entrance to a subdivision;

provided, that in no event shall such remain for more than six months within fifty feet of a dwelling in a residential district occupied as a dwelling. If the sign will remain in place longer than six months, it must take the form of a monument.

R. Bulletin boards six feet or less in height with display surface are up to sixteen square feet.

**Summary Table of Sign Permit Exemptions**

<b>Sign Type</b>	<b>Maximum Size</b>	<b>Comment</b>
Professional name plates	4 square feet	
Building construction signs	32 square feet	
Real estate signs (commercial/residential)	32 / 12 square feet	
Real estate directional sign	3 square feet	3 feet high max, four in number
Wall sign painted on exterior wall	100 square feet or 20% of wall space, whichever is less	
Home occupation	4 square feet	
Memorial signs or tablets	No limit	
Traffic or other municipal	No limit	
Altering signs	Content only, not size	
Election campaign signs	32 square feet	30 days before, 72 hours after
Time and temperature	No limit	
Banners (public/private events or grand openings)	No limit	Public: up for one week, remove after 72 hours Private: wall sign criteria
Signs not visible	No limit	
Window signs	No limit	
Informational signs	4 square feet	
Collection boxes	No limit	
Subdivision signs	64 square feet / monument	Temporary / permanent
Bulletin boards	16 square feet	6 feet or less in height

17.56.050 Removal of signs.

- A. Any sign which no longer advertises a currently existing business or a product sold shall be removed by the owner or his agent. Written notification from the zoning enforcement officer will be issued outlining a ten-day compliance time limit. Upon failure to comply with such notice, the zoning enforcement officer is authorized to enter upon the property and cause to be removed such sign and all expenses incident thereto shall be paid by the owner of the property, building or structure to which such sign is attached. A lien for the cost of the removal shall be assessed against the property from which it is removed. The reasonable cost of the removal shall constitute a lien against the sign and the real property on which it is located. The lien shall be

foreclosed in the manner provided in Sections 3-36-1 through 3-36-6 NMSA 1978.

- B. Whenever a sign is in danger of falling or whenever it becomes so dilapidated as to be a menace to the public, the owner shall promptly, upon notice from the zoning officer, remove the dangerous sign or repair it to conform to this chapter within ten days of notice. Should the owner or his agent refuse to act within ten days after the service of the notice, the zoning enforcement officer may enter upon the premises and remove or cause to be removed the dangerous sign, at the cost and expense of the owner and a lien for the cost of the removal shall be assessed against the property from which it is removed. The reasonable cost of the removal shall constitute a lien against the sign and the real property on which it is located. The lien shall be foreclosed in the manner provided in Sections 3-36-1 through 3-36-6 NMSA 1978.

The municipality may pay for the costs of removal of any dangerous or dilapidated sign by granting to the person removing such materials, the legal title to all salvageable materials in lieu of all other compensation

17.56.060 Off-site signs.

No off-site signs shall be permitted within six hundred sixty feet of the right-of-way of any controlled access highway. The maximum size of off-site signs shall be thirty-two square feet.

17.56.070 Freestanding signs.

A. No freestanding sign in a commercial, special use, or industrially zoned district may exceed two hundred square feet in size and exceed twenty feet in height. Maximum height in residential areas is ten feet. Maximum square footage of a freestanding sign is determined by the linear width of the front of the lot facing the street. (Example: A lot having a linear width of seventy feet may have a sign of seventy square feet in size.) Each commercial, special use or industrially zoned property shall not exceed one freestanding sign, except as allowed in subsection D of this section. All signs shall be so located that they will not impede visibility. Clear-site triangles will be maintained and signalized intersections will prohibit the installation of signs.

B. On property with existing or planned sidewalks, all signs shall be set back a minimum of three feet from the property line.

<b>Maximum Sizes of Freestanding Signs</b>	
<b>Sign Placement Area</b>	<b>Maximum Size (square feet)</b>
A-R, R-R, R-1, R-2, R-3, M-H zones	12
C-1, C-2, M-1, SU-1 (on-site)	200
C-1, C-2, M-1, SU-1 (off-site)	32
Subdivision sign on site	64
Building construction sign on site	32

Real estate sign on site of commercial property being sold	32
Real estate sign on site of residential property being sold	12
pad sites	32
Height Limitations	
Area	Maximum Height (feet)
Residential	10
Pad sites	5
All others	20

C. It is unlawful to install any freestanding sign whose total height is greater than twenty feet above the level of the street upon which the sign faces. Freestanding signs located on property which abuts both a controlled access highway and a state or federal numbered highway may not be installed where the total height of the sign is greater than twenty feet above the plane of the pavement of the highest road at that intersection. Freestanding signs may be permitted in the city subject to the zoning regulations applicable.

D. Regional shopping centers, industrial parks, or institutional use, such as governmental complexes may install freestanding signs at major intersections of entrance and exits bordering their development.

E. Double or triple frontage properties may have an additional freestanding sign for each frontage. A minimum distance of 100 feet between freestanding signs is required.

F. Large parcels of property may install additional freestanding signs provided there is a minimum distance of 100 feet between signs and any freestanding signs on adjacent properties.

17.56.080 Roof sign.

Roof signs are permitted only where an existing roof sign is being replaced in the existing sign structure. No new roof signs will be allowed to be constructed on existing buildings or new construction projects.

17.56.090 Porch Signs.

A. Porch signs shall meet the following requirements:

1. Conform with one another in size, shape, color, lettering, and design.
2. Conform with the porch's architectural style.
3. Be limited to one porch sign per business.

B. Porch signs may not:

1. Obstruct the sight line within the porch area, or between the porch and the area in front of the porch, whether street frontage or parking area.
2. Create a hazard to pedestrians, by visual or physical obstruction.
3. Exceed ten square feet in size.

C. No porch sign is allowed where a wall sign is permitted.

17.56.100 Wall signs.

A. Wall signs shall be limited to advertise the business within the building or retail space, and products produced or sold by the business.

B. Wall signs for a business or enterprise will be consistent with one another in size, shape, color, lettering, and design.

C. Individual wall signs shall not exceed the square footage indicated in the following table.

**Table of Wall Sign Square Footage Allowances**

<b>Wall Square Feet</b>	<b>Maximum Wall Sign Square Footage</b>
0 –2,999	20% of wall area
≥ 3,000	600

D. Wall signs are limited to one for the front and one per wall.

E. No wall signs are allowed where porch signs exist.

17.56.110 Signage in strip malls.

A. Any strip mall that has porch area(s) in front will conform to this chapter's porch sign requirements.

B. All signage within strip malls, whether wall signs, porch signs, or freestanding signs, must conform to one another in size and visual impact.

C. If a strip mall displays porch signs, its wall signage will be limited to one sign for the mall anchor that conforms to the wall sign dimension limits of this chapter. Wall square footage will be computed from the wall area above the porch only.

D. Signage on business sites:

1. Each business site shall be permitted one freestanding sign or A-frame, not to exceed 32 square feet in size, or five feet in height, plus one wall sign.

2. Signs on pad sites will conform to the signage of the adjacent strip mall in visual impact.

17.56.120 Projecting signs.

Projecting signs may be designed and installed in keeping with the Village's historic Route 66 heritage.

A. Such signs utilizing neon or other types of light, not to exceed six feet in height, or project outward more than five feet, will be permitted;

B. This type of sign will not be permitted within 300 feet of a residence;

C. Sign may not project beyond the end or top of the wall to which it is attached; and

D. Only one projecting sign per freestanding business shall be permitted.

17.56.130 Temporary portable signs.

One temporary portable sign, six feet or less in height with display surface up to thirty- two square feet, is permitted on private property. These signs are not permissive on lots adjacent to Main Street between the Rio Grande Bridge and Don Pasqual road. Temporary portable signs will not be permitted within 100 feet of another portable or freestanding sign or where a strip mall has utilized porch signs, projecting signs, portable swinger signs, A-frame signs, sandwich signs, or banners.

#### 17.56.140 Sign prohibitions.

A. Signs creating traffic hazard prohibited. No sign or other advertising structures as regulated by this chapter shall be installed or continued to be displayed at the intersection of any street in such a manner as to obstruct free and clear vision, or at any location where by reason of the position, shape or color, it may interfere with, obstruct the view, or be confused with any authorized traffic sign, signal or device, or that makes use of the words “stop,” “look,” “drive-in,” “danger,” or any other word, phrase, symbol, or character in such manner as to interfere with, mislead, or confuse traffic. Specifically no sign shall exceed three feet in height within fifteen feet of the pavement edge in either direction of the intersection.

B. Signs on public property, trees or rocks prohibited. The Village Zoning Enforcement Officer will immediately remove all unauthorized signs placed on public property or on trees or rocks. Once the sign is removed, the Village will notify the owner if the owner can be identified. Signs will be kept at the Village maintenance area for thirty days. All signs left over thirty days will be destroyed.

C. Sign illumination restriction. Direct illumination by incandescent light bulbs shall be restricted to light bulbs rated at twenty-five watts or less.

D. Spotlights and beacons prohibited. It shall be unlawful for any person to continue in operation or install any attraction device or sign that contains a beacon of any type and/or contains a spotlight providing direct illumination to the public.

E. Swinger, A-frame or sandwich signs restriction. A-frame signs or other such temporary structures should be no more than 2 feet wide and four feet high and shall not block sidewalks or rights-of-way and shall not obstruct the vision of any driver who may be entering the roadway.

F. Parked vehicle with advertising. A parked vehicle carrying advertising shall be considered a sign unless in operable condition and carrying a current, valid license tag.

G. Attachments prohibited. No sign shall be attached to or painted on any tree, rock, or other natural object, utility pole, light pole, sign structure or sign, standpipe, fire escape or any man-made object not intended to support a sign.

#### 17.56.150 Sign maintenance.

A. Construction. All signs, as defined in this chapter, shall be installed and constructed, placed and supported in such manner so they will not be or become dangerous to the general public or to surrounding property. It shall be the

responsibility of the zoning enforcement officer to determine, prior to the issuance of any certificate of acceptance, that any sign installed, constructed or structurally altered is of such construction and is so supported and installed as to be safe for the area in which it is placed.

B. Removal of Signs. If the Zoning Enforcement Officer finds that any sign or advertising structure has been installed in violation of the provisions of this chapter, he shall give written notice to the owner thereof. If the owner fails to bring the sign into compliance within ten days after such notice, it may be removed by the Zoning Enforcement Officer in accordance with Section 17.56.050.

C. Extension of time for nonconforming signs. In any case where the provisions of this section require the removal of a nonconforming sign that has not been identified as unsafe, by a certain date, the zoning enforcement officer may grant additional time as may be necessary to remove the same if the following conditions have been met:

1. The person desiring an extension of time shall file a written application with the Village Zoning Enforcement Officer showing that owing to special conditions a literal enforcement of the provisions of Sections A. and B. will result in unnecessary hardship, and specifying the exact number of days required to effect the removal of the nonconforming sign; and

2. The Village Zoning Enforcement Officer shall grant extensions of time only for the period actually required by the applicant but no extension shall be granted for more than ninety (90) days.

#### 17.56.160 Violation—Penalty.

A. Violation of the provisions of this chapter or failure to comply with any of its requirements, within ten working days of notification, shall constitute a misdemeanor. Any person who violates this ordinance or fails to comply with any of its requirements shall, upon conviction thereof, be fined not less than fifty dollars or more than five hundred dollars.

B. The owner or tenant of any building, structure, premises or part thereof, and any architect, builder, contractor, agent or other person who commits, participates in or maintains such violation may be found guilty of a separate offense and suffer the penalties provided in this section.

**VILLAGE OF LOS LUNAS**  
P.O. Box 1209 (660 Main Street NW) (505) 839-3842 Fax: (505) 352-3580  
**SIGN PERMIT APPLICATION**

Date: \_\_\_\_\_ **Permit No:** \_\_\_\_\_

**APPLICATION FOR:** (circle as appropriate)

- |                     |                    |                             |                   |
|---------------------|--------------------|-----------------------------|-------------------|
| 1. On-Premise Sign  | 4. Wall            | 7. Free-Standing Sign       | 10. other _____   |
| 2. Off-Premise Sign | 5. Projecting Sign | 8. Marquee or Portable Sign |                   |
| 3. Add On           | 6. Canopy Sign     | 9. Temporary sign           | Please see page 2 |

**Business**

**Name:** \_\_\_\_\_

**Address where sign will be placed:** \_\_\_\_\_

**Are there existing signs on the premises?** \_\_\_\_\_

**What type** \_\_\_\_\_

**Name and Telephone number where you can be reached:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**IF NO ADDRESS: PLEASE FILL OUT THE FOLLOWING INFORMATION**

**Legal Description(Lot, Block, Subdivision)** \_\_\_\_\_

**PLEASE PROVIDE THE FOLLOWING INFORMATION:**

1. **Number of signs to be installed** \_\_\_\_\_

2. **Total area of sign(s)** \_\_\_\_\_

3. **Will the sign(s) be illuminated or have moving elements?** \_\_\_\_\_

4. **Will the sign be permanently anchored to the building or ground?** \_\_\_\_\_

if no,  
**explain:** \_\_\_\_\_

5. **Sign Owner**  
**name/address:** \_\_\_\_\_

6. **Property Owner**  
**name/address:** \_\_\_\_\_

**7. Sign Erector**

**name/address:** \_\_\_\_\_

I hereby acknowledge that this application is correct and I agree to comply with all Village Ordinances regarding signs. I understand that this sign should not be erected without full knowledge and agreement of the property owner. I further understand that the issuance of this permit is not valid until the fee is paid and that work under this permit must be completed within six (6) months, or the permit must be renewed.

**Signature of Permittee** \_\_\_\_\_  
(Property owner of authorized representative)

\_\_\_\_\_ The area below will be filled by Village personnel: \_\_\_\_\_

**ZONE** \_\_\_\_\_ **TOTAL SQ FOOTAGE** \_\_\_\_\_

**MAP** \_\_\_\_\_ **PERMIT FEE:** \$25.00 \_\_\_\_\_

**Approval/Disapproval**  
ADD \$.10 FOR EVERY SQ. FOOT OVER 32 SQ. FEET \$ \_\_\_\_\_

**By:** \_\_\_\_\_ **TOTAL FEE \$** \_\_\_\_\_

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

**REASON IF NOT APPROVED**  
**DRAW A PLOT PLAN OF THE PREMIES BELOW.**

- 1 Use a scale of at least 1 inch to 50' and show the location of all structures, existing signs on premises and proposed sign(s).
2. Show dimensions of all signs, buildings (height & width) and premises. Identify property lines.
3. Draw proposed sign(s) in detail showing the height, dimensions and proposed copy.

\*\*\*

## **CHAPTER 10 - BUSINESS REGISTRATION**

### **Registration**

Each place of business in the municipality shall pay a business registration fee of twenty-five dollars. The fee is imposed pursuant to Section 3-38-3, NMSA 1978 as it now exists or is amended. This is known as the business registration fee and it may not be prorated for businesses conducted for a portion of the year.

Any person, firm or corporation proposing to engage in business after July 1, 1981 shall apply for and pay a business registration fee for each outlet, branch, or location within the municipal limits of the village prior to engaging in business.

Construction businesses that have any construction activity taking place within the municipal limits of the village shall be subject to the provisions of this chapter.

### **Application**

Applications for the issuance or renewal of any business registration shall include in the application a current revenue division taxpayer identification number (CRS) or evidence of application for a current revenue division taxpayer identification number.

### **Renewal**

Any person with a place of business in the village and subject to this chapter shall apply for renewal of business registration with the community development department of the Village of Los Lunas, prior to March 16 of each year. All business registrations expire at the end of each calendar year (December 31 of each year). If not renewed by the date required, a 10% penalty fee is assessed for each month that it is delinquent.

### **Violation—Penalty**

Any person or entity found guilty of violating any of the provisions of this chapter or who fails to comply with any of its requirements shall be subject to a penalty of three hundred dollars or imprisonment for a period of not more than ninety days, or both, and each day this chapter is violated shall constitute a separate offense. (Ord. 113 § 23, 1981)

VILLAGE OF LOS LUNAS  
COMMUNITY DEVELOPMENT DEPARTMENT  
P. O. BOX 1209  
LOS LUNAS, NEW MEXICO 87031  
(505) 839-3842 \* FAX (505) 352-3580  
BUSINESS REGISTRATION APPLICATION

REGISTRATION FEE: \$25.00 \_\_\_\_\_ INITIAL \_\_\_\_\_ RENEWAL

1. NAME OF BUSINESS \_\_\_\_\_ CORPORATE NAME \_\_\_\_\_

IS THIS A HOME OCCUPATION? IF YES EXPLAIN \_\_\_\_\_

2. MAILING ADDRESS OF BUSINESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
Please print legibly ( this is how it will appear on your business license)

3. BUSINESS LOCATION ADDRESS \_\_\_\_\_  
(if different from mailing address)

CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIPCODE \_\_\_\_\_

4. BUSINESS TELEPHONE NUMBER: \_\_\_\_\_

5. APPLICANT IS:  INDIVIDUAL  PARTNERSHIP  CORPORATION \_\_\_\_\_

6. NAME OF OWNER (PLEASE PRINT) \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

8 NATURE OF THE BUSINESS: \_\_\_\_\_

9. CURRENT NEW MEXICO REVENUE DIVISION IDENTIFICATION NUMBER: (TAX ID NUMBER)

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_ if you have no identification number, attach evidence of application for one

DATED \_\_\_\_\_

APPLICANTS SIGNATURE

10. WILL ANY SIGNS BE ERECTED? YES NO IF YES, A SIGN PERMIT APPLICATION MUST BE FILLED OUT.

IT IS THE REGISTRANT'S RESPONSIBILITY TO ASSURE THAT ALL BUSINESS ACTIVITIES CONFORM TO STATE AND LOCAL LAWS AND ORDINANCES

Please make checks payable to: The Village of Los Lunas

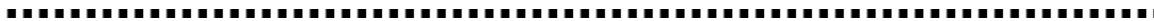
\*\*\*\*\*  
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FOR VILLAGE USE ONLY

RECEIPT NO. \_\_\_\_\_ LICENSE FEE: \_\_\_\_\_

LICENSE NO. \_\_\_\_\_ OTHER FEES  
DUE : \_\_\_\_\_

CHECKED BY: \_\_\_\_\_



The Business Registration Fee may not be prorated for a portion of the year. All Business Registrations expire December 31<sup>st</sup> of each Calendar Year. (Grace Period is March 15<sup>th</sup>) after that date you will be subject to a Citation for conducting business without a registration.

## FOOD SERVICE ESTABLISHMENTS

The local office of the New Mexico Environment Department is the health authority which regulates the Food service industry in Los Lunas and Valencia County. Under the Food Service and Food Processing Regulations (7.6.2 NMAC) each proposed food service, food processor or liquor establishment must apply for and obtain an operating permit from the department. This includes almost every food type establishment – hospitals, schools etc..

Any person seeking an initial permit must file an application with the Health Authority.

The application shall:

- (a) be made on forms furnished by the Health authority;
- (b) state the applicants name, mailing address and telephone number;
- (c) state the date of the application and anticipated opening date;
- (d) state the name and location of the food establishment;
- (e) verify receipt of a copy of the Food Service Regulations;
- (f) **PROVIDE BUILDING PLANS AND EQUIPMENT SPECIFICATIONS AS REQUIRED BY THE REGULATIONS.**

The plan review applicant shall submit plans and specifications for evaluation and approval by the Health authority a minimum of thirty (30) days prior to start of construction.

Plans and specifications shall include , but are not limited to, major menu items, anticipated volume of food to be prepared, served or sold, and detailed information on refrigeration, cooking, hot-holding and warewashing equipment to determine adequacy of such equipment to meet regulation requirements.

Locally please contact:

New Mexico Environment Department  
1000 Main St, Box 16-B  
Los Lunas, New Mexico 87031

(505) 841- 5280

## **CHAPTER 11 - UTILITIES**

### **Water**

The Village of Los Lunas has water service and we request that you have a service line and landscaping line. We also have a fire service line. There are fees for the impact, connection, and deposit. We ask that you give us five working days for service.

### **Sewer**

The Village of Los Lunas has sewer service and we request that you have a service line. There are fees for the impact and connection. We ask that you give us five working days for service.

### **Solid Waste**

The Village of Los Lunas has commercial trash service and would like you to get in touch with the Utility Director to pick a site for your dumpster or commercial pick-up plan. The Village offers commercial bins for purchase or lease.

### **Gas**

PNM

### **Electric**

PNM

### **Cable**

Comcast

## **Sanitary Sewer Design Standards**

The material in this section is directed to the design professional and is not intended to be a detailed design handbook. Criteria and standards presented here are the minimum acceptable values necessary to result in system designs having satisfactory durability, functional characteristics, and operational suitability.

### **Engineering Design Criteria Design Capacity Criteria**

There will be consideration of off-site flows in the design calculation, and shall conform in size, location, and arrangement to adopted plans. The governing plans include, but are not limited to, the Village Master Plan and the approved area plan. Please consult the Village for information regarding applicable plans for areas under design consideration.

The following design flows will be used in residential areas:

	Average	Peak
Houses	380 gpd	855 gpd
Apartments, Mobile Homes, Townhouses	290 gpd	650 gpd

Commercial sewage flows will be considered on a case-by-case basis, with the designer presenting the basis for the commercial sewage flow used in the design calculations.

Design is for full pipe flow at the design flow and shall be 1.45 x peak flow. Pipe flow velocities and capacities shall be determined by using Manning's Formula with the value for "N" = 0.013.

- Peak velocity – Velocity at peak flow conditions
- Average velocity – Velocity at average flow conditions
- Minimum velocity in the sewer shall be 2.0 fps.
- Maximum velocity shall be 8 fps.
- Minimum collector size allowable is 8 inches.

### **Manhole Criteria**

Generally, manholes must be located on the centerline of the street right-of-way or the centerline of the street if the street is not concentric with the right-of-way. In curved streets, manholes for straight lines may be located as much as 5 ft. off from the centerline of street or right-of-way. Required clearances from other utilities must be maintained. The offset of such manholes is to be measured from center of manhole barrel to the centerline of the street or right-of-way.

- Standard minimum manhole depth is 5.0 ft. (measured from rim to invert), unless otherwise approved by the Village.
- The minimum required inside diameter is 4.0 ft.
- Six ft. minimum inside diameter manholes are to be used where indicated on the improvement plans.
- It is not permitted to change flow directions horizontally by more than 90° in a manhole.
- The minimum drop through a manhole will be 0.10 ft. except in the case of a single line straight through the manhole in which case the normal slope of the line shall be maintained.
- Where flows converge at a manhole, the inverts should be designed to produce a smooth water surface at design flow with no backwater conditions in any of the incoming lines.
- The maximum distance allowed between manholes is 350 ft.
- Cleanouts will not be allowed in lieu of manholes on the sewer system unless approved by the Village.

### **Line Criteria**

All sanitary sewer materials and installation methods must comply with the requirements set forth in the New Mexico Standard Specifications for Public Works Construction (as modified herein) and Standard Details.

- Minimum line size allowed: 8-inch diameter.
- Curvilinear sewer lines will not be acceptable.
- Sections of line that are flat relative to the upstream line are to be avoided. When possible, continuous flow velocity and capacity will be provided. The energy gradient should slope generally parallel to the slope of the invert with no abrupt changes or slopes opposite to the direction of flow.
- Line depth should be sufficient to provide gravity service to property contiguous to the line. Additional depth may be required to provide for service. Generally, house services shall be a minimum of 2 ft. below finished floor elevation, measured at a point on the finished floor edge farthest from the sewer main.
- The main lines are to be located within public right-of-way except as noted in Section 109.2.3.7 following and are to be aligned in accordance with the Primary Utility locations, Exhibit 109-1. Where the Primary Utility locations do not apply, the following criteria apply:

The New Mexico Department of Public Health policy on the proximity of water and sewer lines:

"Whenever possible, it is desirable to lay parallel water and sewer lines at least 10 feet apart horizontally, and the water line should be a higher elevation than the sewer. If this is not possible, separate trenches will be required in all cases (this shall be effective even though one line has been

installed prior to the other), and the water line shall be at least 2 feet above the sewer. When water and sewer lines cross each other, the water line shall be at least 3 feet above the sewer; otherwise, the sewer shall be of ductile iron pipe." A preferred alternative is encasement in concrete for 10 ft. on each side of the water line. If ductile iron pipe is used, it must be run from manhole to manhole. See Standard Details S-200-109.236SS & S-200-109.323SS.

- Main lines must be located so they can be maintained without disturbing any sidewalk, curb, gutter or any other utility. The required trench must be totally within the paved roadway.
- Written approval of the Village must be obtained for any deviations from the Primary Utility locations.

Sanitary sewer main lines may be located outside public right-of-way only under the following conditions:

- Prior written approval is given by the Village.
- The main line must be located as follows:
  - 1) In a paved, permanent access easement, or
  - 2) In a planned green space with access suitable for sewer line maintenance equipment.
  - 3) If (1) and/or (2) above are impossible due to prior platting, the situation will be handled as a special case.
- A permanent easement will be granted for exclusive use of water and sanitary sewer. It must be possible to excavate any buried water or sanitary sewer with 1:1 side slopes from the bottom of the pipe, without disturbing any sidewalk, curb and gutter, or any other utility. The required trench must be totally within the paved roadway and the exclusive underground easement. A minimum width easement of 20 ft. is required for a single utility and 25 ft. for water and sewer.
- Compliance with the New Mexico Department of Public Health policy on the proximity of water and sewer lines must be achieved.

- In private streets, Primary Utility locations apply where possible.

Trenching and Backfilling. Trenching shall be performed in accordance with improvement plans and specifications. Trenching shall be of sufficient depth and width to properly install the pipe. Padding or bedding material to be placed around pipe shall be a finely graded material free of rocks in excess of 1 inch in diameter and shall be free of any sharp objects and deleterious material. Bedding material shall be compacted around the pipe and at least 6 inches above the pipe. The remainder of the backfill material shall be select material compacted to a density of at least 90 percent of the maximum density as determined by ASTM D1557. When located under roads, sidewalks, driveways, etc., the top 6 inches of ditch backfill shall be compacted to a minimum density of 95 percent of maximum density as determined by ASTM D1557. The above trenching and backfilling methods shall apply to all utility lines (sewer, water, gas, etc.) installed in the subdivision.

Service Connections (private collection systems and individual service connections).

- Four-inch (4") minimum size service connections must be made to the main line (Standard Detail S200-109.251 SS) except at the end of cul-de-sacs where connection to a manhole is permitted in the manner shown in Standard Detail S200-109.25 SS.
- Six-inch (6") service connections are permitted where a 6-inch tee in the main exists.
- Four-inch (4") mechanical taps are permitted to tappable main lines 8 inches and larger. Mechanical taps must conform to the requirements of the New Mexico Plumbing Code.
- All service connections shall have a minimum slope of 1/4 inch  
Per foot toward the main within the public right-of-way.

Sewage Lift Stations.

- Sewage lift stations shall be set pit type, with submersible, easily removable, sewage pumps.

- The lift station shall have 100 percent standby capability with one pump out of service at peak flow.
- Sized for a maximum of four (4) pump starts per hour.
- In order to provide standardization for maintenance and repair parts, pumps shall be Flygt brand.
- Lift station controls shall be supplied by pump manufacturer.

#### Construction Criteria

- General. Any special crossing permits or easements required for installation of sewer lines or appurtenances are to be obtained by the developer in the name of the Village, at the developer's expense.
- Materials.
  1. All construction shall conform to the Standard Details and these Subdivision Regulations unless otherwise approved by the Village.
  2. All construction will conform to the New Mexico Standard Specifications for Public Works Construction, as modified herein, unless otherwise approved by the Village.

#### Sewer Lines

- Materials
  1. DIP - ASTM/ANSI A746, push on joints, corrosion protected.
  2. PVC - Gravity sewer lines 18 inches and larger, ASTM F679 and/or UNI-B9, 15 inches and smaller, ASTM D3034, SDR 35.
  3. Force Mains
    - a). PVC - AWWA C900 pressure Class 150 minimum.
    - b). ASTM A536, Grade 60-42-10.
    - c). Installation
      - (1) Trenching and backfilling per pipe manufacturer's instruction/recommendations, or Standard Detail S200-109.323 SS.
      - (2) Testing - Compaction testing required every 500 feet. Backfill in road will require compaction testing every 200 ft.

Manholes.

- Materials - See Standard Details
- Installation - See Standard Details.

Lift Stations.

- Type - Wet pit manhole type with hinged cover and submersible pumps on slide rail for easy removal. Sewage piping in lift station to be ductile iron.
- Installation - Shutoff valves and check valves to be external to the lift station.
- Lift station type, shape, pumps, controls and appurtenances shall be identical to standard Village lift station at the time.

Service Connections.

- Types - In-line service tees or wyes to be provided on new sewer lines.
- Installation - See Standard Details.

Testing of Sewer Lines - Refer to New Mexico Standard Specifications for Construction of Public Works.

In the case of conflict or discrepancy between these regulations, Standard Details, and NMSSPWC, these documents will govern in the following order of priority:

1. Subdivision Regulations
2. Standard Details
3. NMSSPWC

## **WATER SYSTEM DESIGN CRITERIA**

The Ordinances and policies related to the design and operation of domestic water systems include the Subdivision Ordinance and Water and Sewer Rates (Ordinances No. 105 and 130).

The criteria, standards, and regulations related to the design of water distribution systems for general development service is presented in this section. Major transmission lines, wells, pumping facilities, or reservoirs are not covered here, as this is not intended as a design handbook. The designer is expected to strive for the best design to suit the circumstances, and use sound professional judgement at all times.

### **General Requirements**

Future development of the surrounding area must be considered and addressed for calculating line sizes in the plans. The Village should be consulted for information regarding applicable plans for areas under design consideration and domestic water design shall conform in size, location, and arrangement to adopted plans, which may include, but are not limited to the approved area master plan and Village master plans.

Pressure zone boundaries shall be considered in the design of all systems. Location of lines must be according to the Primary Utility locations (Figure 110-1, following). Any deviations will require the approval of the Village.

Sizing requirements in single-family and duplex developments are as follows:

- 8 inch minimum
- A 10-inch line is required if loop lines are not provided at a maximum interval of 1200 ft.
- Minimum 6-inch line to any fire hydrant.
- Fire protection may require larger sizing.
- Design flowrates for subdivision line sizing are as follows:

	Average <u>Daily</u>	Max. <u>Hourly</u>
Single family dwellings ½ acre and less	425 gpd	1.8 gpm

Greater than ½ acre      425 gpd      3.3 gpm  
Commercial – Commercial water flow rates are highly variable. They will be considered on an individual basis by the designer in his report.  
Fire flow will be explained later

Sizing requirements for industrial/commercial and multi-family developments are as follows:

- 10 inches minimum
- Fire protection may require larger sizing, determination will be made by the Village.

## **Alignment/Proximity to Other Utilities**

Utility main lines are to be located within public right-of-way except as noted below, and aligned in accordance with the Primary Utility locations (figure 110-1). Waterlines must be located so they can be maintained without disturbing any sidewalk, curb, gutter, or any other utility. When lines are located within the street, the construction trench is required to be totally contained within the paved roadway.

Any deviations from the Primary Utility locations must be approved by the Village. If circumstances require location of water lines in other than the location established by the Primary Utility locations, written approval must be obtained from the Village and the utilities normally expected to occupy the revised location. Main lines may be located outside the public right-of-way only within appropriate easements and with prior written approval by the Village.

If not in public right-of-way, distribution must be located as follows:

- In a paved permanent access easement, including an easement for the water line, or
- In a planned green space with access suitable for maintenance equipment and within an appropriate easement.
- If neither of the above are possible because of prior platting, the location will be handled as a special case.
- Permanent easements must be granted for the exclusive use of water and sanitary sewer services.
- A minimum width easement of 20 ft. is required for a single utility and 30 ft. for water and sewer, both within the same easement.
- Primary Utility locations apply in private streets, where possible.

## **Valving**

### Valve placement:

- Spacing must be 1200 ft. maximum between in-line valves for lines 14 inches and smaller.
- At intersections of water lines, all but one line must be valved.
- On lines 8 inches in diameter and larger, fire hydrant legs must be valved.
- Valving of the ultimate system looping must be such that a break in the line will not disrupt service beyond the next valve location, consequently, system valving must be arranged so that lines may be shut down with a

mimimum number of valves and affecting the minimum service area. System valving design should assure that only the immediate area where the break occurs will suffer disruption of water supply.

- Valves shall be located as shown on the improvement plans. Valves for pressure connections of branches to existing water lines will necessarily be adjacent to the existing line.
- Valve types shall be AWWA C-509 NRS gate valves.
- Valving must be the same as line size. Special tapping valves shall be used with tapping sleeves.
- Air relief valves will be provided as determined by the designer and approved by the Village.
- The Village will determine the need for pressure reducing stations, their location, and the need for reduction of valve sizing. Pressure reducing station design will generally be in conformance with Standard Details S200-110.419W-A & B. Developers must provide design report, drawings, and equipment for any pressure reducing stations required for their subdivisions.

Service Lines and Meters:

- Public access to the metered service line is provided through the tailpiece installed on the private side of the meter. The tailpiece normally extends to the right-of-way line in accordance with Standard Detail S200-110.51W.
- Upon request, the Village will provide information relative to the flow characteristics of the various available metered sizes, but sizing of the service line and meter is the responsibility of the requesting party. However, single family dwelling units generally utilize a 5/8" x 3/4" meter.
- Either of two methods may be utilized in the installation of the public portion of the service line, including the setter and box:
  - 1) The Village will make the installations subsequent to formal application and payment of all appropriate charges. The Village will also install the meter at this time if desired and appropriate.
  - 2) As part of the subdivision development, an approved contractor may install the service line and/or meter box. An approved set of construction plans showing service line and/or meter box installation is required for this method. Before the Village will install meters, water mains and service lines must be completed, including flushing and disinfection, and accepted formally in writing. The entire subdivision has to be formally accepted in writing by the Village before the Village will install meters unless special agreements for phasing have been made. The Village will install the meter subsequent to formal application and payment of all appropriate charges upon completion and acceptance of the project.

Meters 2 inches and smaller are typically located within the public right-of way behind the street curb.

- A permanent easement on the landowner's property is required for meters 3 inches and larger.
- The Village will install meters only after formal application and payment of all appropriate charges.
- All dwelling units must be individually metered.

## **Fire Hydrant Protection**

### General Information:

- The fire hydrant criteria which is used to determine required protection is provided by the Los Lunas Fire Department experience, National Fire Codes, Fire Insurance regulations, and Water Works practices.
- Los Lunas' fire prevention policies are required to:
  - Attain adequate fire protection of life and property.
  - Achieve orderly development of the fire hydrant protection system.
  - Set forth guidelines and rules for development of a fire hydrant system.
- Generally, fire hydrants are installed on mains when water lines are extended according to spacing criteria that varies according to proposed land use adjacent to the water line. These hydrants may have to be supplemented with additional hydrants when actual development takes place. Necessary hydrants must be installed at the time of adjacent development to prevent what has happened in the past where water lines have been extended through undeveloped areas or unplatted land and hydrants were not installed at the time of adjacent development.
- Fire hydrants shall be located within the public right-of-way where possible. Location of fire hydrants on private property may be dictated by type, layout, and size of the development.
- Fire hydrant requirements vary with the size and layout of buildings, building design and construction materials, and access from and proximity to the public right-of-way, so each development must be analyzed for fire hydrant needs.
- All required fire hydrants in residential development shall provide proper fire flow (minimum 1500 gpm at minimum 25 psi residual pressure between two fire hydrants)
  - Residential areas – 750 gpm with minimum 25 psi residual each from any two adjacent fire hydrants in the development (total fire flow of 1500 gpm with minimum 25 psi residual)
  - High density residential developments (8 units per acre or more), commercial developments, apartment developments, and industrial developments will require special studies to determine fire flow requirements.
- Installation of hydrants shall be in accordance with the Village standards and policies and Standard Detail S200-110.617W and shall be available for use prior to the beginning of development building construction.

# General Location Requirements for Fire Hydrants

## Hydrant Spacing Requirements

### A. Development Areas (Street Measurement, Bonnet to Bonnet)

Residential	400' maximum between hydrants
Light Commercial	350' maximum between hydrants
Heavy Commercial	300' maximum between hydrants

In residential areas and mobile home parks, there shall be one hydrant at each street intersection with intermediate hydrants so that no one home is more than 250 ft. from a hydrant.

### B. New and Existing Individual Buildings in Sparsely Developed Areas

Residential	250'
Light Commercial	300' to the farthest portion of the building
Heavy Commercial	300' to the farthest portion of the building

Distance is measured as the fire equipment travels from the fire hydrant to the structure. All distances given are the maximum.

Hydrants shall be installed at the developer's expense

- A. Extension of Village-owned water lines in accordance with Village policies.
- B. Addition of fire hydrants to existing water lines.
- C. Private fire lines.
- D. All costs of incidental items (e.g., gate valves, removal and replacement of existing improvements, etc.).

### Materials

All construction shall conform to the Standard Details, the New Mexico Standard Specifications for Public Works Construction, as modified herein, and this document unless otherwise approved by the Village.

1. Pipe
  - a. Polyvinylchloride (PVC)
  - b. Ductile Iron Pipe (DIP)
2. Valves and Valve Boxes and Fire Hydrant
  - a. Valves shall be installed as per Standard Detail S200-220.41W.
  - b. Gate Valve – per AWWA C509 for buried service, mechanically retained seat to disc, bronze trim.
  - c. Valve Box – traffic type, per Standard Details.
  - d. Fire Hydrants – per AWWA C502 traffic type, 5 ¼ inch main valve size, 2 – 2 ½ inch and 1 – 4 ½ inch nozzles with National Standard fire hose threads and nozzle caps. Chrome yellow. Mueller A-423 Super Centurion fire hydrants shall be used exclusively in the Village of Los Lunas.
3. Miscellaneous Appurtenances
  - a. Water Line Fittings – ductile iron.
  - b. Concrete Blocking – See Standard Detail S200-220.75W.

- c. Control Valves – pressure reducing, pressure sustaining, air and vacuum release, etc. Shall be Clayton, Golden Anderson Industries or Engineer approved equivalent.

## Installation Methods

1. Trenching and backfilling per standard specifications or pipe manufacturer's recommendation or Standard Details S200-109.323SS.
2. Compaction Testing – one test every 500 feet minimum. Backfill in road will require compaction tests every 200 feet.

## Testing and Disinfection of Water Lines

1. Testing – Pressure test and leakage test per AWWA C600.
2. Disinfection per AWWA c 601.

In the case of conflict or discrepancy between these regulations, Standard details, and NMSSPWC, these documents will govern in the following order of priority:

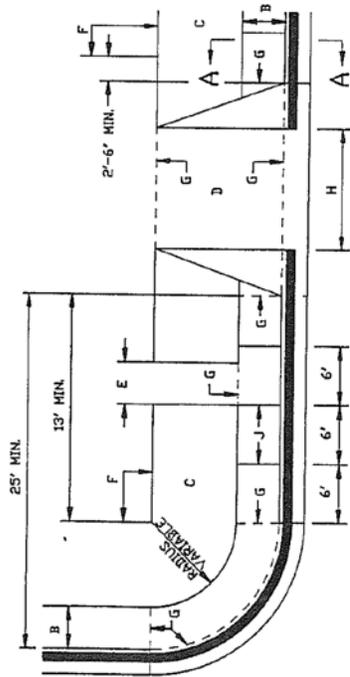
1. Subdivision Regulations
2. Standard Details
3. NMSSPWC
4. Other reference specifications

**GENERAL NOTES:**

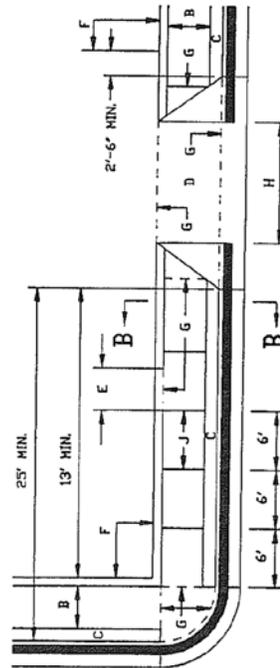
1. DEVIATIONS FROM THESE STANDARDS SHALL BE SUBMITTED TO THE VILLAGE FOR APPROVAL PRIOR TO CONSTRUCTION.
2. SUBGRADE UNDER SIDEWALKS AND DRIVEPADS SHALL BE COMPACTED TO 90% MAX. DENSITY AS DETERMINED BY A.S.T.M. D-1557 TO A DEPTH OF 6".

**CONSTRUCTION NOTES:**

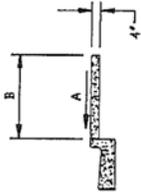
- A. SLOPE 1/4" PER FT.
- B. SIDEWALK WIDTHS SHALL BE 4'-0" MIN.
- C. SETBACK TO BE DETERMINED BY AVAILABLE R/W (IF LESS THAN 2 FT., USE CURB TYPE SIDEWALKS).
- D. SEE DRIVEPAD DETAIL, DWG. S200-107.36P
- E. WALKWAY VARIABLE.
- F. PROPERTY LINE.
- G. 1/2" EXPANSION JOINTS WHERE SIDEWALK OR DRIVE-PAD ABUTS BUILDINGS, FENCES, WALLS OR OTHER IMMOVABLE OBJECTS.
- H. 12 FT. MIN. 22 FT. MAX. RESIDENTIAL  
12 FT. MIN. 25 FT. MAX. LIGHT COMMERCIAL  
20 FT. MIN. 35 FT. MAX. HEAVY COMMERCIAL
- J. CONTRACTION JOINTS.



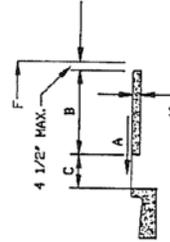
PLAN  
CURB TYPE SIDEWALK



PLAN  
OFFSET TYPE SIDEWALK



SECTION A-A



SECTION B-B

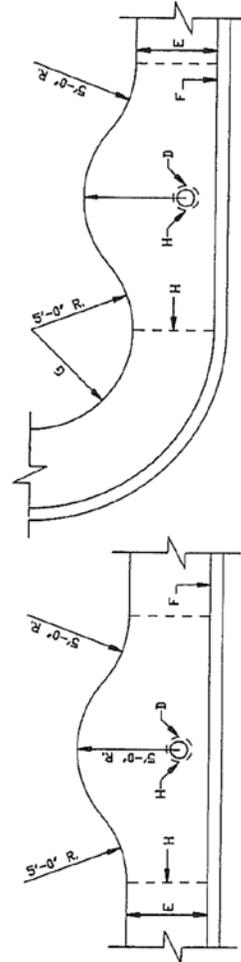
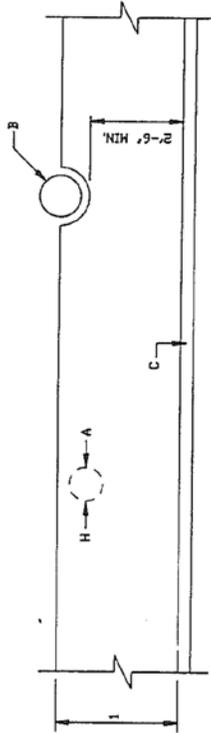
VILLAGE OF LOS LUNAS  
PAVING SIDEWALKS  
DETAILS

**GENERAL NOTES:**

1. USE WHERE AVAILABLE R/W EXIST., TO BE DETERMINED BY THE ENGINEER.
2. PROVIDE 1/2" PREFORMED EXPANSION JOINT MATERIAL AROUND ALL POWER POLES AND FIRE HYDRANTS WITHIN THE SIDEWALK AREA.

**CONSTRUCTION NOTES:**

- A. POWER POLE.
- B. LEAVE 6" CLEARANCE ALL AROUND TREE TRUNK.
- C. TOP OF CURB.
- D. FIRE HYDRANT.
- E. SIDEWALK.
- F. BACK OF CURB.
- G. EXTERIOR EDGE OF SIDEWALK TO BE TANGENT TO ARCS.
- H. 1/2" EXPANSION JOINT MATERIAL.



ON STRAIGHT STRETCH                      AT CURB RETURN  
 4'-0" SIDE WALK ENCLOSING A FIRE HYDRANT

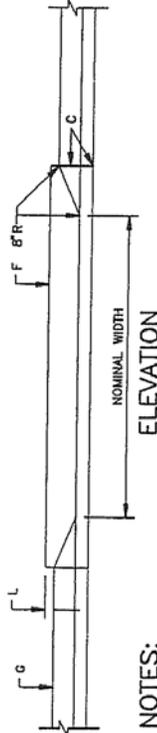
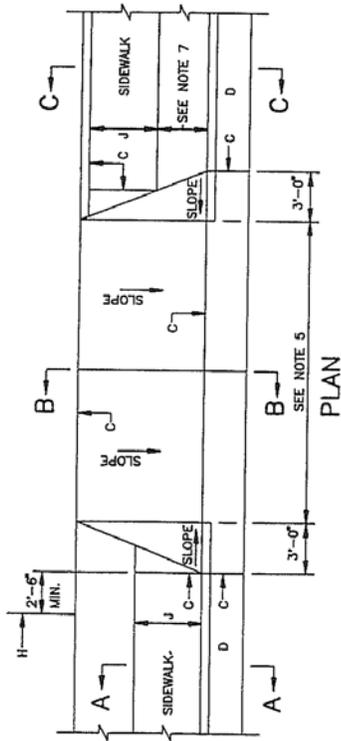
VILLAGE OF LOS LUNAS  
 PAVING SIDEWALK  
 OBSTRUCTIONS

**GENERAL NOTES:**

1. SIDEWALK LOCATION TO BE DETERMINED BY THE VILLAGE.
2. REQUESTS FOR VARIANCES WITH A PLAN OR SKETCH SHALL BE SUBMITTED TO THE PLANNING DEPT.
3. 1/2" EXPANSION JOINT WHERE SIDEWALK OR DRIVEPAD ADJUTS BUILDINGS, FENCES, WALLS, OR OTHER IMMOVABLE OBJECTS.
4. ALL DRIVEPADS SHALL BE CONSTRUCTED FROM THE BACK OF CURB TO PROPERTY LINE.
5. DRIVEPADS WIDER THAN 18"(NOMINAL), TO HAVE 1/2" EXPANSION JOINT AT MID POINT. DRIVEPADS WIDER THAN 36" TO HAVE 1/2" EXPANSION JOINTS 16" MAX. BETWEEN JOINTS EQUALLY SPACED.
6. CURB TYPE SIDEWALK TO BE USED ONLY WHEN RIGHT-OF-WAY WILL NOT PERMIT THE USE OF SET-BACK SIDEWALK OR IN AREAS THAT HAVE CURB TYPE SIDEWALK.
7. SETBACK TO BE DETERMINED BY AVAILABLE RIGHT-OF-WAY, IF LESS THAN 2' USE CURB TYPE SIDEWALK.
8. SUBGRADE UNDER SIDEWALKS & DRIVEPADS SHALL BE COMPACTED TO 90% MAX. DENSITY AS DETERMINED BY A.S.T.M. D-157 TO A DEPTH OF 6".

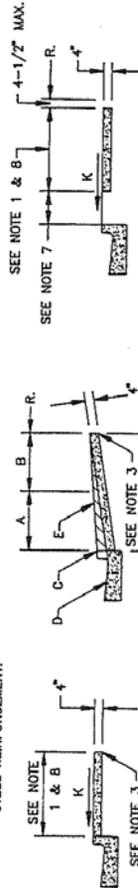
**CONSTRUCTION NOTES:**

- A. CURB TYPE SIDEWALK AREA.
  - B. OFFSET SIDEWALK AREA.
  - C. 1/2" EXPANSION JOINT, ADJUST TO FIELD CONDITIONS ON REPLACEMENT WORK.
  - D. CURB & GUTTER.
  - E. SLOPE TO BE ADJUSTED TO PROVIDE UNIFORM TRANSITION BETWEEN DRIVEPAD & SIDEWALK.
  - F. TOP OF DRIVEPAD.
  - G. TOP OF CURB
  - H. PROPERTY LINE.
  - J. VARIABLE.
  - K. SLOPE 1/4" PER FT. VARY NEAR DRIVEPADS TO MATCH DRIVEPAD SLOPE.
  - L. 0.33' ABOVE TOP OF CURB AT PROPERTY LINE
- TYPICAL DEVIATIONS MUST BE APPROVED BY VILLAGE PRIOR TO CONSTRUCTION.



**NOTES:**

1. SIDEWALK ADJUTING BACK OF CURB IS ALLOWED ONLY WHERE WIDTHS PROHIBIT SPACING OF AT LEAST 2.0' BETWEEN CURB & SIDEWALK
2. DRIVEPADS CONSTRUCTED OF CONCRETE SHALL BE 6" THICKNESS WITH 6x6x6 STEEL REINFORCEMENT.



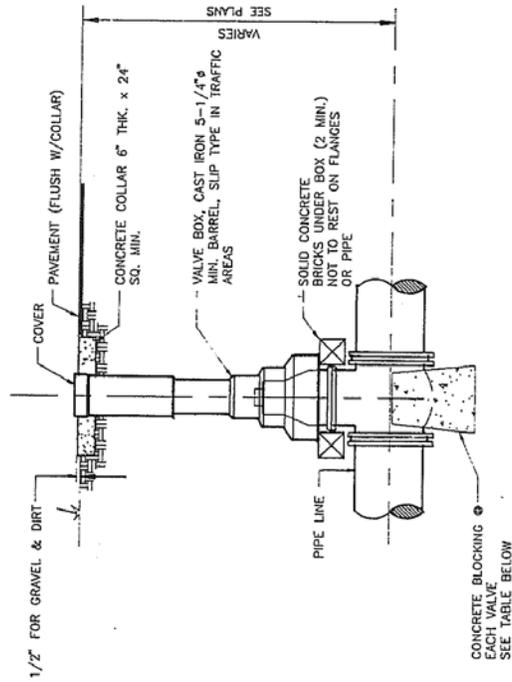
SECTION A-A

SECTION B-B

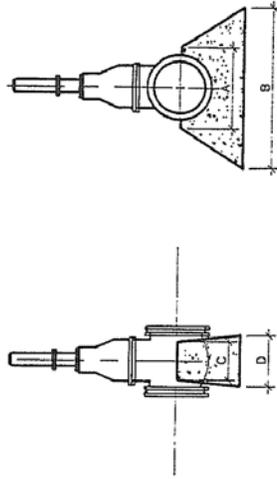
SECTION C-C

VILLAGE OF LOS LUNAS

PAVING DRIVEPADS



**TYPICAL VALVE DETAIL**  
NO SCALE



CONCRETE VALVE SUPPORT TABLE				
VALVE SIZE	A	B	C	D
4"	10"	20"	4"	6"
8"	12"	22"	4"	8"
10"	14"	24"	4"	8"
12"	16"	24"	4"	8"
16"	24"	36"	6"	12"

**CONCRETE VALVE SUPPORT DETAILS**  
NO SCALE

VILLAGE DF LIDS LUNAS  
VALVE & CONCRETE  
VALVE SUPPORT DETAILS

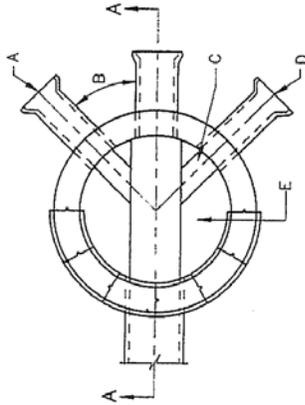
11041W

**GENERAL NOTES**

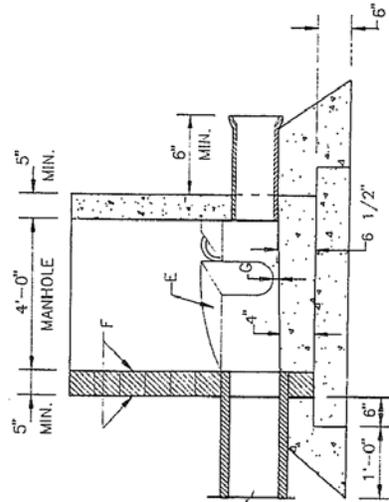
1. ALL CONC. SHELF SLOPES TO BE ONE INCH PER FT.
2. ONE FOURTH INCH PER FT. MIN. SLOPE FOR 4" OR 6" SERVICE LINE.
3. NEW SERVICE CONNECTIONS TO EXIST. MH'S. MUST BE CORED DRILLED.
4. 6" OR LARGER SERVICE CONNECTIONS MUST BE MADE TO A MH.

**CONSTRUCTION NOTES**

- A. CAST IRON SERVICE STUB.
- B. VARIABLE WITH MAX. ANGLE OF 90°.
- C. VARIABLE WITH MAX. ANGLE OF 90°.
- D. BELL END.
- E. CONC. FILL TO BE TYPE II CEMENT.
- F. PLASTER INSIDE AND OUTSIDE WITH 1/2" MORTAR.
- G. INV. ELEV. 0.1 FT. ABOVE INV. OF MAIN LINE.



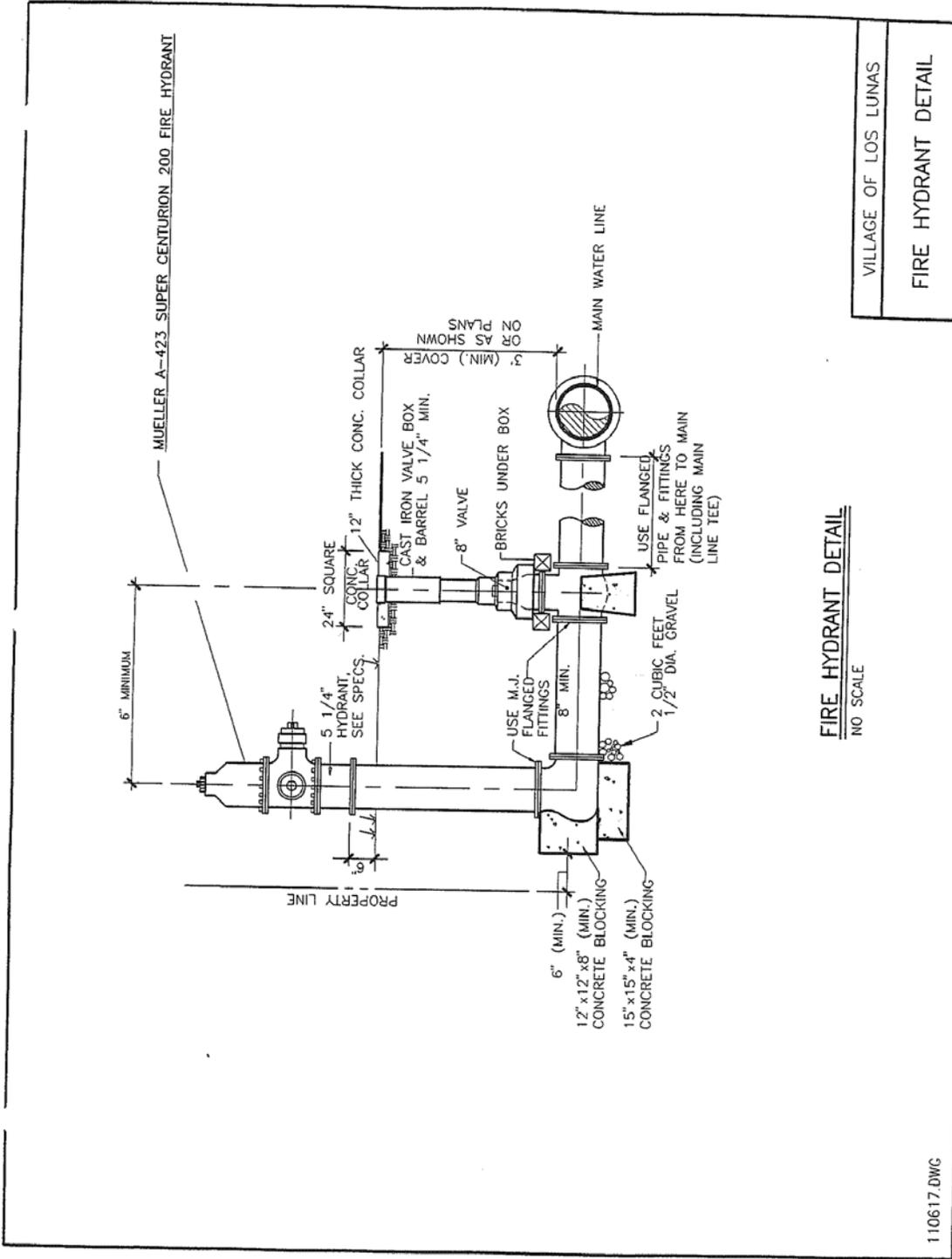
**SERVICE LINE AT DEAD END  
OR CUL-DE-SAC**

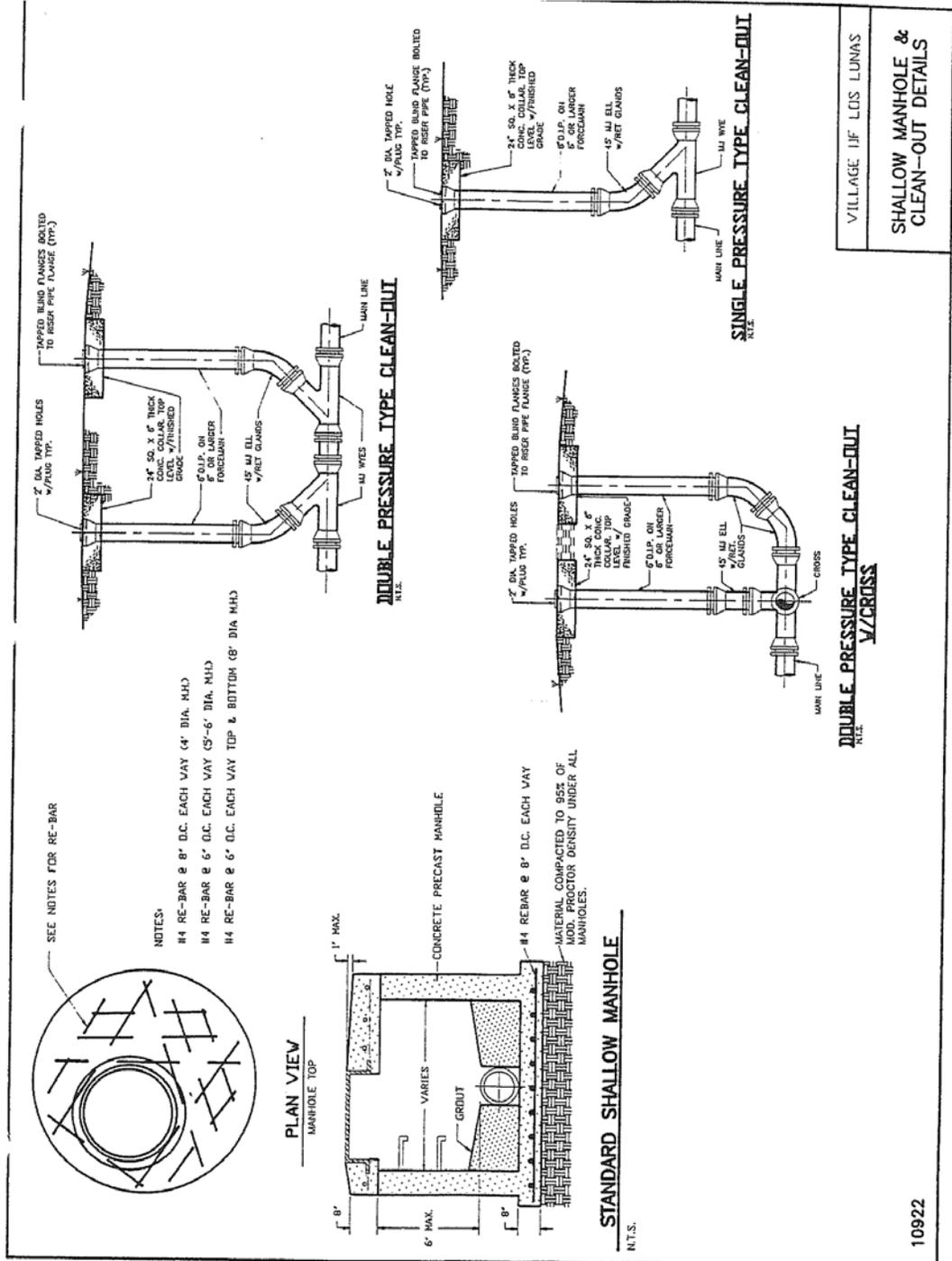


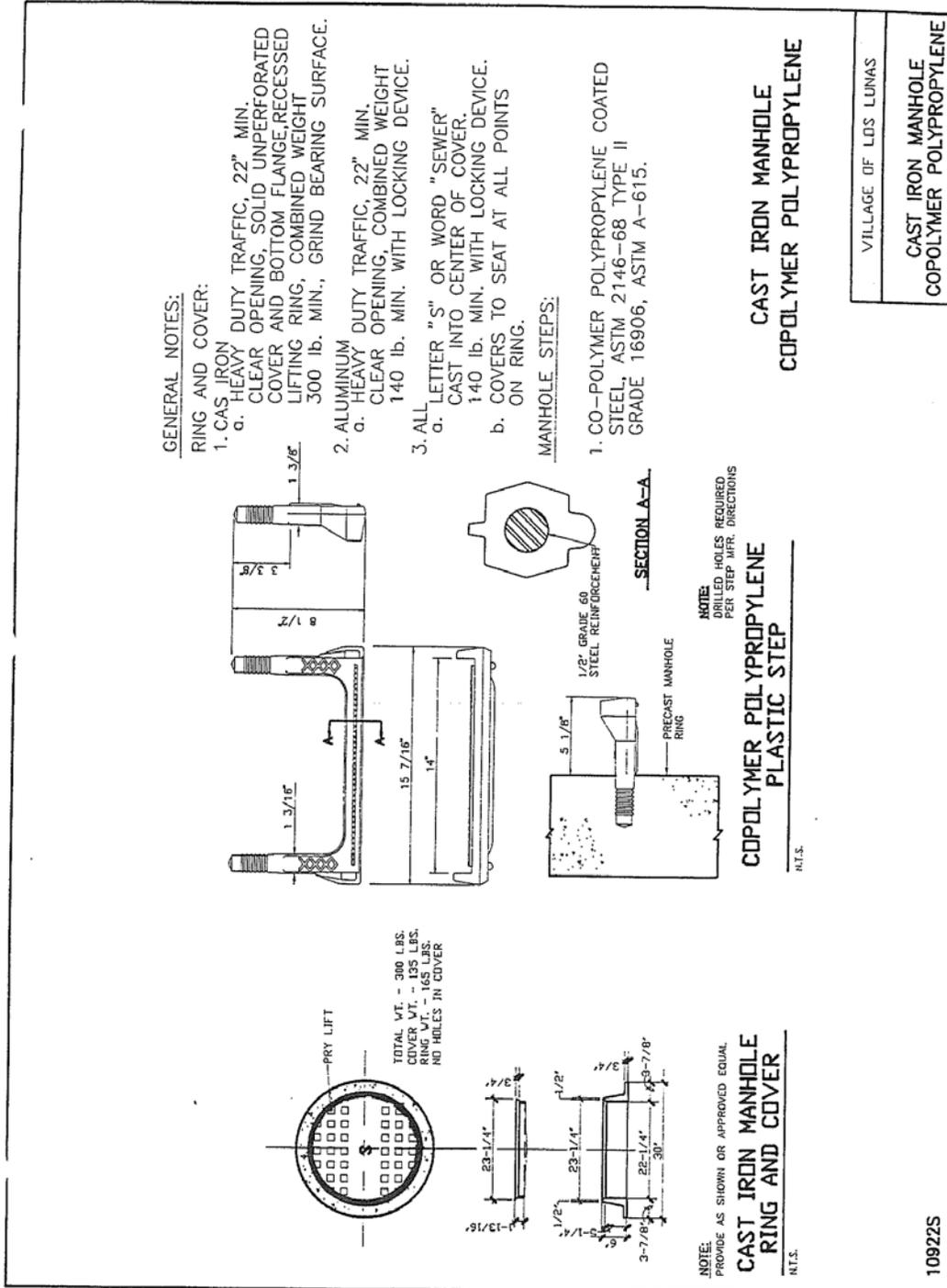
**SECTION A-A**

VILLAGE OF LOS LUNAS  
SEWER SERVICE LINE  
& CONC. BLOCK DETAILS  
FOR MANHOLES

100255S.DWG







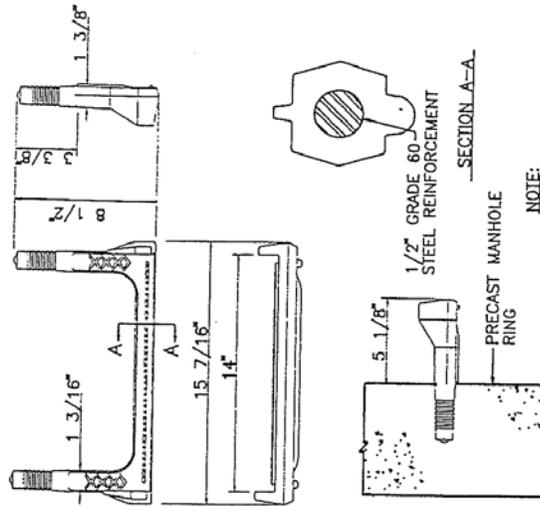
**GENERAL NOTES:**

**RING AND COVER:**

1. CAST IRON
  - a. HEAVY DUTY TRAFFIC, 22" MIN. CLEAR OPENING, SOLID UNPERFORATED COVER AND BOTTOM FLANGE, RECESSED LIFTING RING, COMBINED WEIGHT 300 lb. MIN., GRIND BEARING SURFACE.
2. ALUMINUM
  - a. HEAVY DUTY TRAFFIC, 22" MIN. CLEAR OPENING, COMBINED WEIGHT 140 lb. MIN. WITH LOCKING DEVICE.
3. ALL
  - a. LETTER "S" OR WORD "SEWER" CAST INTO CENTER OF COVER.
  - b. COVERS TO SEAT AT ALL POINTS ON RING.

**MANHOLE STEPS:**

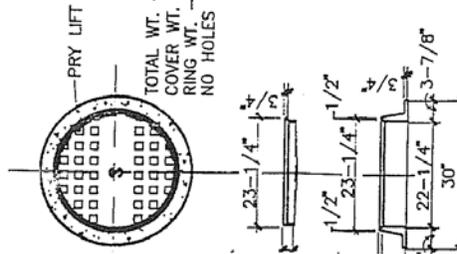
1. CO-POLYMER POLYPROPYLENE COATED STEEL, ASTM 2146-88 TYPE II GRADE 16906, ASTM A-615.



NOTE:  
DRILLED HOLES REQUIRED  
PER STEP MFR. DIRECTIONS

COPOLYMER POLYPROPYLENE  
PLASTIC STEP

N.T.S.



AS SHOWN OR APPROVED EQUAL

CAST IRON MANHOLE  
RING AND COVER

W/G

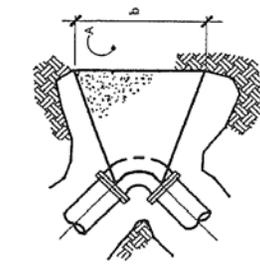
VILLAGE OF LOS LUNAS

CAST IRON MANHOLE  
COPOLYMER  
POLYPROPYLENE

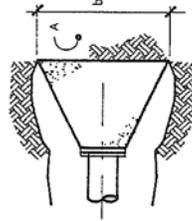
CONCRETE BLOCKING TABLE				
PIPE SIZE	ELBOW ANGLE	ELBOW PLUG (b) DIM.	TEE OR PLUG (h) DIM.	TEE OR PLUG (h) DIM.
4"			2'	1'
4"	90°-45°	2'	2'	
4"	22 1/2°-11 1/4°	2'	2'	
6"			2'	2'
6"	90°-45°	2'	2'	
6"	22 1/2°-11 1/4°	2'	2'	
8"			3'	3'
8"	90°	3'	3'	
8"	45°	2'	2'	
8"	22 1/2°-11 1/4°	2'	2'	
10"			3'-6"	3'
10"	90°	3'-6"	3'-6"	
10"	45°	3'	3'	
10"	22 1/2°-11 1/4°	2'	2'	
12"			4'	3'-6"
12"	90°	4'	4'	
12"	45°	3'-6"	3'-6"	
12"	22 1/2°-11 1/4°	2'	2'	
14"			5'	4'
14"	90°	5'	5'	
14"	45°	3'-6"	3'-6"	
14"	22 1/2°-11 1/4°	3'	3'	

**CONSTRUCTION NOTES**

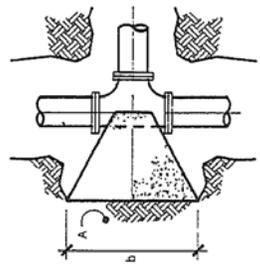
- A. UNDISTURBED EARTH
- B. O.D. OF PIPE + 8"
- C. O.D. OF CAP OR PLUG, MIN. 12" x 12"



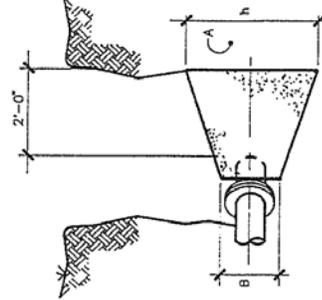
PLAN



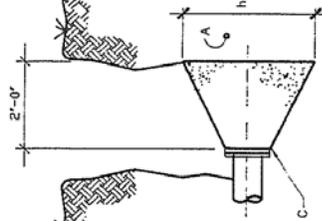
PLAN



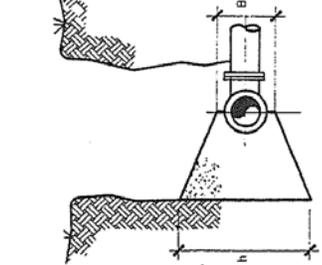
PLAN



ELEVATION



ELEVATION



ELEVATION

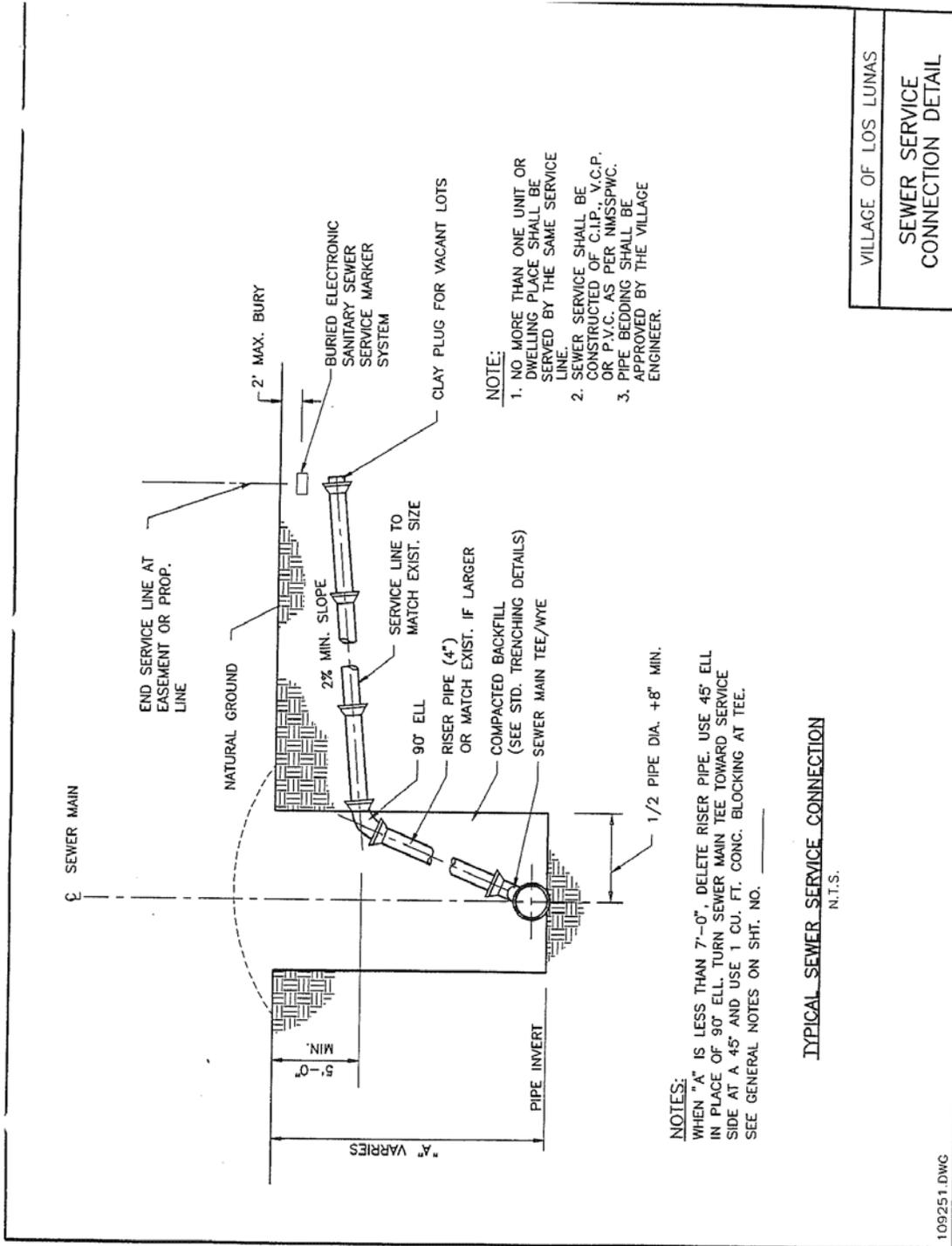
**CONCRETE BLOCKING DETAILS**

NO SCALE

VILLAGE OF LOS LUNAS  
**CONCRETE BLOCKING  
 DETAILS**

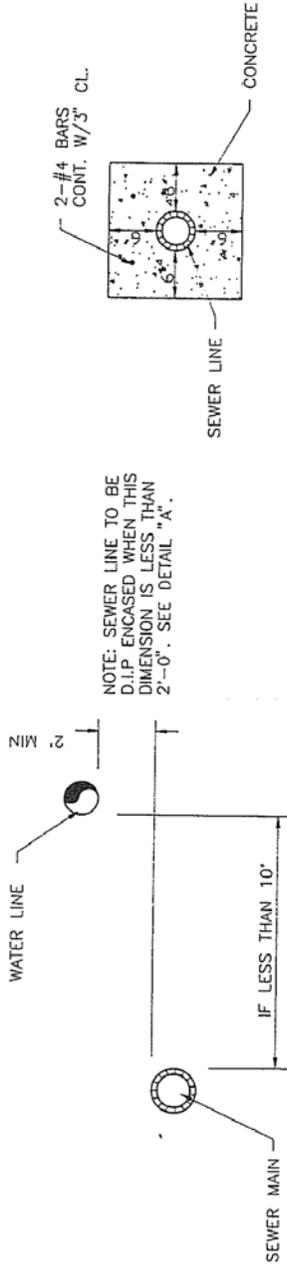
1107SW

SP00-110.75W



VILLAGE OF LOS LUNAS  
SEWER SERVICE  
CONNECTION DETAIL

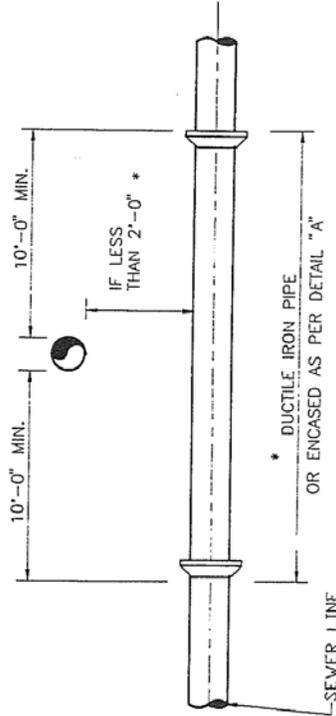
109251.DWG



**PARALLEL LINES**  
N.T.S.

**CONCRETE ENCASEMENT DETAIL "A"**  
N.T.S.

NOTES ADDED AT REQUEST OF STATE HEALTH DEPARTMENT  
PROXIMITY OF WATER AND SEWER LINES



**CROSSED LINES**  
N.T.S.

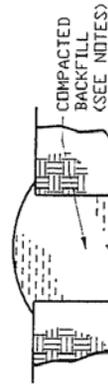
VILLAGE OF LDS LUNAS  
**PARALLEL LINES DETAIL  
& CROSSED LINES DETAIL**

109236SS

S200-1007166C

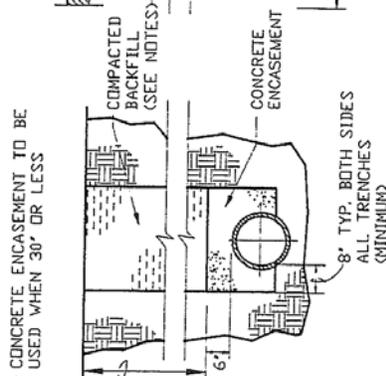
EXISTING PAVEMENT  
 NEW CONCRETE TO MATCH EXISTING PAVEMENT, SIDEWALK OR CURB AND GUTTER DAMAGED OR REMOVED WHERE PAVEMENT IS OTHER THAN CONCRETE, BASE COURSE DEPTH SHALL MATCH EXISTING AND WEARING SURFACE SHALL MATCH ORIGINAL

CONCRETE ENCASUREMENT TO BE USED WHEN 30" OR LESS



**ORDINARY TRENCH**

NOTES:  
 BACKFILL IN AREAS OTHER THAN STREETS, ALLEYS AND DRIVEWAYS SHALL BE COMPACTED TO AT LEAST THE NATURAL DENSITY OF THE UNDISTURBED MATERIAL



**UNPAED ROAD TRENCH**

NOTES:  
 BACKFILL IN UNPAVED STREETS, ALLEYS AND DRIVEWAYS SHALL BE COMPACTED TO 90% COMPACTION AS DETERMINED BY AASHTO T-180

LIMITS OF PAYMENT FOR PAVEMENT REPLACEMENT TO BE 40' + D.D. OF PIPE

**UNDER PAVEMENT**

NOTES:  
 BACKFILL SHALL BE COMPACTED TO 90% WITHIN 12' OF THE SUBGRADE SURFACE AND THE TOP 12" SHALL BE COMPACTED TO 95% COMPACTION AS DETERMINED BY AASHTO T-180

NOTE:  
 SEE PIPE BEDDING REQUIREMENTS IN SPECS.

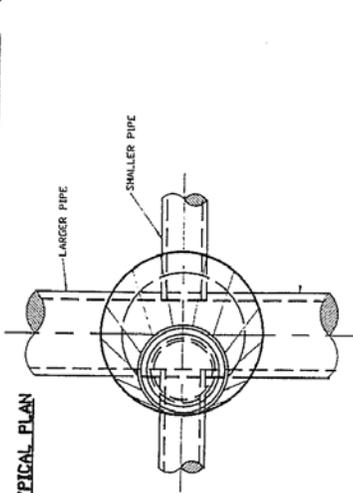
**STANDARD TRENCHING DETAILS**

N.Y.S.

VILLAGE OF LOS LUNAS

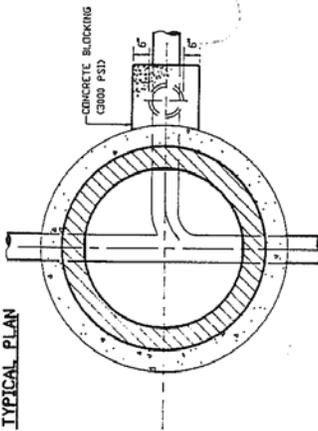
**STANDARD TRENCHING DETAIL**

109323

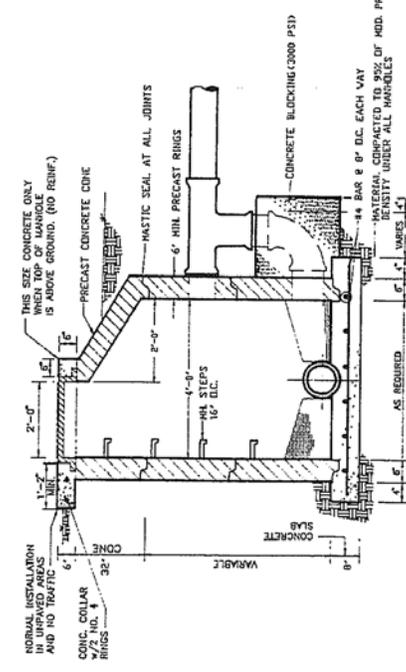
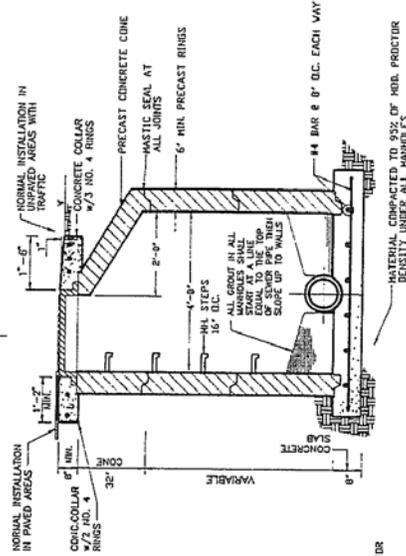


TYPICAL PLAN

- NOTES**
1. ECCENTRIC CONES SHALL BE USED FOR LARGER MANHOLES TO DEPTH OR GREATER.
  2. ECCENTRIC CONES SHALL BE USED FOR MANHOLES TO DEPTH OR GREATER.
  3. FOR 6' DIA. PRECAST CONCRETE MANHOLES: (A) A 6' DIA. PRECAST CONIC. ECCENTRIC CONE SHALL BE USED WITH A 4' DIA. PRECAST ECCENTRIC CONE ON A 6' DIA. FLAT SLAB WITH A 4' DIA. THE MANHOLE BARS MUST BE SET TOGETHER.
  4. MANHOLE RINGS AND COVERS MAY BE ADJUSTED WITH AN ADJUSTMENT RING OF MAX. OR 4' COURSE MOD. BIRCEL.

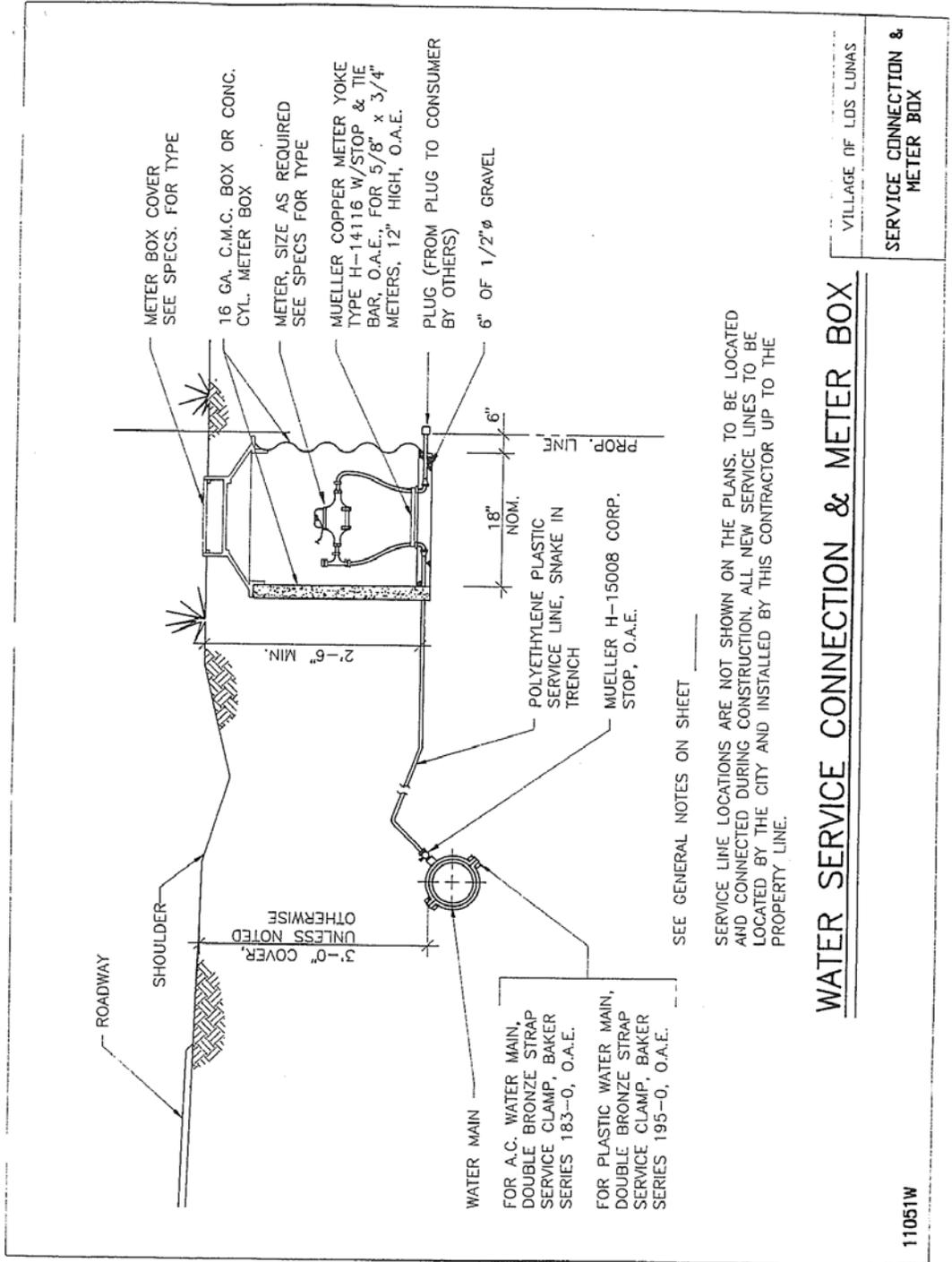


TYPICAL PLAN

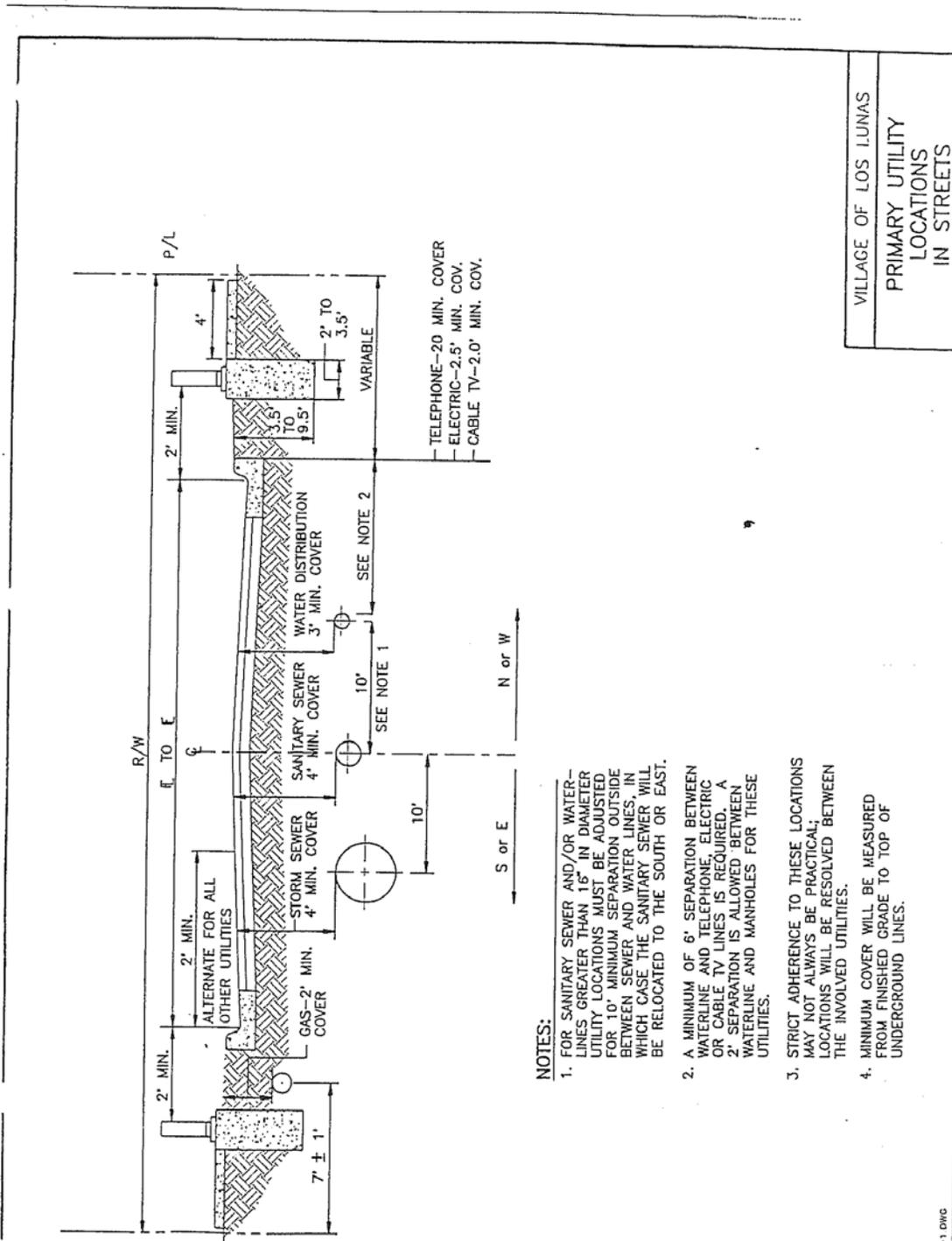


STANDARD ECCENTRIC CONE MANHOLE DETAIL  
R.I.S.

STANDARD DROP MANHOLE DETAIL  
R.I.S.



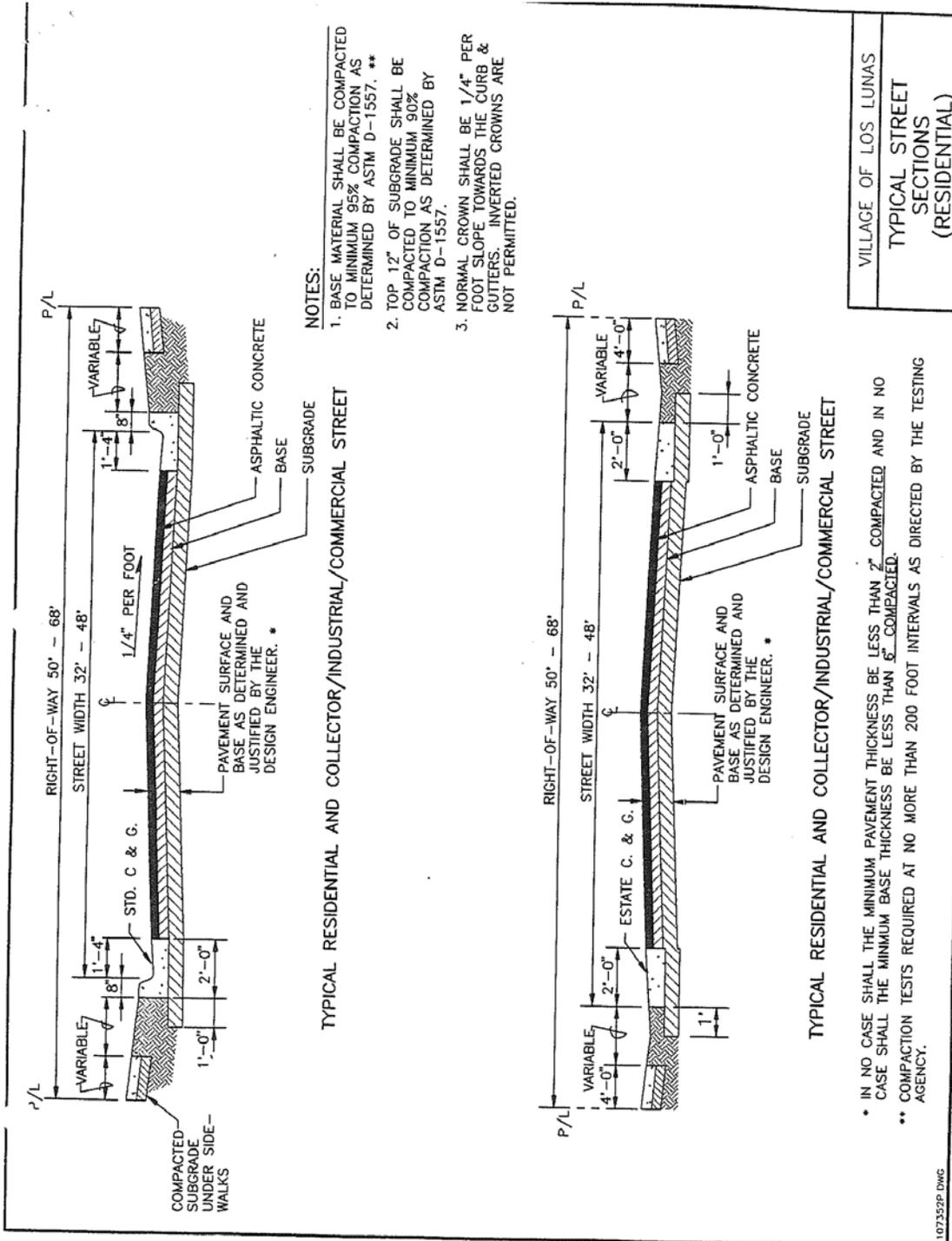


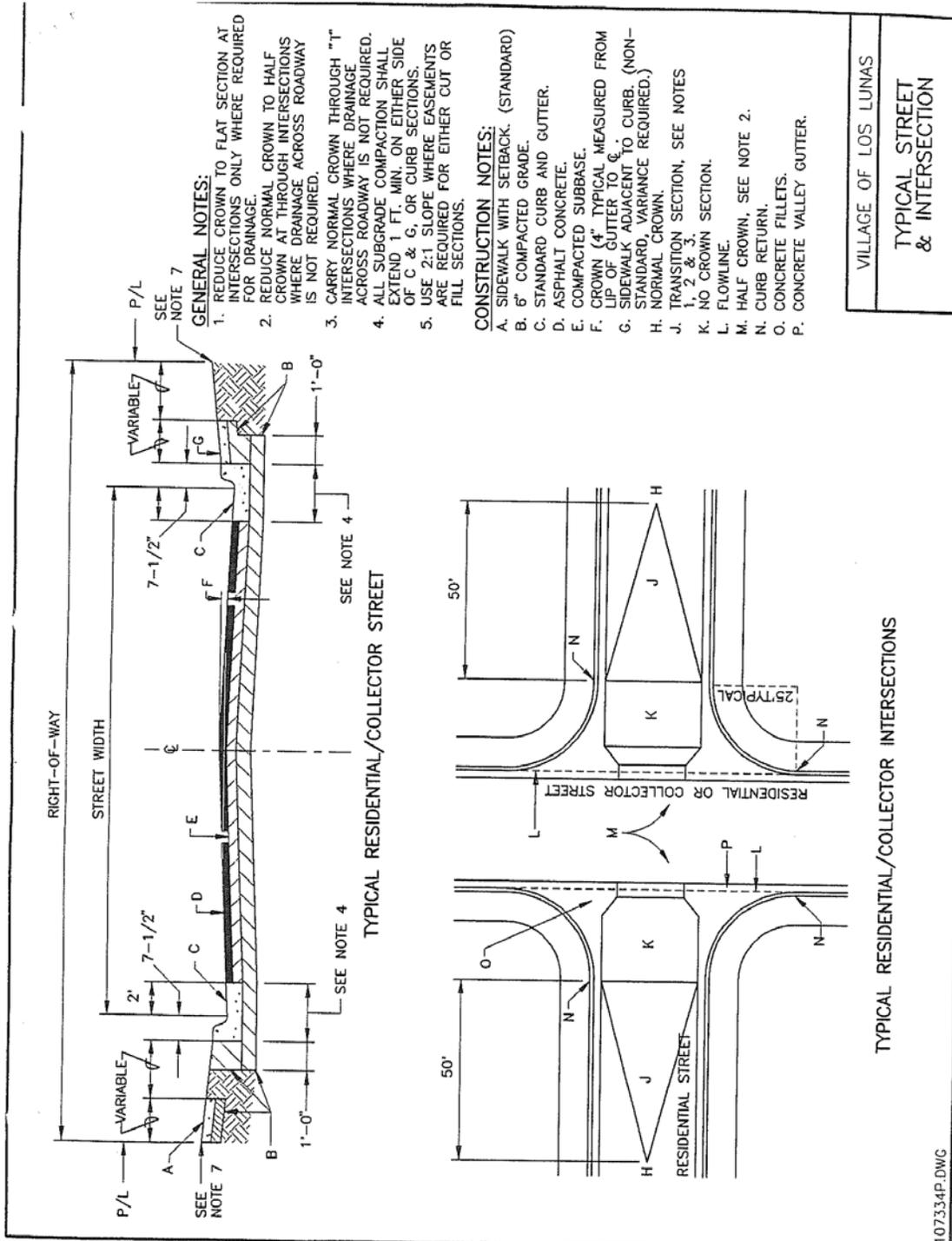


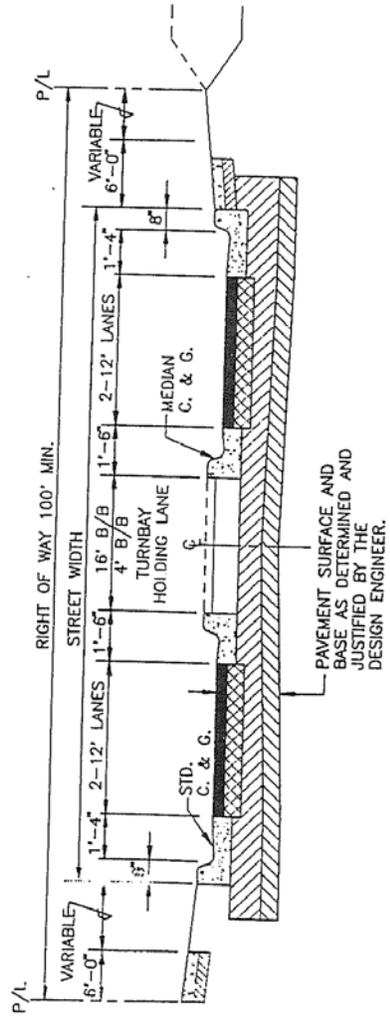
**NOTES:**

1. FOR SANITARY SEWER AND/OR WATER LINES GREATER THAN 16" IN DIAMETER UTILITY LOCATIONS MUST BE ADJUSTED FOR 10' MINIMUM SEPARATION OUTSIDE BETWEEN SEWER AND WATER LINES. IN WHICH CASE THE SANITARY SEWER WILL BE RELOCATED TO THE SOUTH OR EAST.
2. A MINIMUM OF 6' SEPARATION BETWEEN WATERLINE AND TELEPHONE, ELECTRIC OR CABLE TV LINES IS REQUIRED. A 2' SEPARATION IS ALLOWED BETWEEN WATERLINE AND MANHOLES FOR THESE UTILITIES.
3. STRICT ADHERENCE TO THESE LOCATIONS MAY NOT ALWAYS BE PRACTICAL. LOCATIONS WILL BE RESOLVED BETWEEN THE INVOLVED UTILITIES.
4. MINIMUM COVER WILL BE MEASURED FROM FINISHED GRADE TO TOP OF UNDERGROUND LINES.

VILLAGE OF LOS LUNAS  
 PRIMARY UTILITY  
 LOCATIONS  
 IN STREETS







TYPICAL ARTERIAL STREET SECTION

VILLAGE OF LOS LUNAS  
TYPICAL STREET  
SECTIONS  
(ARTERIAL)

## Impact Fee Schedule-Village of Los Lunas (Except Huning Ranch)

VILLAGE OF LOS LUNAS  
UTILITY CONNECTION & IMPACT FEE SCHEDULE

WATER - OPTION #1

Effective July 1, 2004 & Thereafter

Service Size	Service Connection	Impact Fee	Total Fees	Down Payment	Balance Due	Monthly Charge
3/4"	\$435	\$898	\$1,333	\$435	\$898	\$16.54
1"	\$535	\$1,607	\$2,017	\$535	\$1,607	\$29.60
1-1/2"	\$815	\$3,634	\$4,324	\$815	\$3,634	\$66.93
2"	\$1035	\$6,471	\$7,381	\$1035	\$6,471	\$119.17
3"	\$1800	\$14,578	\$16,253	\$1,800	\$14,578	\$268.48
4"	\$2645	\$25,938	\$28,458	\$2,645	\$25,938	\$477.69

WATER - OPTION #2

Effective July 1, 2004 & Thereafter

Service Size	Service Connection	Impact Fee	Total Fees	Down Payment	Balance Due	Monthly Charge
3/4"	\$435	\$898	\$1,208	\$667	\$667	\$11.12
1"	\$535	\$1,607	\$2,017	\$1071	\$1071	\$18.57
1-1/2"	\$815	\$3,634	\$4,324	\$2,225	\$2,225	\$39.82
2"	\$1035	\$6,471	\$7,381	\$3,753	\$3,753	\$67.97
3"	\$1800	\$14,578	\$16,253	\$8,189	\$8,189	\$149.66
4"	\$2645	\$25,938	\$28,458	\$14,292	\$14,292	\$262.05

SEWER - OPTION #1

Effective July 1, 2004 & Thereafter

Service Size	Service Connection	Impact Fee	Total Fees	Down Payment	Balance Due	Monthly Charge
3/4"	\$150	\$1,479	\$1,629	\$150	\$1,479	\$27.24
1"	\$150	\$2,640	\$2,790	\$150	\$2,640	\$48.62
1-1/2"	\$150	\$5,958	\$6,108	\$150	\$5,958	\$109.73
2"	\$150	\$10,603	\$10,753	\$150	\$10,603	\$195.27
3"	\$150	\$22,875	\$23,025	\$150	\$22,875	\$421.28
4"	\$150	\$42,456	\$42,606	\$150	\$42,456	\$781.89

SEWER - OPTION #2

Effective July 1, 2004 & Thereafter

Service Size	Service Connection	Impact Fee	Total Fees	Down Payment	Balance Due	Monthly Charge
3/4"	\$150	\$1,479	\$1,629	\$814.50	\$814.50	\$15.00
1"	\$150	\$2,640	\$2,790	\$1,395	\$1,395	\$25.69
1-1/2"	\$150	\$5,958	\$6,108	\$3,054	\$3,054	\$56.24
2"	\$150	\$10,603	\$10,753	\$5,376.50	\$5,376.50	\$99.02
3"	\$150	\$22,875	\$23,025	\$11,512.50	\$11,512.50	\$212.02
4"	\$150	\$42,456	\$42,606	\$21,303	\$21,303	\$392.33

## Impact Fee Schedule Huning Ranch

VILLAGE OF LOS LUNAS  
UTILITY CONNECTION & IMPACT FEE SCHEDULE

WATER - OPTION #1

Effective July 1, 2004 & Thereafter

Service Size	Service Connection	Impact Fee	Total Fees	Down Payment	Balance Due	Monthly Charge
3/4"	\$435	\$1,753	\$2,188	\$435	\$1,753	\$32.28
1"	\$535	\$3,116	\$3,651	\$535	\$3,116	\$57.39
1-1/2"	\$815	\$7,012	\$7,827	\$815	\$7,012	\$129.14
2"	\$1035	\$12,466	\$13,501	\$1035	\$12,466	\$229.58
3"	\$1800	\$28,048	\$29,848	\$1800	\$28,048	\$516.55
4"	\$2645	\$49,863	\$52,508	\$2645	\$49,863	\$918.30

WATER - OPTION #2

Effective July 1, 2004 & Thereafter

Service Size	Service Connection	Impact Fee	Total Fees	Down Payment	Balance Due	Monthly Charge
3/4"	\$435	\$1,753	\$2,188	\$1094	\$1094	\$19.00
1"	\$535	\$3,116	\$3,651	\$1,826	\$1,826	\$32.47
1-1/2"	\$815	\$7,012	\$7,827	\$3914	\$3914	\$77.28
2"	\$1035	\$12,466	\$13,501	\$6,751	\$6,751	\$123.17
3"	\$1800	\$28,048	\$29,848	\$14,924	\$14,924	\$273.70
4"	\$2645	\$49,863	\$52,508	\$29,254	\$29,254	\$537.61

SEWER - OPTION #1

Effective July 1, 2004 & Thereafter

Service Size	Service Connection	Impact Fee	Total Fees	Down Payment	Balance Due	Monthly Charge
3/4"	\$150	\$2,030	\$2,180	\$150	\$2,030	\$37.39
1"	\$150	\$3,609	\$3,759	\$150	\$3,609	\$66.47
1-1/2"	\$150	\$8,119	\$8,269	\$150	\$8,119	\$149.52
2"	\$150	\$14,434	\$14,584	\$150	\$14,434	\$265.82
3"	\$150	\$32,477	\$32,627	\$150	\$32,477	\$598.11
4"	\$150	\$57,736	\$57,886	\$150	\$57,736	\$1063.30

SEWER - OPTION #2

Effective July 1, 2004 & Thereafter

Service Size	Service Connection	Impact Fee	Total Fees	Down Payment	Balance Due	Monthly Charge
3/4"	\$150	\$2,030	\$2,180	\$1,090	\$1,090	\$20.07
1"	\$150	\$3,609	\$3,759	\$1,879.50	\$1,879.50	\$34.61
1-1/2"	\$150	\$8,119	\$8,269	\$4,134.50	\$4,134.50	\$76.14
2"	\$150	\$14,434	\$14,584	\$7,292	\$7,292	\$134.29
3"	\$150	\$32,477	\$32,627	16,313.50	16,313.50	\$300.44
4"	\$150	\$57,736	\$57,886	\$28,943	\$28,943	\$533.30

## Impact Fee Schedule - Parks

On February 9, 2006 the existing park impact fees and are hereby amended and imposed upon all new development:

**Parks Service**

Single Family	\$2,171
Multifamily	\$1,963

These park impact fees do not include the cost of acquiring property for the development of a park as outlined in the capital improvement plan and reflect only the costs for improvements to meet the level of service described in the Village of Los Lunas Park and Recreation Departments Planning Standards.

## CHAPTER 12 - CONTACTS

### Village of Los Lunas

Web sites [loslunasnm.gov](http://loslunasnm.gov)

Fax: (505)352-3580

Phone: (505)839-3840

660 Main St. NW

P.O. Box 1209

Los Lunas, NM 87031

#### Community Development Director

Christina Ainsworth

#### Economic Development Mgr.

Ralph Mims

#### Building Inspector

Adolph Lopez

#### Zoning Officers

Charlie Mills

Mark Leeder

Jess Weston

#### Fire Inspector

Jason Gonzales

465 Main St. SE

P.O. Box 1209

Los Lunas, NM 87031

(505) 839-3847

Fax (505)352-7750

#### Village Engineers

Molzen-Corbin

2701 Miles Rd. S.E.

Albuquerque, NM 87106

### State Agencies

#### Construction Industries Division

Albuquerque

5200 Oakland Ave. NE

Albuquerque, NM 87109

(505) 222-9812 or 222-9879

Fax (505) 764-5670

Santa Fe

2550 Cerrillos Rd.

Santa Fe, NM 87505

(505) 476-4700

Fax (505) 827-7045

#### Environmental Department

David Sanchez

1000 Main St

Box 16B

Los Lunas, NM 87031

505-841-5280

Fax 505-841-5284

#### State Department of Transportation

Jill Mosher

P.O. Box 971750

Albuquerque, NM 87199-1750

505-841-2761

#### Middle Rio Grande Conservancy District

444 Luna Ave.

Los Lunas, NM 87031

505-565-8453

## Utilities

PNM –Electric  
Art Chavez  
19377 Hwy. 314  
Belen, NM 87002  
505-241-4038  
(pnm.com)

New Mexico Gas Co.  
Clara Bustamante  
4625 Edith Blvd. NE  
Albuquerque, NM 87107  
Ph. 505.697.4212 office  
Cell 505.362.8120 mobile  
Email: CMBustamante@tecoenergy.com

Phone –Century Link  
Gerald Ortiz  
19374 N. Hwy. 314  
Belen, NM 87002  
505-765-7111

Cable - Comcast  
Rita Erickson  
330 Main Street NE  
Los Lunas, NM 87031  
505-761-6235

Water/Sewer/Garbage  
Rudy Archuleta, PE  
Village of Los Lunas  
PO Box 1209  
660 Main Street NW  
Los Lunas, NM 87031  
505-856-1377

### Roll-off Dumpster Service

- 1) A.C. Disposal - Charles  
681-9404
  
- 2) Rainbow Disposal - Mike  
362-6022

## Misc.

NM Office of Archaeological  
Studies  
PO Box 2087  
Santa Fe, NM 87504-2087

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3) Valley Disposal – Randy  
864-6693

4) Waste Management – Marlene  
891-6540