



DEVELOPMENT PLAN APPLICATION

COMMERCIAL / INDUSTRIAL PROJECTS

Community Development Department

VILLAGE OF LOS LUNAS
660 Main Street NW
Los Lunas, NM 87031
(505) 839-3842

Construction Permits:

After Village approval and PRIOR to any construction, you are responsible for submitting all plans and documents to New Mexico Construction Industries Department (NMCID) to obtain structural and trade permits.
5500 San Antonio Ave NE, Albuquerque | (505) 222-9800 | www.rld.nm.gov

THE STATE OF NEW MEXICO WILL BE RESPONSIBLE FOR BUILDING/TRADE PERMITTING, INSPECTIONS, AND FINAL CERTIFICATE OF OCCUPANCY.

Additional Permits: The applicant is responsible for obtaining any additional permits required by other agencies.
If the development is located within an SFHA Flood Zone, a Pre-Construction Elevation Certificate or proof of floodproofing must be submitted before the project begins. Additionally, a Final Elevation Certificate or proof of floodproofing must be provided to the Village of Los Lunas upon project completion.

REMEMBER TO CALL 811 BEFORE YOU DIG. Visit nm811.org for more information.

1. APPLICANT CONTACT INFORMATION

PERMIT # _____

Applicant(s) or Agent(s) _____

Address _____ City _____ State _____ Zip _____

Email _____ Phone _____

Are you the property owner? ☐ Yes ☐ No *If no, please complete the following section:*

Property Owner(s) _____ Phone _____

Address _____ City _____ State _____ Zip _____

2. PARCEL INFORMATION

Property Identification Number (UPC) _____

Street Address or Location _____

Village Zoning _____ Main Street Overlay Distinct: 1 2 3 4 N/A Present Land Use _____

3. PROJECT INFORMATION

Project Description _____ Square Feet (Structure) _____

General Contractor _____ Phone _____

Mailing Address _____ Email _____

4. APPLICANT SIGNATURE

UNDER PENALTY OF INTENTIONAL MISREPRESENTATION AND/OR PERJURY, I declare that I have examined and/or made this application and it is true and correct to the best of my knowledge and belief. I agree to construct said improvement in compliance with all provisions of the Village of Los Lunas and the New Mexico Building Code. I understand the Village of Los Lunas will not assume any liability for possible lack of understanding on my part. I understand that in addition to the application fee, the Village of Los Lunas will subsequently assess the applicant for the fees and deposits listed below.

Applicant name _____ Signature _____ Date _____

TO BE FILLED OUT BY STAFF

DATE RECEIVED: _____

PERMIT # _____

Zoning: _____ Area Plan: _____ MSO: 1 2 3 4 N/A SFHA Floodplain: ☐ Yes ☐ No ☐ N/A

Required Setbacks: Front: _____ ft Rear: _____ ft Side: _____ ft Corner Side: _____ ft Maximum Height Allowed: _____ ft

NOTES _____

☐

APPROVED

☐

DENIED

For Cashier's Use Only

REVIEWED BY: _____

DATE: _____

PLAN REVIEW FEE	\$
WATER IMPACT FEE	\$
WATER CONNECTION FEE	\$
WATER USAGE DEPOSIT	\$
SEWER IMPACT FEE	\$
SEWER CONNECTION FEE	\$
GRADING AND DRAINAGE PLAN REVIEW FEE	\$
WATER CONSUMPTION REVIEW FEE	\$
TOTAL FEES	\$

DEVELOPMENT PLAN APPLICATION

Requirements

☐ PRE-APPLICATION MEETING

The applicant shall meet with a staff planner to discuss the application and process. The pre-application meeting is valid for three (3) months from the date of the initial pre-application meeting.

☐ APPLICATION

All sections of this application must be completed, and all required documentation must be submitted before the application will be accepted for processing. Submission of an application does not guarantee acceptance; the Department must first review it for accuracy and completeness.

☐ NEW MEXICO CONSTRUCTION INDUSTRIES DIVISION APPLICATION

The applicant shall provide a completed State of New Mexico Construction Industries Division Multi Purpose State Building Application for Village sign-off.

☐ PROOF OF OWNERSHIP

One (1) copy of a legal document demonstrating that the individual(s) or corporation making certain the application for development is the current property owner. If the ownership is a corporation, group, entity, or other such organization, an additional document demonstrating authority to sign on behalf of the ownership is required.

☐ AGENT AUTHORIZATION

If the applicant is an acting agent for the property owner, an additional document authorizing the applicant to represent the property owner is required.

☐ SITE PLAN

The applicant shall provide a site plan. Plans shall be drawn to scale and be in accordance with Section 17.14.020 of the Municipal Code.

17.14.020(E)(4)(v)(d) - Commercial and Industrial Development Plan Application

1. Site address, UPC, and legal descriptions as applicable.
2. Scale (numeric and graphic).
3. North arrow.
4. Length and width of the property, measured in feet and rounded to the closest foot.
5. Public right-of-way adjacent to and within 150 feet of the site.
6. Location of all proposed and existing structures on site including walls, retaining walls, and fences.
7. Length, width, and height of all proposed structures including walls, retaining walls, and fences measured in feet and inches.
8. Distance from each exterior side of the proposed structure to the closest parallel property line measured in feet and inches.
9. Distance from all other proposed and existing structures on site measured in feet and inches.
10. Location and measurements of front, side, and rear setbacks measured in feet and inches as applicable to the project proposal.
11. Location of proposed and existing access and/or curb cuts.
12. Dumpster location.
13. Parking locations and calculations.
14. Drainage pond(s) location.

☐ ADDITIONAL REQUIRED DOCUMENTS

All new construction and significant improvement projects are required the following documents:

- Certified fire plans (Fire One Sheet)
- Certified grading and drainage plans
- Landscape plans
- Parking plans
- Lighting plans
- Utility plans
- Driveway/curb cut plans
- SWPPP (If the project is distributing one (1) acre or more)

☐ FEMA FLOODPLAIN

Projects located within a FEMA designated Special Flood Hazard AREA (SFHA) are required to submit a completed Floodplain Development Application and associated documents.

☐ WATER BUDGET

As determined by the Community Development Director, certain uses are required to provide a water budget for consumptive water review. The applicant will be billed for costs incurred by the Village of Los Lunas for the review.



**State of New Mexico – Construction Industries Division
Multi Purpose State Building Application**

Santa Fe 2550 Cerrillos Rd, Santa Fe NM 87505 505-476-4700
 Albuquerque 5500 San Antonio NE, Albuquerque NM 87109 505-222-9800
 Las Cruces 505 S. Main St. Ste. 103, Las Cruces NM 88004 575-524-6320
 Web: <https://www.rld.nm.gov> email: CID.PERMITHelp@rld.nm.gov

The following information MUST be provided. Any missing information may delay processing.

Date Issued:		Processed by:		Tracking/Permit Number:	
Received by: Mail /Walk-in		Check #:		Total Fees:	\$
					Bal Due: \$

Application Type: (check box)

☐ Commercial
 ☐ Residential
 ☐ Public School

Scope of Work:

☐ General Building
 ☐ Foundation
 ☐ Roofing
 ☐ Demolition

Is this project funded by the state or a municipality or a political subdivision of the state? _____
 Is this project for a public school or a charter school under the authority of Public-School Finance Authority (PSFA)? _____
 Is this project federally funded or within tribal lands? _____

Permit contact information:

Description of work to be performed:	Project site address
Directions to Location:	

Property Owner:

First Name		Last Name	
Address:	Street Address	City	State Zip Code
Email Address:		Phone: ()	

Contractor:

First Name		Last Name	License #
Address:	Street Address	City	State Zip Code
Email Address:		Phone: ()	

Design Professional:

First Name		Last Name	
Address:	Street Address	City	State Zip Code
Email Address:		Phone: ()	

Type of Construction

Occupancy Group (Residential)
Occupancy Group (Commercial)

Wood	Metal Frame	Masonry	Adobe	Rammed Earth	Metal Structure	Other
R-3	S-2	U				
A	B	E	F	H	I	M R S U

Valuation/Sign Contract: _____

Division
Energy Compliance
Climate Zone

1	2	3	4	5				
Prescriptive			Trade-off		Performance	Energy Code Not Applicable		
1	2	3	4	5	6	7	NA	

Total Square Footage
Fire Sprinklers Apply
LP Gas Appliance Apply

YES NO
YES NO

Plan Review required from following Bureaus:

General Building Modular Electrical Mechanical/Plumbing LP Gas

I hereby state, acknowledge and affirm, under penalty of perjury that, I am an employee of the contractor requesting this permit, the contractor is an active licensed contractor in New Mexico having the appropriate classification for the scope of work to be completed as noted on the permit. I am authorized to request this permit, all information provided in this application is true and correct and accurate, and if issued the permit, the contractor shall fully comply with all requirements of the Construction Industries Licensing Act, its rules, codes and standards in fulfilling all work to be completed pursuant to this permit.

Signature

Date

PLANNING/ZONING
APPROVED BY:

SIGNATURE

DATE

FLOOD PLAIN APPROVED
BY:

SIGNATURE

DATE

GENERAL BUILDING
APPROVED BY:

SIGNATURE

DATE

UPC/UMC APPROVED BY:

SIGNATURE

DATE

NEC APPROVED BY:

SIGNATURE

DATE