



SIGN PERMIT

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/installation, you are responsible for submitting all plans and documents to New Mexico Construction Industries Department (NMCID) to obtain applicable 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 AND INSPECTIONS.

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 INFORMATION

Applicant(s) or Agent(s) _____ Phone _____

Mailing Address _____ City _____ State _____ Zip _____

Email _____ Are you the property owner? ☐ Yes ☐ No

2. LOCATION INFORMATION

Advertising Business Name _____ Address of Proposed Sign _____

Business Contact: Name _____ Email _____ Phone _____

Legal description of property (Lot, Block, Subdivision) _____

4. SIGN INFORMATION

Are there existing signs on the premises? ☐ Yes ☐ No If yes, how many? _____ What type? _____

Which type(s) of sign(s) will be installed? *Review the Municipal Sign Code Subsection 17.12.050 - Definitions for sign type information.*

☐ Primary How Many? _____ ☐ Secondary How Many? _____ ☐ Temporary How Many? _____

Will the sign(s) be electronic (illuminated) signs? ☐ Yes ☐ No

If yes, is the sign compliant with Subsection 17.12.050(l) Electronic Signs of the Municipal Code. ☐ Yes ☐ No

Will the sign(s) require new permanent anchoring to the building or ground? ☐ Yes ☐ No

If yes, a Development Plan Application and/or a Floodplain Permit may be required. Please consult with planning staff.

Will the sign(s) be placed in the Right-Of-Way? ☐ Yes ☐ No *Placement in the NMDOT Right-Of-Way is prohibited.*

5. SIGNATURE(S) OF AUTHORIZED APPLICANT(S)

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 does not constitute issuance of any building and/or trade permits. I am responsible for seeking applicable permits from the State of New Mexico.

Printed name _____ Signature _____ Date _____

TO BE FILLED OUT BY STAFF

DATE RECEIVED:

PERMIT #

NOTES

For Cashier's Use Only

Floodplain Permit: ☐ Yes ☐ No After-the-fact Permit: ☐ Yes ☐ No

ROW Permit: ☐ Yes ☐ No

Zone _____ MSO: 1 2 3 4 N/A Land Use _____

☐ APPROVED ☐ DENIED REVIEWED BY: _____ DATE: _____

Number of Signs _____ Total Square Footage _____ TOTAL FEES \$ _____

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Required Documentation



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

If the proposed sign requires building and/or trade (electrical) permitting, 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 not the property owner or is an acting agent for the property owner, written consent of the property owner of the building, structure, or lot to which or on which the sign is to be installed is required.



SIGN PLANS

Applicant shall provide sign plans and specifications that shall include.

17.14.020(E)(2)(vi)(d) - Sign Permit Application

- d. One copy of the sign plans and specifications, which shall be submitted in accordance with current permit acceptance procedures, and shall include:
 1. A site plan displaying the location of the building, structure, or lot to which or upon which all signs are to be installed.
 - i. For applications in the right-of-way a site plan displaying the location(s) within the required distance buffer all signs are to be installed.
 - ii. For mobile billboard applications a route map is required.
 2. Location and orientation of the sign or other advertising structure in relation to nearby buildings or structures.
 3. Method of construction and attachment to the building or inground installation including compliance with Chapter 15.24 as applicable.
 4. A plan set displaying the dimensions (height, depth, width) for each proposed sign and the dimensions of any face of a building or structure to which or upon the sign is to be installed.



PROOF/COPY

Applicant shall provide the proof/copy of the sign face for each sign.



FLOODPLAIN

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