



# DESIGNATED USE APPLICATION

Community Development Department

VILLAGE OF LOS LUNAS

660 Main Street NW  
Los Lunas, NM 87031  
(505) 839-3842

## 1. CONTACT INFORMATION

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) \_\_\_\_\_ Council District \_\_\_\_\_

Legal Description \_\_\_\_\_

Street Address or Location \_\_\_\_\_ Square Feet (Structure) \_\_\_\_\_

Present Zoning \_\_\_\_\_ Main Street Overlay District 1 2 3 4 N/A Present Land Use \_\_\_\_\_

## 3. EXPLANATION OF REQUEST AND PROPOSED USE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 4. SIGNATURE OF OWNER(S) OF RECORD FOR THE ABOVE DESCRIBED PARCEL(S):

Accompanying this application are all required documents. I have examined and am familiar with the zoning regulations - Title 17 - as adopted by the Village of Los Lunas. I understand the Planning and Zoning Commission or Village Council will not assume any liability for possible lack of understanding on my part. Application requires public hearings and an application fee. I understand that in addition to the application fee listed below, the Village of Los Lunas will subsequently bill the applicant for public notice mailing and newspaper publication costs.

Printed name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### \*\*OFFICE USE ONLY\*\*

Case: \_\_\_\_\_

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

Zone: \_\_\_\_\_ MSO | 1 2 3 4 N/A

APPLICATION FEE: \_\_\_\_\_ \$150.00

P & Z REVIEW DATE: \_\_\_\_\_

(6:00 pm, Council Chambers, Village Hall Building)

COUNCIL REVIEW DATE: \_\_\_\_\_

(6:00 pm, Council Chambers, Village Hall Building)

For Cashier's Use Only

# DESIGNATED USE APPLICATION

## Required Documentation

### ☐ 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 FOR DESIGNATED USE

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.

### ☐ SITE PLAN OR DEVELOPMENT PLAN

The applicant shall provide a site plan. Plans shall be drawn to scale and be in accordance with Section 17.14.010 of the Municipal Code.

17.14.010(F)(2)(ii) - Designated Use Permit Application

- c. A site plan that shall be drawn to scale and include the following:
  - 1. Site address, UPC, and legal descriptions as applicable.
  - 2. Scale (numeric and graphic).
  - 3. North arrow.
  - 4. Public right-of-way adjacent to and within 150 feet of the site.
  - 5. Proposed and/or existing site access.
  - 6. Location of all proposed and existing structures, walls/fencing, off-street parking areas, loading areas, drainage ponds, dumpster location, and landscape areas as applicable.
  - 7. Existing and proposed easements within the subject property.
  - 8. Existing and proposed utilities within and adjacent to the subject property.
  - 9. Existing zoning and land use on the subject and adjacent properties.

### ☐ RESPONSES TO CONDITIONAL USE CRITERIA

The applicant shall provide written responses to the Designated Use Permit criteria in accordance with the Municipal Code.

17.14.010(F)(2)(i) - Conditional Use Permit

- a. The application is considered complete.
- b. The requested use is listed as a designated use in the Allowable Use Table 17.08.020(1).
- c. The designated use shall not cause a significant adverse impact on adjacent or nearby properties or materially endanger the public health, safety, or welfare.
- d. The designated use shall not substantially injure the value or create adverse impacts on adjacent or nearby properties through a substantial increase in traffic congestion, parking congestion, or noise without adequate mitigation, as determined by the Village Council.
- e. The designated use shall be in accordance with all relevant requirements of this Ordinance.
- f. The designated use shall be in general conformance with the goals and policies within the Comprehensive Plan and/or other plans adopted by Village Council.

### ☐ PROOF OF OWNERSHIP

One (1) copy of a legal document demonstrating that the individual(s) or corporation making certain the application for designated use 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.

### ☐ CASHIER'S VALIDATION

Upon review and acceptance of the application by the Department, the required fee shall be paid at the Cashier. Fees are nonrefundable.

### ☐ NOTICE OF PUBLIC HEARING

Applicant is required to post notice of the public hearing in the vicinity of the property proposed for designated use. The notice shall be in accordance with Title 17 Article VI Section 17.14.020(I) of the Municipal Code. The notice(s) for posting shall be obtained from the Community Development Department.

### ☐ ADDITIONAL COSTS FOR PUBLIC NOTICE

The applicant will subsequently be billed for costs incurred by the Village of Los Lunas for public notice mailing and newspaper publication costs.

### ☐ REVIEW OF MUNICIPAL CODE

Requirements and procedures for designated use applications are covered in the following section of the Los Lunas Municipal Code:

- Article VI Section 17.14.020(F)(2)

Applicants may review the Municipal Code in the Village of Los Lunas Administrative Office, 660 Main Street NW Los Lunas, New Mexico from 8:00 to 5:00 p.m. Monday through Friday. The Municipal Code is also available for review on the Village of Los Lunas website, at [www.loslunasnm.gov](http://www.loslunasnm.gov).