



SPECIAL USE AMENDMENT

Community Development Department

VILLAGE OF LOS LUNAS

660 Main St 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

PARCEL ONE: Property Identification Number (UPC) _____
Legal Description _____
Street Address or Location _____ Acreage _____
Present Zoning _____ Main Street Overlay 1 2 3 4 N/A Council District _____
Present Land Use _____ Proposed Land Use _____
PARCEL TWO: Property Identification Number (UPC) _____
Legal Description _____
Street Address or Location _____ Acreage _____
Present Zoning _____ Main Street Overlay 1 2 3 4 N/A Council District _____
Present Land Use _____ Proposed Land Use _____

PLEASE ATTACH INFORMATION ABOUT ADDITIONAL PARCELS ON A SEPARATE SHEET OF PAPER

3. BRIEF EXPLANATION OF REQUEST

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 a 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. **Signatures are required for ALL owners of record for a property proposed for a zone change. Please attach additional signatures on a separate sheet of paper.**

Printed name _____ Signature _____ Date _____
Printed name _____ Signature _____ Date _____

OFFICE USE ONLY

Case: _____
Zone: _____ MSO | 1 2 3 4 N/A
APPLICATION FEE: \$150.00 | \$400.00 Master/Area Plans
P & Z REVIEW DATE: _____
(6:00 pm, Council Chambers, Village Hall Building)
COUNCIL REVIEW DATE: _____
(6:00 pm, Council Chambers, Village Hall Building)

Received Date: _____

For Cashier's Use Only

SPECIAL USE AMENDMENT

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 SPECIAL 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

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.

17.14.010(F)(4)(ii) - Zone Map Amendment

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 proposed and/or existing site access.
7. Location of all proposed and existing structures on site including walls, retaining walls, and fences.
8. Length, width, and height of all proposed structures including walls, retaining walls, and fences measured in feet and inches.
9. Distance from each exterior side of the proposed structures to the closest parallel property line measured in feet and inches.
10. Distance from all other proposed and existing structures on site measured in feet and inches.
11. Location and measurements of front, side, and rear setbacks measured in feet and inches as applicable to the project proposal.
12. Location of proposed and existing access and/or curb cuts.
13. Dumpster location.
14. Parking locations and calculations.
15. Drainage pond(s) location.

☐

RESPONSES TO ZONE AMENDMENT CRITERIA

The applicant shall provide written responses to the Special Use criteria in accordance with Section 17.14.020(F) of the Municipal Code.

17.14.010(F)(4)(i) - Zone Map Amendment.

☐

PROOF OF OWNERSHIP

One (1) copy of a legal document demonstrating that the individual(s) or corporation making certain the application for a zone map amendment 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

The applicant is required to post notice of the public hearing in the vicinity of the property proposed for special 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)(4)

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.