



# SUMMARY PLAT APPLICATION (LOT SPLIT)

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) \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ city \_\_\_\_\_ state \_\_\_\_\_ zip \_\_\_\_\_

Email address \_\_\_\_\_ fax \_\_\_\_\_

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 \_\_\_\_\_

Council District \_\_\_\_\_ Present zoning \_\_\_\_\_ Present land use \_\_\_\_\_

**PARCEL TWO:** Property Identification Number (UPC) \_\_\_\_\_

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

Street Address or Location \_\_\_\_\_ Acreage \_\_\_\_\_

Council District \_\_\_\_\_ Present zoning \_\_\_\_\_ Present land use \_\_\_\_\_

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

## 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 subdivision regulations - Chapters 16.12, 16.16 and 16.24 - 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 is approved administratively but requires a fee, to be paid at time of submittal.

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

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

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

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

RECEIVED DATE: \_\_\_\_\_

CASE: \_\_\_\_\_

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

*Application Fees: Subdivision \$250.00 + \$10.00 Per Lot OR Family Split \$50.00 and Recording Fee: \$25.00*

*For Cashier's Use Only*

# SUMMARY PLAT APPLICATION

## Required Documentation



### PRE-APPLICATION MEETING

The applicant shall meet with a staff planner to discuss the application and process.



### APPLICATION FOR SUMMARY PLAT

Each item on this application shall be completed and all documentation required on this form shall be submitted before this application is accepted for processing. Submittal of an application does not constitute acceptance for processing until the Department reviews the application for accuracy and completeness.



### PLAT

Applicant shall provide the original mylar plus at least 3 copies of the summary plat of the site with required signatures, drawn to scale and in accordance with Section 16.24.080 and Section 16.24.090 of the Municipal Code.



### PROOF OF OWNERSHIP

One (1) copy of a certificate from a title company, warranty deed, or other legal document demonstrating that the individual(s) or corporation making certain the application for a summary plat is the current property owner.



### CASHIER'S VALIDATION

Upon review and acceptance of the application by the Department, the required fee shall be paid at the Cashier. After validation of the payment, the application form shall be returned to the Community Development Department. Fees are nonrefundable.



### REVIEW OF MUNICIPAL CODE

Requirements and procedures for summary plat applications are covered in the following chapters of the Los Lunas Municipal Code:

- Chapter 16.04: General Provisions
- Chapter 16.12: Administration and Enforcement
- Chapter 16.16: Preapplication Procedure
- Chapter 16.24: Final Map Procedures

Applicants may review the Municipal Code in the Village of Los Lunas Administrative Office, 660 Main Street N.W. 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), under the *Residents* heading.