



# PRELIMINARY PLAT 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) \_\_\_\_\_ 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

Property Identification Number (UPC) \_\_\_\_\_

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

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

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

Area of each proposed lot (please list) \_\_\_\_\_

Is annexation or rezoning required? \_\_\_\_\_

## 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 16.28 - 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 requires a public hearing and a fee. In addition to the application fees 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: \_\_\_\_\_

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

\$250.00 + \$10.00 Per Lot

For Cashier's Use Only

CONSTRUCTION COST: \_\_\_\_\_

1.5% of the Estimated Cost of Construction will be assessed upon review.

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

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

# PRELIMINARY PLAT APPLICATION

## Required Documentation

### PRE-APPLICATION MEETING

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

### APPLICATION FOR PRELIMINARY 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 two (2) printed copies and one (1) PDF of the preliminary plat of the site, drawn to scale and in accordance with Section 16.28.060 and Section 16.28.070 of the Municipal Code.

### PROOF OF OWNERSHIP

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

### 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 preliminary plat applications are covered in the following chapters of the Los Lunas Municipal Code:

- Chapter 16.12: Administration and Enforcement
- Chapter 16.16: Preapplication Procedure
- Chapter 16.28: Preliminary Plat Procedure

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).



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COMMUNITY DEVELOPMENT DEPARTMENT

## APPLICATION GUIDELINES – PRELIMINARY PLAT

Per Section 16.28.070 of Los Lunas Municipal Code, an application for Preliminary Plat approval requires a preliminary set of improvement plans to be submitted for inclusion in the Planning and Zoning Commission application packet. The plans submitted with the application packet must be limited to the requirements outlined in the municipal code to ensure a timely review. We will require that our Village Engineer has provided a letter confirming that the improvement plans are in conformance with the Village's design standards in time for inclusion in the Planning and Zoning Commission packet.

In our review of preliminary plat application packets, we will be looking for the following improvement plans:

- 30% grading and drainage plans
- Typical cross-section of proposed streets showing base course and pavement mix
- Inclusion of Village standard details for other public improvements

Applicants may prepare a full set of improvement plans prior to application at their discretion. However, be advised that the Planning and Zoning Commission may impose conditions on the approval of the preliminary plat, or may deny the application, which may necessitate changes to the improvement plans. Should the applicant choose to begin the development process for their improvement plans prior to the approval of the preliminary plat, this will be at their own risk and responsibility.

CHARLES GRIEGO  
MAYOR

GINO ROMERO  
COUNCILOR

JAMES T. RUNYON  
COUNCILOR

CRUZ MUÑOZ  
COUNCILOR

CHRISTOPHER S. ORTIZ  
COUNCILOR

GREGORY D. MARTIN  
VILLAGE ADMINISTRATOR