



FINAL 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(s) (UPC) _____
Legal Description(s) _____

Street Address or Location _____ Acreage _____
Council District _____ Present zoning _____ Present land use _____

3. EXPLANATION OF REQUEST AND PROPOSED USE

4. INFRASTRUCTURE IMPROVEMENTS

- ☐ Requesting infrastructure acceptance with this application
☐ Submitting financial security with this application *(If selecting this option, the applicant will have to submit for acceptance by Village Council upon completion.)*
☐ N/A Comment: _____

5. 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 16.32 - 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 _____

OFFICE USE ONLY

Case: _____

Received Date: _____

APPLICATION FEE: _____
\$250.00 + \$10.00 Per Lot + \$25.00 Recording Fee

CONSTRUCTION COST: _____
1.5% of the Estimated Cost of Construction will be assessed upon review.

COUNCIL REVIEW DATE: _____
(6:00 pm, Council Chambers, Village Hall Building)

For Cashier's Use Only

FINAL PLAT APPLICATION

Required Documentation

☐ PRE-APPLICATION MEETING

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

☐ APPLICATION FOR FINAL 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 final plat with all required signatures. Plat must be drawn to scale and in accordance with Section 16.24.080 and Section 16.24.090 of the Municipal Code.

☐ CONSTRUCTION PLANS FOR INFRASTRUCTURE IMPROVEMENTS

Applicant shall provide two **(2)** printed copies and one PDF of the construction plans for infrastructure improvements.

☐ FINANCIAL GUARANTEE

Applicant may be required to provide a financial guarantee for infrastructure improvements.

☐ 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. Fees are nonrefundable.

☐ ADDITIONAL COSTS FOR PUBLIC NOTICE

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 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 16.32: Final 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.