



ANNEXATION PACKET

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

PARCEL ONE: Property Identification Number (UPC) _____

Legal Description _____

Street Address or Location _____ Acreage _____

Unincorporated Zoning _____ Present Land Use _____

Proposed Village Council District _____ Proposed Zoning _____ Proposed 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 zoning regulations - Title 17- Zoning - 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 public hearings and associated fees. I understand that although there is not an application fee, the Village of Los Lunas will subsequently bill the applicant for public notice mailing and newspaper publication costs. ***Please attach additional signatures on a separate sheet of paper.***

Printed name _____ Signature _____ Date _____

Printed name _____ Signature _____ Date _____

Printed name _____ Signature _____ Date _____

OFFICE USE ONLY

Received Date:

Case: _____

P & Z HEARING DATE: _____

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

COUNCIL HEARING DATE: _____

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

For Cashier's Use Only

**PETITION OF ANNEXATION OF TERRITORY
REQUESTING THE VILLAGE COUNCIL OF THE VILLAGE OF LOS LUNAS
TO ANNEX CERTAIN TERRITORY**

Pursuant to Section 3-7-17 N.M.S.A 1978, the undersigned petitioners state that they hereby request the Village of Los Lunas annex certain territory contiguous to the current boundaries of the Village of Los Lunas owned by them. The territory proposed to be annexed is fully described in a plat or map labeled Exhibit "A" and attached hereto and incorporated herein as if fully set out. The undersigned petitioners are owners of the majority of the real estate within the territory to be annexed as described in Exhibit "A" and are not delinquent in the payment of real property taxes on the real estate. Exhibit "A" hereto shows the external boundary of the territory to be annexed and the relationship of it to the existing municipal boundary.

The Village Trustee of the Village of Los Lunas are requested to adopt an Ordinance annexing the territory into the Village.

(Home Address)

(Printed Name)

(Signature)

(Date)

(Home Address)

(Printed Name)

(Signature)

(Date)

(Home Address)

(Printed Name)

(Signature)

(Date)

(Home Address)

(Printed Name)

(Signature)

(Date)

(Home Address)

(Printed Name)

(Signature)

(Date)

*Pursuant to Chapter 208 Section 2, Laws of New Mexico 1985, the Village Clerk of the Village of Los Lunas has approved the form of this petition.

Village Clerk, Village of Los Lunas

Any person knowingly providing or causing to be provided any false information on a petition, forging a signature, or signing a petition when that person knows he is not an owner of real estate within the territory to be annexed, knows he or they are not owners of the majority of the real estate to be annexed or knows he is delinquent in the payment of real property taxes on the real estate to be annexed is guilty of a fourth degree felony.

PETITION OF ANNEXATION

Requirements



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 ANNEXATION

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.



PETITION OF ANNEXATION

The application must be accompanied by the Petition of Annexation on the prescribed form. The petition must be signed by the majority of the landowners of the territory proposed to be annexed.



PLAT

The applicant shall provide a plat of the territory proposed for annexation that includes the following:

- External boundary of the territory proposed for annexation.
- Any federal, state, or county highways which may exist in the territory proposed for annexation; and
- The relationship of the territory proposed to be annexed to the existing boundary of the municipality.



PROOF OF OWNERSHIP

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



NOTICE POSTING AND ADDITIONAL COSTS FOR PUBLIC NOTICE

The applicant is required to post notice of the public hearing in the vicinity of the property proposed for annexation. The notice shall be in accordance with Title 17 Article VI Section 17.14.020(l) 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 annexation are based on the provisions granted by the New Mexico Statutes Annotated, 1978, Chapter 3, and associated Articles.

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.



APPLICATION FOR ZONE MAP AMENDMENT

Each application for annexation must be accompanied by an application for a Zone Map Amendment.