



# FLOODPLAIN DEVELOPMENT PERMIT

Community Development Department

VILLAGE OF LOS LUNAS  
660 Main Street NW  
Los Lunas, NM 87031  
(505) 839-3842

## 1. APPLICANT CONTACT INFORMATION

PERMIT # \_\_\_\_\_

**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 \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_

## 2. PROPERTY INFORMATION

Address \_\_\_\_\_ City Los Lunas State NM Zip 87031

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

Current Zoning \_\_\_\_\_ Current Land Use \_\_\_\_\_

FIRM Panel \_\_\_\_\_ Effective Date \_\_\_\_\_ Flood Zone \_\_\_\_\_ BFE \_\_\_\_\_

## 3. PROJECT INFORMATION

Development Area					
Proposed Development			Total Project Area		
Is this development 50 lots/5 acres or greater? <input type="checkbox"/> YES <input type="checkbox"/> NO			Sqft or Acres: _____		
Construction Activity					
Check Box	Type	Description	Check Box	Type	Description
<input type="checkbox"/>	New Build	_____	<input type="checkbox"/>	Addition	_____
<input type="checkbox"/>	Alteration	_____	<input type="checkbox"/>	Demolition	_____
<input type="checkbox"/>	Material Storage	_____	<input type="checkbox"/>	Other	_____
Structure Type					
Check Box	Type	Description	Check Box	Type	Description
<input type="checkbox"/>	Primary Structure	_____	<input type="checkbox"/>	Accessory Structure	_____
<input type="checkbox"/>	Mobile Home	_____	<input type="checkbox"/>	Other	_____
For Structure Alterations and Additions Only					
Project Estimates		Total	Disclaimer		
Construction Cost		\$ _____	If the proposed construction cost equals or exceeds 50% of the market value of the structure, then substantial improvement provisions shall apply.		
Market Value of Structure		\$ _____			
% of Structure Value (CC/VS*100)		_____ %			

## 4. PROPOSED MITIGATION

Residential		Commercial	
Check Box	Type	Check Box	Type
<input type="checkbox"/>	Fill Elevation	<input type="checkbox"/>	Fill Elevation
<input type="checkbox"/>	Slab or Crawlspace Elevation	<input type="checkbox"/>	Slab Elevation
<input type="checkbox"/>	Unenclosed Structure Anchoring	<input type="checkbox"/>	Engineered Dry Flood-proofing
<input type="checkbox"/>	Mobile Home Tie-down (Xi2 or Similar)	<input type="checkbox"/>	Unenclosed Structure Anchoring
<input type="checkbox"/>	Flood Vents (Shed, Garage, or Crawlspace Only)	<input type="checkbox"/>	Flood Vents (Non-dwelling Unit Only)

#### 4. PROPOSED MITIGATION CONTINUED

Has a Letter of Map Change (LOMC) Been Requested? <input type="checkbox"/> YES <input type="checkbox"/> NO, <i>if yes select the type below:</i>				
Check Box	Type	Check Box	Type	Disclaimer
<input type="checkbox"/>	LOMA	<input type="checkbox"/>	CLOMA	The applicant is responsible for submitting a LOMC request to FEMA. It can take up to 90 days for FEMA to issue a determination, so it is suggested that the applicant factor this into their development timeline.
<input type="checkbox"/>	LOMR	<input type="checkbox"/>	CLOMR	
<input type="checkbox"/>	LOMR-F	<input type="checkbox"/>	CLOMR-F	

#### 5. SIGNATURE(S) OF AUTHORIZED APPLICANT(S)

- A Development Plan Application is required in addition to this permit. Additional Village, State, or Federal permits may be required.
- Storage of materials, construction, or other development activities may not start in a Special Flood Hazard Area until a Development Plan Application has been approved and a building permit has been issued by New Mexico Construction Industries Division.
- The applicant consents to the Floodplain Administrator and/or their representative to make reasonable inspections to verify compliance.
- The applicant must provide documentation demonstrating that the development will not increase flood risk on any property, including their own.
- A provisional floodplain permit will be issued to allow for construction; the applicant must submit post-construction documentation and schedule a final inspection to close out the application.

I understand my signature indicates that all of the information on this application is true and correct and that the Community Development Department's approval of this Floodplain Development Permit depends on my abiding by all regulations in the Village of Los Lunas Municipal Code.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

#### TO BE FILLED OUT BY STAFF

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

PERMIT # \_\_\_\_\_

Pre-Construction Elevation Certificate Received: ☐ Yes ☐ No ☐ N/A

Will wet floodproofing measures be used? ☐ Yes ☐ No ☐ N/A

Will dry floodproofing mitigation be used? ☐ Yes ☐ No ☐ N/A *If yes, are the certified plans included?* ☐ Yes ☐ No

NOTES

☐

APPROVED

☐

DENIED

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

*For Cashier's Use Only*

PLAN REVIEW FEE \_\_\_\_\_

\$ 25.00

☐

Final Elevation Certificate/Floodproofing Confirmation Received

☐

Floodplain Permit Closed

Reviewed By \_\_\_\_\_ Date \_\_\_\_\_

# ADDITIONAL REQUIRED DOCUMENTATION

Please include the following with your application:

## ☐ REVIEW OF MUNICIPAL CODE

Requirements and procedures are covered in the following chapters of the Los Lunas Municipal Code:

- [Title 15: Buildings and Construction](#)
- [Title 16: Subdivisions](#)
- [Title 17: Zoning](#)

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.

## ☐ PRE-APPLICATION MEETING

The applicant shall meet with a Floodplain Administrator to discuss the application and process.

## ☐ APPLICATION ATTACHMENTS

- ☐ VLL Development Plan Application
- ☐ Property FIRMette
- ☐ LOMC if applicable
- ☐ Pre-construction Elevation Certificate, must include ALL pages
- ☐ Proposed Mitigation Documentation
- ☐ Final Elevation Certificate, must include ALL pages

## ☐ REVIEW FEMA INFORMATION

- ☐ [National Flood Insurance Program Terminology Index](#)
- ☐ [FIRMette](#)
- ☐ [Elevation Certificate](#)
- ☐ [Change Your Flood Zone Designation](#)