



APPEAL

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) _____

Mailing Address _____ City _____ State _____ Zip _____

Email _____ Phone _____

Are you the property owner of the subject property? Yes No

Are you an interested party (as defined in Title 17 Article VI Section 17.14.030(B)(4) of the Municipal Code)? Yes No

2. PARCEL INFORMATION*

*This information pertains to the property associated with the decision being appealed.

Owner(s) of Record _____

Property Identification Number (UPC) _____

Legal Description _____

Street Address or Location _____, Los Lunas, NM 87031

3. INFORMATION ON APPEAL

I am appealing the decision made by:

The Community Development Department The Development Review Committee The Planning and Zoning Commission

OR Notice of intent to file an appeal with District Court regarding a decision made by the Village Council (Village fee waived)

Date of Decision, Requirement, or Interpretation _____

Applicable Section of the Village of Los Lunas Municipal Code: _____

4. SIGNATURE OF INTERESTED PARTY

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 Planning and Zoning Commission or Village Council will not assume any liability for possible lack of understanding on my part. Application requires public hearings and a fee. I understand that in addition to the application fee 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: \$100.00

For Cashier's Use Only

P & Z HEARING DATE: _____

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

COUNCIL HEARING DATE: _____

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

APPEAL

Requirements



PRE-APPLICATION MEETING

The applicant shall meet with a staff planner to discuss the appeal process and associated fees.



INTENT OF APPEAL

Provide a separate document explaining the appeal and specifying the relevant section(s) of the Municipal Code applicable to the decision and the appeal request.



PROOF OF OWNERSHIP

One (1) copy of a legal document demonstrating that the individual(s) or corporation submitting the appeal is the current property owner or an interested party as defined in Section 14.13.030(B)(4) of the Municipal Code. 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.



CASHIER VALIDATION

Upon review and acceptance of the application by the Department, the required fee shall be paid at the Cashier. Fees are nonrefundable.



NOTICE OF PUBLIC HEARING

The applicant is required to post notices of the public hearing in the vicinity of the property affected by the appeal. 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 Appeals are covered in the following section of the Los Lunas Municipal Code:

- Title 17 Article VI Section 17.14.030: Appeal Procedures

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.