



# NON-CONFORMING STRUCTURE MAJOR RENOVATION/REMODEL

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 Address \_\_\_\_\_ 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

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

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

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

Present Zoning \_\_\_\_\_ Main Street Overlay District 1 2 3 4 N/A Present Land Use \_\_\_\_\_

## 3. STRUCTURE INFORMATION

Year of original construction \_\_\_\_\_ Expected renovation/remodel date \_\_\_\_\_

Existing structure square footage \_\_\_\_\_ Project structure square footage \_\_\_\_\_

Appraised market value of existing structure \$ \_\_\_\_\_ Value of proposed construction \$ \_\_\_\_\_

Existing use \_\_\_\_\_ 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 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: \_\_\_\_\_

Zone: \_\_\_\_\_ MSO | 1 2 3 4 N/A

For Cashier's Use Only

APPLICATION FEE: \$100.00

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

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

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

COUNCIL REVIEW DATE: \_\_\_\_\_

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

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## 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.



### INTENT OF RENOVATION/REMODEL

Provide in a separate document an explanation of the request and the specifics about the structure and the applicable section(s) of the Municipal Code that are associated with the non-conforming structure.



### VALUE OF CONSTRUCTION

Provide the appraised market value of the building, structure, or site feature, as determined by a private third-party appraiser.



### PROOF OF OWNERSHIP

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



### 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 notice of the public hearing in the vicinity of the property affected by the application. The notice shall be in accordance with Title 17 Article VI Section 17.14.020(I) 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

Per the Village of Los Lunas Municipal code, the requirements and procedures for this application shall follow the Appeals process. This process is 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](http://www.loslunasnm.gov).