



TEXT AMENDMENT

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 a property owner within the Village of Los Lunas? Yes No *If no, please complete the following section:*

Interested Party _____ Phone _____

Address _____ City _____ State _____ Zip _____

3. AMENDMENT INFORMATION

Section of Municipal Code _____

General Topic _____

Specific Regulation _____

Brief Description of Proposed Revision _____

4. SIGNATURE OF INTERESTED PARTY(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: _____

APPLICATION FEE: \$200.00

For Cashier's Use Only

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.



IMPACTED PROPERTIES

Provide an exhibit of all properties affected by the proposed text amendment.



PROPOSED LANGUAGE

The applicant must submit both a redlined version and a clean version of the document, including the proposed language and/or regulatory amendment(s).



PROOF OF OWNERSHIP

One (1) copy of a legal document demonstrating that the individual(s) or corporation submitting the application 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 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 for posting shall be obtained from the Community Development Department.



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

The process is covered in the following section of the Los Lunas Municipal Code:

- Title 17 Article VI Section 17.14.020(H): Text Amendment

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.