



DEVELOPMENT PLAN APPLICATION

FENCE/ WALL/ RETAINING WALL PERMIT

Community Development Department

VILLAGE OF LOS LUNAS

660 Main Street NW

Los Lunas, NM 87031

(505) 839-3842

Construction Permits:

For retaining walls 24 inches and over and fences over 6 feet, after Village approval and PRIOR to any construction, you are responsible for submitting all plans and documents to New Mexico Construction Industries Department (NMCID) to obtain structural and trade permits.

5500 San Antonio Ave NE, Albuquerque | (505) 222-9800 | www.rld.nm.gov

THE STATE OF NEW MEXICO WILL BE RESPONSIBLE FOR BUILDING/TRADE PERMITTING, AND INSPECTIONS.

Additional Permits: The applicant is responsible for obtaining any additional permits required by other agencies.

REMEMBER TO CALL 811 BEFORE YOU DIG. Visit nm811.org for more information.

1. APPLICANT CONTACT INFORMATION

PERMIT # _____

Applicant(s) or Agent(s) _____

Address _____ City _____ State _____ Zip _____

Email _____ Phone _____

2. PARCEL/OWNER INFORMATION

Property 1: Owner(s) of Record _____

Parcel Identification Number (UPC) _____ Street Address _____

Village Zoning _____ Main Street Overlay 1 2 3 4 N/A Current Land Use _____

Property 2: Owner(s) of Record _____

Parcel Identification Number (UPC) _____ Street Address _____

Village Zoning _____ Main Street Overlay 1 2 3 4 N/A Current Land Use _____

3. PROJECT INFORMATION

Fence Type: ☐ Fence ☐ Block Wall ☐ Commercial Security Fence ☐ Retaining Wall

Total Length of Fence _____ Maximum Height (as measured from natural grade): _____

Fencing Material _____

4. APPLICANT SIGNATURE

UNDER PENALTY OF INTENTIONAL MISREPRESENTATION AND/OR PERJURY, I declare that I have examined and/or made this application and it is true and correct to the best of my knowledge and belief. I agree to construct said improvement in compliance with all provisions of the Village of Los Lunas and the New Mexico Building Code. I understand the Village of Los Lunas will not assume any liability for possible lack of understanding on my part. I understand that in addition to the application fee, the Village of Los Lunas will subsequently assess the applicant for the fees and deposits listed below.

Property 1: Owner _____ Signature _____ Date _____

Property 2: Owner _____ Signature _____ Date _____

TO BE FILLED OUT BY STAFF

DATE RECEIVED: _____

PERMIT # _____

Zoning: _____ Area Plan: _____ MSO: 1 2 3 4 N/A SFHA Floodplain: ☐ Yes ☐ No ☐ N/A

NOTES _____

For Cashier's Use Only

Development Plan Application Number: _____ / ☐ Not Required

☐ APPROVED ☐ DENIED

REVIEWED BY: _____ DATE: _____

PLAN REVIEW FEE _____ \$25.00

DEVELOPMENT PLAN APPLICATION

Requirements

APPLICATION

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.

NEW MEXICO CONSTRUCTION INDUSTRIES DIVISION APPLICATION

If the proposed fence/wall is a retaining wall 24" or over, or a fence over 6ft, the applicant shall provide a completed State of New Mexico Construction Industries Division Multi Purpose State Building Application for Village sign-off.

PROOF OF OWNERSHIP

If the project is proposed over a shared property line, proof of ownership is required for all affected properties. 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.

SITE PLAN

The applicant shall provide a site plan. Plans shall be drawn to scale and be in accordance with Section 17.14.020 of the Municipal Code.

17.14.020(E)(4)(iv)(d) - Residential Development Plan Application

d. A Site Plan that shall be drawn to scale and includes the following:

1. Site address, UPC, and legal descriptions as applicable.
2. Scale (numeric and graphic).
3. North arrow.
4. Length and width of the property, measured in feet and rounded to the closest foot.
5. Public right-of-way adjacent to and within 150 feet of the site.
6. Location of all proposed and existing structures on site including walls, retaining walls, and fences.
7. Length, width, and height of all proposed structures including walls, retaining walls, and fences measured in feet and inches.
8. Distance from each exterior side of the proposed structure to the closest parallel property line measured in feet and inches.
9. Distance from all other proposed and existing structures on site measured in feet and inches.
10. Location and measurements of front, side, and rear setbacks measured in feet and inches as applicable to the project proposal.
11. Location of proposed and existing access and/or curb cuts.

FEMA FLOODPLAIN

Projects located within a FEMA designated Special Flood Hazard AREA (SFHA) are required to submit a completed Floodplain Development Application and associated documents.

ADDITIONAL DOCUMENTS

Curb Cut Permit:

If a new driveway is to be installed, an approved Curb Cut Permit issued by the Village of Los Lunas Public Works Department will be required as part of the application submittal.

Erosion Control Plan:

If the project is distributing one (1) acre or more, an erosion control plan is required as part of the application submittal.