



# MINOR SUBDIVISION APPLICATION

Community Development Department

VILLAGE OF LOS LUNAS  
660 Main Street NW  
PO Box 1209  
Los Lunas, NM 87031  
(505) 839-3842

**REQUIREMENTS FOR MINOR SUBDIVISION PROCEDURE CAN BE FOUND IN CHAPTER 16.24 - MINOR SUBDIVISION PROCEDURE IN THE MUNICIPAL CODE.**  
**REQUIREMENTS FOR ALL SUBDIVISION APPLICATIONS CAN BE FOUND IN §16.04.040 OF THE MUNICIPAL CODE.**

## 1. CONTACT INFORMATION

Applicant(s) or Agent(s) \_\_\_\_\_ phone \_\_\_\_\_  
Address \_\_\_\_\_ city \_\_\_\_\_ state \_\_\_\_\_ zip \_\_\_\_\_  
Email address \_\_\_\_\_ fax \_\_\_\_\_  
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

**PARCEL ONE:** Property Identification Number (UPC) \_\_\_\_\_  
Legal Description \_\_\_\_\_  
Street Address or Location \_\_\_\_\_ Acreage \_\_\_\_\_  
Representative District \_\_\_\_\_ Present zoning \_\_\_\_\_ Present land use \_\_\_\_\_  
**PARCEL TWO:** Property Identification Number (UPC) \_\_\_\_\_  
Legal Description \_\_\_\_\_  
Street Address or Location \_\_\_\_\_ Acreage \_\_\_\_\_  
Representative District \_\_\_\_\_ Present zoning \_\_\_\_\_ Present land use \_\_\_\_\_

**PLEASE ATTACH INFORMATION ABOUT ADDITIONAL PARCELS ON A SEPARATE SHEET OF PAPER**

## 3. SUBDIVISION INFORMATION

Is this application for an area plan?  yes  no  ***If yes, skip ahead to 4. Explanation of Request.***  
Will the total number of parcels in this minor subdivision increase , decrease , or stay the same  through this application?  
If the total number of parcels will increase, by how many? \_\_\_\_\_

## 4. EXPLANATION OF REQUEST

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 5. DATE OF PREAPPLICATION MEETING:

*The applicant shall meet with a staff planner to discuss the application and process. If the date of the preapplication meeting is more than three months prior to the date of application, the applicant shall schedule a follow-up meeting before the application will be processed.*

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## 6. ADDITIONAL REQUIRED DOCUMENTATION

Applications submitted without the following additional documentation will returned as incomplete:

**PROOF OF OWNERSHIP:** One (1) copy of a certificate from a title company, warranty deed, or other legal document demonstrating that the individual(s) or corporation making certain the application for a summary plat is the current property owner.

**MINOR SUBDIVISION PLAT:** Applicant shall provide the original mylar plus 3 copies and a PDF version of the minor subdivision plat with required signatures, drawn to scale and in accordance with §16.24.080 and §16.24.090 of the Municipal Code.

**GRADING AND DRAINAGE PLAN:** Applicant shall provide 2 copies and a PDF of the grading and drainage plan, as per the requirements of §16.24.110.

**OTHER DOCUMENTATION AS REQUIRED:** Applicant shall submit any additional documentation as required by the Community Development Department, in accordance with the requirements in §16.24.100-§16.24.140. This shall only be required if the Community Development Department has asked for additional documentation at the time of the preapplication meeting.

## 7. SIGNATURE OF OWNER(S) OF RECORD FOR THE ABOVE DESCRIBED PARCEL(S):

I hereby certify that this application is complete and submitted with all required documentation, and understand that submittal of this application does not constitute acceptance for processing until the Community Development Department reviews the application for accuracy and completeness. I have examined and am familiar with the subdivision regulations in Title 16 of the Municipal Code as adopted by the Village of Los Lunas. I understand the Village will not assume any liability for possible lack of understanding on my part. Application requires a public hearing and a fee. In addition to the application fees 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 _____
Printed name _____	Signature _____	Date _____

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.

**\*\*OFFICE USE ONLY\*\***

Case #: \_\_\_\_\_ Received Date: \_\_\_ / \_\_\_ / \_\_\_  
 P&Z Review Date: \_\_\_ / \_\_\_ / \_\_\_ (6:00 pm, Council Chambers, Village Hall Building)  
 Council Review Date: \_\_\_ / \_\_\_ / \_\_\_ (6:00 pm, Council Chambers, Village Hall Building)

**FEE CALCULATION**

SUBDIVISION FEE _____		\$	250.00
PER LOT FEE _____	\$10.00 per lot	\$	
ENGINEERING FEE _____	1.5% estimated engineering cost	\$	
	<b>TOTAL FEES</b>	\$	