



SPECIAL USE AMENDMENT

Community Development Department

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

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 _____ **Los Lunas** **NM** **87031**

2. PARCEL INFORMATION

PARCEL ONE: Property Identification Number (UPC) _____

Legal Description _____

Street Address or Location _____ Acreage _____

Present zoning _____ Present land use _____ Representative District _____

Proposed land use _____

PARCEL TWO: Property Identification Number (UPC) _____

Legal Description _____

Street Address or Location _____ Acreage _____

Present zoning _____ Present land use _____ Representative District _____

Proposed land use _____

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

3. EXPLANATION OF REQUEST

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 - Chapters 17.24 and 17.64 - as adopted by the Village of Los Lunas. I understand the 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 fees listed below, the Village of Los Lunas will subsequently bill the applicant for public notice mailing and newspaper publication costs. **Signatures are required for ALL owners of record for a property proposed for a zone change. Please attach additional signatures on a separate sheet of paper.**

Printed name _____ Signature _____ Date _____

Printed name _____ Signature _____ Date _____

Printed name _____ Signature _____ Date _____

OFFICE USE ONLY

Case #: _____ Received Date: ___/___/___ APPLICATION FEE: \$125.00

P&Z REVIEW DATE: ___/___/___ (6:00 pm, Council Chambers, Village Hall Building)

COUNCIL REVIEW DATE: / / (6:00 pm, Council Chambers, Village Hall Building)

SPECIAL USE AMENDMENT

Required Documentation

PRE-APPLICATION MEETING

The applicant shall meet with a staff planner to discuss the application and process.

APPLICATION FOR A SPECIAL USE AMENDMENT

Each item on this application shall be completed and all documentation required on this form shall be submitted before this application is accepted for processing. Submittal of an application does not constitute acceptance for processing until the Department reviews the application for accuracy and completeness.

ZONING MAP SHEET

Zoning map sheets may be obtained at the Community Development Department, Village Hall Building. Property proposed for special use amendment must be accurately outlined in red ink.

SITE PLAN OR DEVELOPMENT PLAN

Applicant shall provide a site or development plan. Plans shall be drawn to scale and be in accordance with Section 17.64.020 of the Municipal Code.

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 special use amendment is the current property owner.

CASHIER'S VALIDATION

Upon review and acceptance of the application by the Department, the required fee shall be paid at the Cashier. After validation of the payment, the application form shall be returned to the Community Development Department. Fees are nonrefundable.

NOTICE OF PUBLIC HEARING

Applicant is required to post notices of the public hearing in the vicinity of the property proposed for a special use amendment. The notice shall be in accordance with Chapter 17.24.020 of the Municipal Code. Notice of Public Hearing sign may be obtained from the Community Development Department at the time of application.

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

Requirements and procedures for special use amendment applications are covered in the following chapters of the Los Lunas Municipal Code:

- Chapter 17.24: Hearing Procedures for Appeals and Applications
- Chapter 17.64: Amendments.

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, under the *Residents* heading.