



ANNEXATION PACKET

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) _____ 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 _____

Unincorporated zoning _____ Present land use _____

Proposed Village Council district _____ Proposed zoning _____ Proposed land use _____

PARCEL TWO: Property Identification Number (UPC) _____

Legal Description _____

Street Address or Location _____ Acreage _____

Unincorporated zoning _____ Present land use _____

Proposed Village Council district _____ Proposed zoning _____ Proposed land use _____

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

3. EXPLANATION OF REQUEST AND 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 - 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: _____

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

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

PETITION OF ANNEXATION OF TERRITORY
REQUESTING THE VILLAGE COUNCIL OF THE VILLAGE OF LOS LUNAS
TO ANNEX CERTAIN TERRITORY

Pursuant to Section 3-7-17 N.M.S.A 1978, the undersigned petitioners state that they hereby request the Village of Los Lunas annex certain territory contiguous to the current boundaries of the Village of Los Lunas owned by them. The territory proposed to be annexed is fully described in a plat or map labeled Exhibit "A" and attached hereto and incorporated herein as if fully set out. The undersigned petitioners are owners of the majority of the real estate within the territory to be annexed as described in Exhibit "A" and are not delinquent in the payment of real property taxes on the real estate. Exhibit "A" hereto shows the external boundary of the territory to be annexed and the relationship of it to the existing municipal boundary.

The Village Trustee of the Village of Los Lunas are requested to adopt an Ordinance annexing the territory into the Village.

(Home Address)

(Printed Name)

(Signature)

(Date)

(Home Address)

(Printed Name)

(Signature)

(Date)

(Home Address)

(Printed Name)

(Signature)

(Date)

(Home Address)

(Printed Name)

(Signature)

(Date)

(Home Address)

(Printed Name)

(Signature)

(Date)

*Pursuant to Chapter 208 Section 2, Laws of New Mexico 1985, the Village Clerk of the Village of Los Lunas has approved the form of this petition.

Village Clerk, Village of Los Lunas

Any person knowingly providing or causing to be provided any false information on a petition, forging a signature, or signing a petition when that person knows he is not an owner of real estate within the territory to be annexed, knows he or they are not owners of the majority of the real estate to be annexed or knows he is delinquent in the payment of real property taxes on the real estate to be annexed is guilty of a fourth degree felony.



ZONE CHANGE APPLICATION

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) _____ 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 _____
Present zoning _____ Present land use _____ Council district _____
Proposed zoning _____ Proposed land use _____
PARCEL TWO: Property Identification Number (UPC) _____
Legal Description _____
Street Address or Location _____ Acreage _____
Present zoning _____ Present land use _____ Council district _____
Proposed zoning _____ Proposed land use _____

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

3. EXPLANATION OF REQUEST AND 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 - 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)

ZONE CHANGE APPLICATION

Required Documentation

PRE-APPLICATION MEETING

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

APPLICATION FOR A ZONE CHANGE

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 sheet depicting the current zoning of the property. Property proposed for rezoning 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.

A. Each application for an amendment to the zone map will require a site plan to include the following:

1. Name and address of person or agent proposing the amendment;
2. Scale and north arrow;
3. Benchmark locations;
4. Existing conditions of the site and the adjoining property;
5. Easements on the site;
6. Public right-of-way on and adjacent to the site;
7. Utilities on and adjacent to the site;
8. Legal description of the site;
9. Zoning of adjacent property;
10. Location map showing relation to village limits;
11. Exact location of structures on site; and
12. Proposed use.

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 zone change 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 zone change. 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 zone change 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.