



FLOODPLAIN DEVELOPMENT PERMIT

Community Development Department

VILLAGE OF LOS LUNAS

660 Main Street NW
Los Lunas, NM 87031
(505) 839-3842

1. APPLICANT CONTACT INFORMATION

PERMIT # _____

Applicant(s) or Agent(s) _____ Phone _____

Address _____ City _____ State _____ Zip _____

Email Address _____

Are you the property owner? YES NO, *if no, please complete the following section:*

Property Owner(s) _____ Phone _____

Mailing Address _____ City _____ State _____ Zip _____

Email Address _____

2. PROPERTY INFORMATION

Address _____ City Los Lunas State NM Zip 87031

Property Identification Number (UPC) _____

Current Zoning _____ Current Land Use _____

FIRM Panel _____ Effective Date _____ Flood Zone _____ BFE _____

3. PROJECT INFORMATION

Development Area					
Proposed Development			Total Project Area		
Is this development 50 lots/5 acres or greater? <input type="checkbox"/> YES <input type="checkbox"/> NO			Sqft or Acres: _____		
Construction Activity					
Check Box	Type	Description	Check Box	Type	Description
<input type="checkbox"/>	New Build	_____	<input type="checkbox"/>	Addition	_____
<input type="checkbox"/>	Alteration	_____	<input type="checkbox"/>	Demolition	_____
<input type="checkbox"/>	Material Storage	_____	<input type="checkbox"/>	Other	_____
Structure Type					
Check Box	Type	Description	Check Box	Type	Description
<input type="checkbox"/>	Primary Structure	_____	<input type="checkbox"/>	Accessory Structure	_____
<input type="checkbox"/>	Mobile Home	_____	<input type="checkbox"/>	Other	_____
For Structure Alterations and Additions Only					
Project Estimates		Total	Disclaimer		
Construction Cost		\$ _____	If the proposed construction cost equals or exceeds 50% of the market value of the structure, then substantial improvement provisions shall apply.		
Market Value of Structure		\$ _____			
% of Structure Value (CC/VS*100)		_____ %			

4. PROPOSED MITIGATION

Residential		Commercial	
Check Box	Type	Check Box	Type
<input type="checkbox"/>	Fill Elevation	<input type="checkbox"/>	Fill Elevation
<input type="checkbox"/>	Slab or Crawlspace Elevation	<input type="checkbox"/>	Slab Elevation
<input type="checkbox"/>	Unenclosed Structure Anchoring	<input type="checkbox"/>	Engineered Dry Flood-proofing
<input type="checkbox"/>	Mobile Home Tie-down (Xi2 or Similar)	<input type="checkbox"/>	Unenclosed Structure Anchoring
<input type="checkbox"/>	Flood Vents (Shed, Garage, or Crawlspace Only)	<input type="checkbox"/>	Flood Vents (Non-dwelling Unit Only)

4. PROPOSED MITIGATION CONTINUED

Has a Letter of Map Change (LOMC) Been Requested? <input type="checkbox"/> YES <input type="checkbox"/> NO, <i>if yes select the type below:</i>				
Check Box	Type	Check Box	Type	Disclaimer
<input type="checkbox"/>	LOMA	<input type="checkbox"/>	CLOMA	The applicant is responsible for submitting a LOMC request to FEMA. It can take up to 90 days for FEMA to issue a determination, so it is suggested that the applicant factor this into their development timeline.
<input type="checkbox"/>	LOMR	<input type="checkbox"/>	CLOMR	
<input type="checkbox"/>	LOMR-F	<input type="checkbox"/>	CLOMR-F	

5. SIGNATURE(S) OF AUTHORIZED APPLICANT(S)

- A Development Plan Application is required in addition to this permit. Additional Village, State, or Federal permits may be required.
- Storage of materials, construction, or other development activities may not start in a Special Flood Hazard Area until a Development Plan Application has been approved and a building permit has been issued by New Mexico Construction Industries Division.
- The applicant consents to the Floodplain Administrator and/or their representative to make reasonable inspections to verify compliance.
- The applicant must provide documentation demonstrating that the development will not increase flood risk on any property, including their own.
- A provisional floodplain permit will be issued to allow for construction; the applicant must submit post-construction documentation and schedule a final inspection to close out the application.

I understand my signature indicates that all of the information on this application is true and correct and that the Community Development Department's approval of this Floodplain Development Permit depends on my abiding by all regulations in the Village of Los Lunas Municipal Code.

Name _____ Signature _____ Date _____

****Official Use Only****

Application Intake	
Permit #: _____	Date Received: _____
Pre-construction	
Is an Elevation Certificate attached?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are documents supporting the proposed mitigation attached?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is the proposed mitigation sufficient?	<input type="checkbox"/> YES <input type="checkbox"/> NO
A PROVISIONAL Floodplain Development Permit has been <input type="checkbox"/> ISSUED <input type="checkbox"/> DENIED Date: _____	
Notes:	

Post-construction	
Is a Final Elevation Certificate attached?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Was a final inspection completed? Date: _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
Has the proposed mitigation been constructed/installed sufficiently?	<input type="checkbox"/> YES <input type="checkbox"/> NO
The FINAL Floodplain Development Permit has been reviewed and <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	
Notes:	
Floodplain Administrator Approval	
Name _____	Signature _____ Date: _____

ADDITIONAL REQUIRED DOCUMENTATION

Please include the following with your application:

REVIEW OF MUNICIPAL CODE

Requirements and procedures are covered in the following chapters of the Los Lunas Municipal Code:

- [Title 15: Buildings and Construction](#)
- [Title 16: Subdivisions](#)
- [Title 17: Zoning](#)

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.

PRE-APPLICATION MEETING

The applicant shall meet with a Floodplain Administrator to discuss the application and process.

APPLICATION ATTACHMENTS

- VLL Development Plan Application
- Property FIRMette
- LOMC if applicable
- Pre-construction Elevation Certificate, must include ALL pages
- Proposed Mitigation Documentation
- Final Elevation Certificate, must include ALL pages

REVIEW FEMA INFORMATION

- [National Flood Insurance Program Terminology Index](#)
- [FIRMette](#)
- [Elevation Certificate](#)
- [Change Your Flood Zone Designation](#)