



# CONDITIONAL USE APPLICATION

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

Property Identification Number (UPC) \_\_\_\_\_

Legal Description \_\_\_\_\_

Street Address or Location \_\_\_\_\_ Square feet of structure \_\_\_\_\_

Representative District \_\_\_\_\_ Present zoning \_\_\_\_\_ Present land use \_\_\_\_\_

## 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 17.16 and 17.24 - 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.

Printed name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Case #: \_\_\_\_\_ Received Date: \_\_\_/\_\_\_/\_\_\_ APPLICATION FEE: \$75.00  
P&Z REVIEW DATE: \_\_\_/\_\_\_/\_\_\_ (6:00 pm, Council Chambers, Village Hall Building)

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## Requirements

### PRE-APPLICATION MEETING

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

### APPLICATION FOR CONDITIONAL USE

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.

### 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 17.16.040 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 conditional use 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 conditional use. 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 conditional use applications are covered in the following chapters of the Los Lunas Municipal Code:

- Chapter 17.16: Designated Use and Conditional Use Permits
- Chapter 17.24: Hearing Procedures for Appeals and Applications

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.