



**MAJOR SUBDIVISION APPLICATION
FINAL PLAT**
Community Development Department

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

**REQUIREMENTS FOR FINAL PLAT PROCEDURE CAN BE FOUND IN CHAPTER 16.32 - MAJOR SUBDIVISION PROCEDURE - FINAL PLAT 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

PROPOSED SUBDIVISION:

Legal Description _____

Street Address or Location _____ Acreage _____

EXISTING PARCEL:

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

Legal Description or UPC: _____

Street Address or Location _____ Acreage _____

Representative District _____ Zoning _____ Land Use _____

3. SUBDIVISION INFORMATION

How many total parcels will be created through this subdivision? _____

Has required infrastructure been installed or will be a financial guarantee be provided? _____

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 be 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 major subdivision is the current property owner.

ENGINEERS OPINION OF PROBABLE COSTS: An EOPC shall be provided in order to establish the engineering fee.

FINAL SUBDIVISION PLAT: Applicant shall provide one mylar, 3 copies and a PDF version of the final plat with required signatures, drawn to scale and in accordance with §16.28.080 and §16.28.090 of the Municipal Code.

FINANCIAL GUARANTEE: If required infrastructure has not been fully built out at the time of final plat, a financial guarantee shall be provided for remaining infrastructure, in accordance with Chapter 16.40 - Improvements.

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, under the *Residents* heading.

****OFFICE USE ONLY****

Case #: _____ Received Date: ___/___/_____
 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	\$
TOTAL FEES		\$