



# SUMMARY PLAT APPLICATION

Community Development Department

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

**REQUIREMENTS FOR SUMMARY PROCEDURE CAN BE FOUND IN CHAPTER 16.20 - SUMMARY PROCEDURE 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

**PARCEL ONE:** Property Identification Number (UPC) \_\_\_\_\_

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

Street Address or Location \_\_\_\_\_ Acreage \_\_\_\_\_

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

**PARCEL TWO:** Property Identification Number (UPC) \_\_\_\_\_

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

Street Address or Location \_\_\_\_\_ Acreage \_\_\_\_\_

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

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

## 3. SUBDIVISION INFORMATION

Is this an application for a lot split or lot line adjustment on an existing residential parcel or parcels?  yes  no

Will the total number of parcels subject to this summary plat increase , decrease , or stay the same

through this application?

If the total number of parcels will increase, by how many? \_\_\_\_\_

## 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.*

# SUMMARY PLAT APPLICATION (cont'd)

Community Development Department

## 6. ADDITIONAL REQUIRED DOCUMENTATION

Applications submitted without the following additional documentation will 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 summary plat is the current property owner.

**SUMMARY PLAT:** Applicant shall provide the original mylar plus 3 copies and a PDF version of the summary plat with required signatures, drawn to scale and in accordance with §16.20.040 and §16.20.050 of the Municipal Code.

## 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 is approved administratively but requires a fee, to be paid at time of submittal once the Community Development Department has determined the application is complete and accepted for processing.

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](http://www.loslunasnm.gov), under the *Residents* heading.

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

Case #: \_\_\_\_\_ Received Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

**FEE CALCULATION**

SUBDIVISION FEE _____	\$	250.00
or FAMILY SPLIT SUBDIVISION FEE _____	\$	50.00
PER LOT FEE _____	\$	<i>\$10 per lot</i>
<b>TOTAL FEES</b>	<b>\$</b>	