

**VALENCIA COUNTY****COMMUNITY DEVELOPMENT DEPARTMENT**

444 Luna Avenue

Los Lunas, NM 87031

(505)866-2050 Fax: (505)866-2424

www.co.valencia.nm.us

**APPROVED****DENIED****LAND USE REQUEST  
APPLICATION**CONDITIONAL USE: (\$150.00) **CU#** \_\_\_\_\_VARIANCE: (\$150.00) **V#** \_\_\_\_\_TEMPORARY USE: (\$150.00) **TU#** \_\_\_\_\_SIGN PERMIT (\$100.00) **SP#** \_\_\_\_\_ZONE CHANGE/MASTER PLAN AMENDMENT/OVERLAY ZONE: (\$350.00) **ZC#** \_\_\_\_\_FILM PERMIT: (\$150.00) **TU#** \_\_\_\_\_SITE DESIGN REVIEW: (\$350.00 COMMERCIAL/ \$750.00 INDUSTRIAL) **SDR#** \_\_\_\_\_WCF/CO-LOCATION: (\$200.00) **WCF#** \_\_\_\_\_

**ALL LAND USE APPLICATIONS MUST INCLUDE A NON-REFUNDABLE REVIEW FEE, SITE PLAN, PROPOSAL LETTER,  
PROPERTY RECORD CARD AND CURRENT ASSESSMENT MAP SHOWING THE PROPERTY AND GENERAL VICINITY**

|                                          |                                    |                                                 |
|------------------------------------------|------------------------------------|-------------------------------------------------|
| <b>LEGAL DESCRIPTION</b>                 | <b>ZONING:</b> _____               | OTHER PERMITS ISSUED: V _____ TU _____ CU _____ |
| TOWNSHIP _____ RANGE _____ SECTION _____ | FLOOD ZONE: _____ BFE: _____       | PERMIT # _____                                  |
| MAP _____ BOOK/CABINET _____ PAGE _____  | ELEVATION CERTIFICATE# _____       | LOMA _____ CLOMA _____ CLOM-F _____             |
| TRACT/LOT _____ BLOCK _____ UNIT _____   | PRE CONSTRUCTION _____ FINAL _____ | APP#: _____                                     |
| SUBDIVISION/LANDS OF: _____              |                                    |                                                 |

|                        |                            |             |              |            |
|------------------------|----------------------------|-------------|--------------|------------|
| <b>R -</b>             | <b>PROPERTY OWNER NAME</b> |             | <b>PHONE</b> |            |
| <b>MAILING ADDRESS</b> | <b>SPACE</b>               | <b>CITY</b> | <b>STATE</b> | <b>ZIP</b> |

|                                         |                             |
|-----------------------------------------|-----------------------------|
| <b>PROJECT LOCATION / SITE ADDRESS:</b> | <b>NMED SEPTIC PERMIT #</b> |
|-----------------------------------------|-----------------------------|

AGENT (IF APPLICABLE): \_\_\_\_\_

**CURRENT USE OF PROPERTY:****BRIEF DESCRIPTION OF REQUEST:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OFFICIAL USE ONLY**

APPLICATION RECEIVED BY:

DATE:

APPLICATION DEEMED COMPLETE:

DATE:

APPLICATION APPROVED/DENIED:

DATE:

P&amp;Z COMMISSION HEARING DATE:

I hereby acknowledge that I have read this entire application and affirm that all of the provided information is correct. I agree to comply with the requirements of Valencia County and the State of New Mexico regulations as outlined in all applicable state laws and local ordinances.

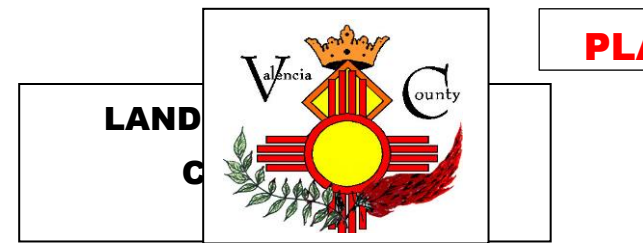
Printed Name

Signature

Date

# VALENCIA COUNTY

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Los Lunas, NM 87031  
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## ALL LAND USE REQUEST APPLICATIONS, MUST INCLUDE THE FOLLOWING INFORMATION TO BE DEEMED COMPLETE AND PROCESSED FOR REVIEW:

1. A completed application, on the form provided by the Planning & Zoning Office;
2. A non-refundable review fee which will be paid at the Valencia County Treasurers Office.
3. A typed or legible proposal letter that details the proposed use, the reason for needing the request, how the request meets the criteria of the Valencia County Zoning Ordinance; and details regarding the request such as proposed improvements, hours of operation (if applicable), and potential impacts (such as noise, traffic, odors, etc.)
4. A site plan showing the property, surrounding properties, and details such as distances, proposed structures, access, etc.;
5. Property Record Card. This is a printout from the Assessor's Office which displays the ownership and legal description of the property;
6. Proof of ownership of the property (a copy of your deed or other conveyance) and if applicable a signed and completed Agent's Authorization Form from the property owner;
7. Set of design plans for any structures or improvements being proposed;
8. For **Conditional Use** and **Variance** Requests, you will need to attend **ONE public hearing** before the Planning & Zoning Commission.
9. For **Zone Change Requests**, you will need to attend a total of **THREE public Hearings**: (1) before the Planning & Zoning Commission, and (2) before the Board of County Commissioners.
10. At all public hearing(s), **YOU** will be responsible to show, through written evidence and/or oral testimony, that:
  - a. the request satisfies all applicable requirements of the Zoning Ordinance;
  - b. the proposed use is consistent with the goals, policies and any other applicable provisions of the Comprehensive Plan (you can look at the Comprehensive Plan on-line at <http://www.co.valencia.nm.us>);
  - c. the land use or structure is appropriate considering the surrounding land uses, the density and pattern of development in the area, any changes which may have occurred in the vicinity to support the proposed use and the availability of utilities and services likely to be needed by the anticipated uses;
11. For **Conditional Uses** and **Variances**, The Planning & Zoning Commission will decide whether to approve or to deny your application. You will receive notice of the decision after the Planning & Zoning Commission Hearing.
12. For **Zone Change Requests**, The Board of County Commissioners will decide whether to approve or to deny your application. You will receive notice of the decision after the Commission Hearing.

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## PLANNING & ZONING

### PROPOSAL LETTER REQUIREMENTS

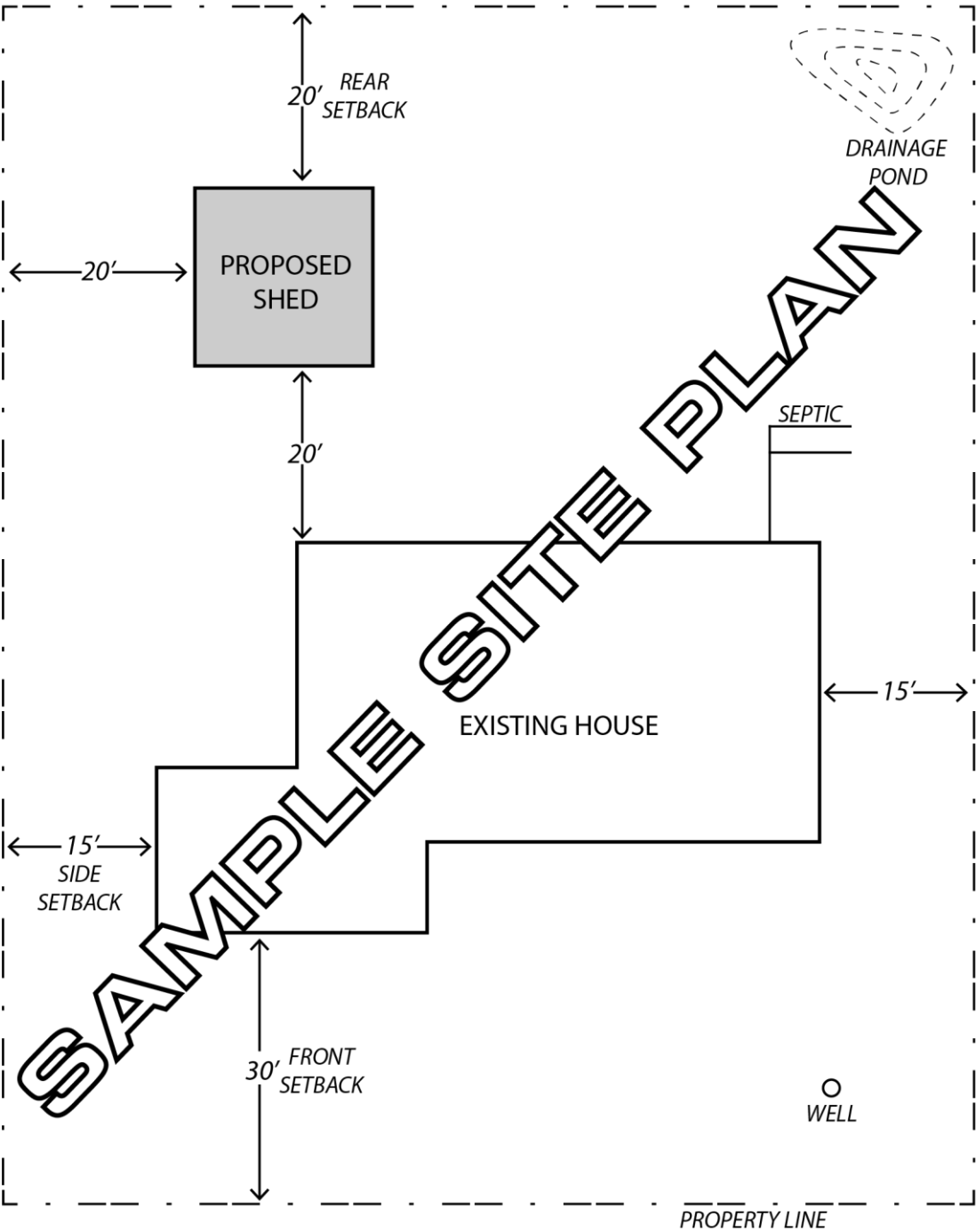
**ALL PROPOSAL LETTERS SUBMITTED AS A PART OF ANY LAND USE APPLICATION (ZONE CHANGE APPLICATIONS, CONDITIONAL USE APPLICATIONS, VARIANCE APPLICATIONS, ETC.) MUST INCLUDE THE FOLLOWING:**

- Proposed use or structure
- Reason(s) why the request is being made
- How this request meets the criteria listed in the applicable ordinance
- Site (property) Details:
  - Total Acreage
  - Access (driveways, etc)
  - Utilities
    - Septic/Sewer
    - Water Lines
    - Gas
  - Grading and Drainage
    - Proposed drainage management plan
    - Drainage precautions and/or facilities
- Potential Impacts (both positive and negative) that may result from proposed use:
  - Noise
  - Odors
  - Traffic
  - Potential Health impacts
  - Quality of life impacts
- For Proposed Commercial Uses and Home Occupation Requests:
  - Type of Business (Retail, Wholesale, Manufacturing, etc.)
  - Hours and Days of Operation
  - Number of Employees
  - Anticipated Traffic/Clientele
- Any other information that may be relevant to the request



**SAMPLE SITE PLAN**

**ADDRESS:** 123 CALLE SAMPLE 87031  
**PROPERTY OWNER:** JUAN Q. PUBLIC  
**PROJECT:** 800 SQ. FT. STORAGE SHED



SCALE  
1 Inch = 20 Feet

STREET NAME

STREET NAME