

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 SUBDIVISION
APPLICATION**

LOT SPLIT (TYPE 3: 5 OR LESS LOTS/TYPE 5): (\$250.00/LOT) _____ CLAIM OF XEMPTION(\$200.00+\$50./LOT) _____

REPLAT/LOT LINE ADJUSTMENT: (\$250.00) _____ RESUBDIVISION: (VARIES) _____

PRELIMINARY PLAT: (\$1000.00 + \$50.00/LOT) _____ FINAL PLAT: (\$500.00 + \$50.00/LOT) _____

FINAL PLAT EXTENSION: (\$500.00) _____

**ALL SUMMARY REVIEW SUBMITTALS MUST INCLUDE A NON-REFUNDABLE REVIEW FEE, PROPERTY RECORD CARD,
A COPY OF THE PLAT THAT IS BEING AMENDED, AND ALL APPLICABLE SIGNATURES OR WILL BE DEEMED INCOMPLETE.**

PLEASE NOTE: ANY SPLIT OF 3 OR MORE PARCELS MUST INCLUDE A WATER AVAILABILITY STATEMENT.

LEGAL DESCRIPTION	ZONING: _____	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: _____		

R -	PROPERTY OWNER NAME		PHONE	
MAILING ADDRESS	SPACE	CITY	STATE	ZIP

PROJECT LOCATION / SITE ADDRESS:	NMED SEPTIC PERMIT #
AGENT (IF APPLICABLE):	
CURRENT USE OF PROPERTY:	
BRIEF DESCRIPTION OF REQUEST:	

OFFICIAL USE ONLY		
APPLICATION RECEIVED BY:	DATE:	PLAT FILED IN CLERK'S OFFICE:
APPLICATION DEEMED COMPLETE:	DATE:	DATE_____ MAP_____
☐ APPROVED ☐ DENIED	DATE:	BOOK/CABINET_____ PAGE_____

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



**SUMMARY REVIEW
REQUIREMENTS**

PURSUANT TO SECTION 151.080 OF THE VALENCIA COUNTY ZONING CODE, ALL SUMMARY REVIEW PLAT SUBMITTALS MUST INCLUDE THE FOLLOWING INFORMATION PRIOR TO SUBMISSION TO THE PLANNING DEPARTMENT. ANY PLAT SUBMITTALS THAT FAIL TO INCLUDE THE FOLLOWING INFORMATION ARE SUBJECT TO BEING DEEMED INCOMPLETE AND/OR DENIED.

- ☐ Name and address of person filing the plat;
- ☐ Area map showing the property in question and surrounding properties
- ☐ Plat map showing title, scale, north arrow and date;
- ☐ Legal description of the subject property with ties to permanent monuments;
- ☐ Layout of proposed parcels with dimensions and acreage (gross acreage and acreage net of all road easements) indicated on each parcel;
- ☐ Location of all easements, existing or proposed;
- ☐ Location, dimensions (including width), and names of public right-of-way or private roadways providing access to each parcel, extending to a publicly maintained road;
- ☐ Utilities on and adjacent to the site;
- ☐ Signed statements that the summary subdivision is in the free consent and in accordance with the desire of the undersigned owner and proprietor of the land or his agent, acknowledged on a manner required for acknowledgement of deeds;
- ☐ Certificate and seal of a registered land surveyor;
- ☐ For Type 5 subdivisions, information sufficient to demonstrate the subdivider's ability to meet the requirements of S47-6-11J-K & L. NMSA 1978;
- ☐ County Treasurer's verification that all property taxes are paid based on a 10-year tax search;
- ☐ Copies of all prior plats of the land that is the subject of the application; and
- ☐ There is a means for surface water conveyance where appropriate;
- ☐ If an exemption to the Subdivision Act is claimed, it must be listed in the plat title (example: Exception 13 Lot Split). In addition, the exemption itself must also be included on the plat;
- ☐ Private Road Easement Disclosure Statement: All plats creating private road easements must include a disclosure statement that details the following: Which parcel(s) have access to said easement, and which parcel(s) have responsibility for the construction, ownership, and maintenance of said easement.

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PLANNING & ZONING

SUMMARY REVIEW PROCESS

THE FOLLOWING IS A LISTING OF THE STEPS NECESSARY FOR SUBMITTING A SUMMARY REVIEW SUBDIVISION PLAT OR A SUBDIVISION EXCEPTION PLAT TO THE VALENCIA COUNTY PLANNING AND ZONING DEPARTMENT. ALL PLATS MUST INCLUDE THE FOLLOWING SIGNATURES AND INFORMATION *PRIOR* TO SUBMISSION TO THE PLANNING DEPARTMENT.

ANY PLAT SUBMITTALS THAT FAIL TO INCLUDE THE FOLLOWING SIGNATURES AND INFORMATION WILL NOT BE ACCEPTED. PLEASE REFER TO THE *SUMMARY REVIEW REQUIRMENTS FORM* FOR A LISTING OF WHAT INFORMATION AND DETAILS NEED TO BE INCLUDED ON ALL PLAT MAPS. THIS CHECKLIST CAN ASSIST YOU PRIOR TO HAVING A SURVEYOR CREATE YOUR PLAT MAP.

STEP 1:

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Owner certification must be signed by the property owner to certify that the action taken by the plat is in the free consent and in accordance with the desire of the owner and proprietor of the land or his/her agent. The certification must also be witnessed, signed, and stamped by a Notary Public.

STEP 2:

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Utility Company Approval(s): Plat must be signed by appropriate utility service provider(s) to verify that utility services are available to the site.

STEP 3:

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Plat must be taken to the County Assessor's GIS Office to generate a parcel tracking sheet which begins the process for a 10-year tax search to be conducted.

STEP 4:

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Tax Certificate: Plat must be signed by County Treasurer's to verify that all property taxes are paid based on a 10-year tax search, and current taxes must be paid in full.

STEP 5:

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Once all the above steps are completed, fill out an application form (available at the Planning and Zoning office), pay the necessary application fees, and submit your plat for review. Plat submittal shall include 1 Mylar copy and 5 paper copies, each to have appropriate signatures.

STEP 6:

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Pursuant to Section 151.080 (G) of the Valencia County Subdivision Regulations, the Planning & Zoning Office shall act upon the proposed summary review subdivision within 30 days after the date the completed application is received by the county. Generally, total review time (the time a completed plat is submitted to the Planning Department and ready for pick up) is approximately 2 weeks.