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## VILLAGE OF CORRALES

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### Planning & Zoning Department

#### Application Process for Subdivisions

1. Applicant notifies Planning and Zoning Administrator of intent; makes appointment with staff.
2. Applicant submits four (4) copies of required material and pays fees.
3. Review by Planning and Zoning Administrator, Village Engineer, and Village Attorney.
4. Review comments are transmitted to the applicant for appropriate changes.
5. Applicant submits thirteen (13) copies of plan (sketch) or subdivision plats and all appropriate materials a minimum of 30 days prior to a scheduled hearing:
  - i. One (1) for the Planning & Zoning Administrator's files
  - ii. One (1) for the Public Review Copy - lobby
  - iii. Four (4) for the Village Engineer
  - iv. Seven (7) for the Planning and Zoning Commission
6. Planning & Zoning Administrator makes decision as to whether application is complete and so notified applicant. Deficiencies in the application are noted and applicant can make corrections.
7. **TIME** – *Plan for this time-lag between the initial submission of four (4) copies to the official submission of thirteen (13) copies*
8. The Planning and Zoning Administrator will send notification of hearing within 60 days of completed application to the applicant's mailing address.
9. Planning and Zoning Commission public hearing takes place; may require amended Preliminary Plat.
10. If approved, Chairman signs and dates Preliminary Plat.
  - a. One (1) signed print returned to subdivider.
  - b. One (1) signed print in file.
11. Final Plat application must be submitted within one (1) year of preliminary plat approval.