



Village of Corrales
Planning and Zoning Department

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SITE DEVELOPMENT PLAN PERMIT APPLICATION

Applicant Information

Applicant Name: _____ Telephone: _____

Mailing Address: _____

Property Owner: _____ Telephone: _____

(if different from Applicant)

Mailing Address: _____

(if different from Applicant)

Descriptive Information: _____

Lot #'s

Tract #'s

Block

Subdivision

MRGCD Map #

Acreage

Flood Map Designation

Zone Designation

Address for site: _____

Additional Comments: _____

Will there be any undue negative impact on the community? _____

If yes, explain: _____

Buffering Required? Yes No

Linear feet of fence

Number of parking spaces

Signature of Applicant: _____ Date: _____

General Information

1. Corrales Codified Ordinances Chapter 18 Section 18-45(b)
2. The Administrator shall determine if the proposed site development plan satisfies the requirements of Section 18-45(b) before submitting to the P&Z Commission for a public hearing.
3. Any change in use which would require additional parking and/or any alteration or addition to the site of any structure upon the site shall require a resubmitted application and approval as required by this Section.

Office Use Only

Date _____
Received: _____ Received by: _____ **SDP-** _____

Amt Paid: \$ _____ Cash Check No.: _____ Credit card

Receipt No.: _____

Reviewed by: _____ Date: _____

Legal Notice Mailing Invoiced: \$ _____ Date: _____ Date Paid: _____

APPROVED: _____
Planning & Zoning Administrator Date of Hearing

APPROVED WITH CONDITIONS: _____
Planning & Zoning Administrator Date of Hearing

DENIED: _____
Planning and Zoning Administrator Date of Hearing

Findings of Fact and Conclusions of Law:

AMENDED DRAWING(S) REQUIRED: _____

Findings of Fact and Conclusions of Law:

SITE DEVELOPMENT PLAN PERMIT APPLICATION

Section 18-45. Permits, certificates and plan approval.

(b). Site development plan approval.

(1) Approval required. No building, structure, or land in any zone may be occupied by a use designated as requiring site development plan approval without the approval of a site development plan by the planning and zoning commission.

(2) Applications. A completed application for site development plan review shall be returned to the P&Z administrator accompanied by the required application fee and 14 sets of required drawings; 4 sets shall be in 24" by 36" format and 10 sets shall be in 11" by 17" format, along with a portable digital file (pdf) on disk. All site plans must satisfy at least the following minimum requirements:

- a. Show proposed new structure(s) and any existing buildings or structures, total lot coverage, all property lines with dimensions, all roads/streets, easements and setbacks.
- b. Show all locations on-site for water, septic, sewer, refuse, electrical points of connections, proposed service routes and existing utilities on the site.
- c. Show all required parking, drainage and grading information (see section 18-39).
- d. Show required landscaping information (see section 18-40).
- e. Indicate drainage inflow and outflow locations and specify areas required to be maintained for drainage purposes.
- f. Include a topographic survey if requested by the Administrator.
- g. Show all structures on adjacent properties located within 25 feet of the site.
- h. Identify the zone designations of adjacent properties.
- i. Additional information necessary to demonstrate compliance with the requirements for the article as determined by the Administrator.
- j. Show north arrow and scale on all drawings, unless clearly unnecessary for the specific drawing in question.

(3) Review process. The administrator shall schedule a hearing before the Commission no later than 60 days following the submittal of a completed application as determined by the administrator.

(4) Meeting with P&Z Administrator. Prior to submitting an application, the applicant shall first schedule a meeting with the administrator. Review and comments shall be given to the applicant at this time, concerning the relationship of the proposed development to the Comprehensive Plan, applicable zoning regulations, and other submittal requirements.

(5) Guidelines. The P&Z Commission shall not approve any site development plan unless all the requirements are met. The Commission may grant conditional approval of a proposed site development plan subject to satisfactory completion of certain specified requirements prior to a date certain. No site development plan shall be approved unless satisfactory provisions have been made concerning the following, where applicable:

- a. Accessibility to property and proposed structures thereon, with reference to automobile and pedestrian safety, traffic control, streets/roads, and emergency access in case of fire, flood or catastrophe.
- b. Off-street parking and loading areas where required, with particular attention to the refuse and services areas (Sec. 18-37(10)).
- c. Show all on-site locations for water, septic, sewer and liquid waste facilities, with reference to soil limitations, locations, and public health.
- d. On-site drainage and storm water runoff.
- e. The noise, glare, or odor effects of the proposed use on adjoining properties.
- f. General compatibility with existing adjacent properties.
- g. The overall health and safety of the community.
- h. The goals and objectives of the Village of Corrales Comprehensive Plan.

(6) Additional requirements. Any change in use which would require additional parking and/or any alteration or addition to the site of any structure upon the site shall require the resubmittal of an application and approval as required by this section.

(7) Completeness of Plan. No site development plan shall be approved unless the submitted plan as presented is complete, or any deficiencies have been fully corrected to the satisfaction of the commission, or other appropriate authority specifically designated by the commission.

(8) Expiration. Any site development plan approval will automatically expire on the date that is 24 months after the date of commission approval or conditional approval if development is not complete. The commission may extend this time in cases in which the project is in litigation or for any other reason that excuses the failure to complete development, provided the extension is not contrary to the public interest.