



Developer invoiced for legal notice: \_\_\_\_\_ Paid: \$ \_\_\_\_\_

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**Summary Plat (Lot Line Adjustment) Application (Sec 18-88)**

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**Case Number:** SUM-\_\_\_\_\_ - \_\_\_\_\_

Property Owner: \_\_\_\_\_

Subject Property Address/Location: \_\_\_\_\_

**APPROVED:** \_\_\_\_\_

**APPROVED W/ CONDITIONS:**

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**DENIED:** \_\_\_\_\_

**Findings of Fact and Conclusions of Law:**

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**AMENDED PLAT REQUIRED:** \_\_\_\_\_

**FINDINGS OF FACT AND CONCLUSIONS OF LAW:**

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**AMENDED GRADING AND DRAINAGE PLAN REQUIRED:** \_\_\_\_\_

**FINDINGS OF FACT AND CONCLUSIONS OF LAW:**

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## SUMMARY PLAT APPLICATION CHECKLIST

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Summary Plats shall be in substantial conformity with the Preliminary and Final Plat Subdivision Regulations of the Village of Corrales as evidenced by the applicable provisions of the following:

Unless waived by the Planning and Zoning Commission, the preliminary plat requirements are as follow: **INITIAL IF INCLUDED.**

- \_\_\_\_\_ 1. Completed application form
- \_\_\_\_\_ 2. Proof of financial responsibility on the part of the subdivider.
- \_\_\_\_\_ 3. North arrow, scale of 1 in. = 100 ft. and date.
- \_\_\_\_\_ 4. Acreage of the land to be subdivided.
- \_\_\_\_\_ 5. Legal descriptions of areas platted and of each parcel of land proposed as part of the subdivision; legible copies of all prior plats that reflect the history of the land being subdivided, showing how and when the existing lots were created, shall be provided by the subdivider.
- \_\_\_\_\_ 6. Layout, numbers and approximate dimensions of proposed lots.
- \_\_\_\_\_ 7. Density requirements:
  - \_\_\_\_\_ a. No less than 43,560 sq. ft. in A-1 (Minimum 1 acre)
  - \_\_\_\_\_ b. No less than 87,120 sq. ft. in A-2 (Minimum 2 acres)
  - \_\_\_\_\_ c. Intermediate subdivision (10 or less acres) – P&Z Commission may use gross acreage
  - \_\_\_\_\_ d. Major subdivision – Must use net acreage
- \_\_\_\_\_ 8. Location of all present:...
  - \_\_\_\_\_ a. Property lines,
  - \_\_\_\_\_ b. Projected section lines,
  - \_\_\_\_\_ c. Streets,
  - \_\_\_\_\_ d. Watercourses,
  - \_\_\_\_\_ e. Other existing features, within the area to be subdivided and similar information regarding land immediately adjacent thereto.
  - \_\_\_\_\_ f. Buildings, wells, and waste water disposal systems shall be shown on the property to be subdivided and on adjacent parcels, on a separate sheet titled "Site Plan."
  - \_\_\_\_\_ g. Location and width of all proposed...
    - \_\_\_\_\_ a. Streets – including proposed names (see Ord. 07-08, June 26, 2007.)
    - \_\_\_\_\_ b. Alleys
    - \_\_\_\_\_ c. Utility easements, and
    - \_\_\_\_\_ d. Areas reserved for public use.
  - \_\_\_\_\_ h. Existing utilities within tract or on abutting land or streets; Drainage Courses/culverts.
  - \_\_\_\_\_ i. Location and size of nearest water mains/sewer lines
  - \_\_\_\_\_ j. The title under which the proposed subdivision is to be recorded and the name of the land planner, engineer, registered land surveyor, the subdivider and the owner of the tract, with the address to which any notice is to be sent.
  - \_\_\_\_\_ k. The layout, numbers and approximate dimensions of proposed lots.
  - \_\_\_\_\_ l. The zoning classification and proposed use for the area being platted.
  - \_\_\_\_\_ m. Proposed names for all streets in the area being platted.

- \_\_\_\_\_ n. Detail of how and when public and private infrastructure improvements will be made, i.e., required sewer or other disposal of sanitary wastes, graveled roads, drainage structures, and street name signs.
- \_\_\_\_\_ o. Restrictive covenants governing the subdivision.
- \_\_\_\_\_ p. Contours referred to the National Geodetic Survey datum with elevation contours shown at not more than one (1) foot intervals on slopes up to eight percent (8%), not more than two (2) foot intervals on slopes between eight percent (8%) and fifteen percent (15%), and not more than five (5) foot intervals on slopes of fifteen percent (15%) or greater. In addition, all areas with slopes greater than eight percent (8%) must be differentiated through shading, tone, color, or line weight; and all areas with slopes of fifteen percent (15%) or greater must be separately differentiated through shading, tone, color, or line weight. Slopes greater than fifteen percent (15%) shall not be disturbed. If there are no slopes greater than fifteen percent (15%) in the area to be platted, an affidavit to that effect, signed and sealed by the surveyor, shall be placed on the preliminary plat.
- \_\_\_\_\_ q. Land east of the Corrales Main Canal shall be exempt from the requirement to submit a topographic survey provided that an affidavit stipulating that the land has a 1% or less slope signed and sealed by the surveyor or professional engineer preparing the plat, is placed on the plat, and a topographic survey has not been specifically required by the Commission or the Administrator. The Commission or Administrator may require a topographic survey in the event the Commission or Administrator finds that such a survey is needed to adequately characterize the topography of the site, even if located east of the Corrales Main Canal.
- \_\_\_\_\_ r. Subsurface conditions on tract including: (If required by P&Z Commission)
  - \_\_\_\_\_ a. Locations
  - \_\_\_\_\_ b. Results of tests made to ascertain subsurface soil, rock & groundwater conditions
  - \_\_\_\_\_ c. Depth to groundwater
  - \_\_\_\_\_ d. Soil percolation
- \_\_\_\_\_ s. Suitability of land requirements/Not approved if not suitable by:
  - \_\_\_\_\_ a. Reason of flooding or other such factors
  - \_\_\_\_\_ b. Earth or rock formations
  - \_\_\_\_\_ c. Danger to health, life, or property
- \_\_\_\_\_ t. Meets all design standards (Attached)
- \_\_\_\_\_ u. Such other information and material as may be applicable or required by ordinance or rules and regulations pertaining to utilities, services or streets within the Village or within the area of planning and platting jurisdiction.

**Requirements for Final Plat: Sec. 18-87(c)**

- \_\_\_\_\_ 1. Completed Application Form and applicable fee.
- \_\_\_\_\_ 2. Proof subdivider has complied with all preliminary plat requirements.
- \_\_\_\_\_ 3. Plat of the proposed subdivision prepared by a surveyor licensed and registered in NM. Must be drawn in black ink to a scale of not more than 100 ft. to the inch from an accurate survey.
- \_\_\_\_\_ 4. One or more sheets of dimensions not exceeding 24 inches by 36 inches. If more than two sheets, an index sheet of the same dimensions must be attached showing the entire subdivision

on one sheet and the component areas on the remaining sheet. Four (4) full size plat sets, and ten (10) sets 11” by 17”.

- \_\_\_\_\_ 5. Boundary lines with accurate distances and courses.
- \_\_\_\_\_ 6. Correct legal description, which shall refer to permanent monuments, number of each lot in progression, and dimensions of the same. All property corners should be set with rebar or other appropriate material, and cap, and identified on the final plat.
- \_\_\_\_\_ 7. Lines of all proposed streets and alleys with their widths and names.
- \_\_\_\_\_ 8. Accurate outline of any portions of the property intended to be dedicated for public use or for the use of the owners of the lots fronting or adjacent to the land, together with dimensions of same.
- \_\_\_\_\_ 9. Line of departure of one street from another.
- \_\_\_\_\_ 10. Names and widths of adjoining streets and alleys abutting the subdivision drawn in dashed lines.
- \_\_\_\_\_ 11. All lots designated by numbers or letters, and streets, avenues and other grounds designated by names, letters or numbers.
- \_\_\_\_\_ 12. Location of all easements provided for public use, services or utilities.
- \_\_\_\_\_ 13. Building setback lines in dashed line, if required by PZA or Commission.
- \_\_\_\_\_ 14. All dimensions, linear and angular, necessary for locating the boundaries of the subdivision, lots, streets, alleys, easements and other areas for public or private use.
- \_\_\_\_\_ 15. Radii, arcs or chords, points of tangency and central angles for all curvilinear streets and radii for rounded corners.
- \_\_\_\_\_ 16. Location of all survey monuments and their descriptions.
- \_\_\_\_\_ 17. Name of the subdivision and scale of the plat, north point, name of the owner or owners, name of subdividers and date.
- \_\_\_\_\_ 18. Certificate of registered land surveyor attesting to the accuracy of the survey and the correct location of all monuments shown.
- \_\_\_\_\_ 19. Certificate of licensed engineer attesting to the adequacy of, and in compliance with, engineering provisions and requirements.
- \_\_\_\_\_ 20. Acknowledgement: Every plat shall contain a statement that the land being surveyed, and the streets, alleys, easements, drainageways and other public ways appearing on the plat are with the free consent and in accordance with the desire of the undersigned owner and proprietor of the land and are dedicated to the public use and shall be acknowledged by all fee simple owners and any contract sellers and purchasers.
- \_\_\_\_\_ 21. Certification: Certification by title or abstract company, or a duly authorized attorney, that there are no delinquent taxes, suits, actions at law, easements, restrictive covenants or rights-of-way affecting the property except those stated on the plat.
- \_\_\_\_\_ 22. Affidavit: The plat shall also contain an affidavit by a registered land surveyor or registered engineer that the proposed subdivision does lay within the planning and platting jurisdiction of the village.
- \_\_\_\_\_ 23. Separately signed approval blocks with the names of each utility company involved, typed under the signature, along with the date of each signature. For lands east of the Corrales Main Canal, a signature and date of approval block should be provided for the Middle Rio Grande Conservancy District.
- \_\_\_\_\_ 24. Approval signature block for summary plat is as follows:

**This summary plat of subdivision is approved, but such approval does not constitute acceptance for maintenance purposes of any streets, alleys or other dedicated lands.**

