



4324 CORRALES ROAD
CORRALES, NEW MEXICO 87048
PHONE (505) 897-0502

VILLAGE OF CORRALES

FAX (505) 897-7217
EMAIL: info@corrales-nm.org
WEBSITE: www.corrales-nm.org

Planning & Zoning Department

Zone Map Amendment or Variance Application

Applicant Information

Property Owner: _____ Telephone: _____

Rural Address: _____

Number _____ Road _____

Legal Description: _____ Map No.: _____

Lot # & Subdivision _____ or _____ Tract # _____

Acreage: _____ Zoning: _____

Type of Request: Zone Change Amendment Variance

Reason for Request: _____

Signature of Applicant: _____ Date: _____

Other Information

- The Planning & Zoning Commission finds that the strict application of the requirements of this article would result in a practical difficulty or unnecessary hardship that would deprive the owner of the reasonable use of the land or building, a variance may be granted provided that:
 - The variation of this article will not be contrary to the public interest.
 - The variation will not adversely affect adjacent property owners or residents.
 - The conditions are peculiar to the property and not the results of action of the applicant.
 - The relaxation is authorized only for lot controls and not for use of the premises.
- This form shall be returned to the (planning and zoning) administrator accompanied by the appropriate application fee and number of sets of required drawings. Fees are as follows:
 - Variance Application - \$100.00
 - Zone Change **without** site development plans - \$500.00 + legal mailer fees and cost of advertising ordinance
 - Zone Change **with** site development plans - \$100.00 + 1.5% cost of construction valuation or minimum of \$650.00
- The (planning and zoning) administrator shall schedule a hearing on the application before the planning and zoning commission no later than 45 days following the submittal of a completed application.
- Prior to submitting an application for a zone map amendment or variance, the applicant shall first schedule a meeting with the (planning and zoning) administrator. Review and advice concerning the relationship of the proposed development to the village comprehensive plan and the applicable zoning ordinances, along with copies of the pertinent sections of this article, applications and other submittal requirements can be obtained at this time.
- The hearing before the planning and zoning commission at which a request for a zone change, amendment or variance will be heard must receive legal notice (*Legal notice* means giving the public notice of a hearing at least 30 days before the date of the hearing, by posting in the village and also by mailing written notice by certified mail, return receipt requested, not less than 15 days before the date of the hearing, to the owners of all property within 300 feet of the property boundaries, excluding public rights-of-way, of the property for which a hearing has been requested, using for these purposes the last known name and address of the owners shown in the records of the county assessor.).
- The (planning and zoning) administrator will provide the applicant with a notification sign that contains information pertinent to the zone map amendment, amendment or variance application. This sign must be displayed by the applicant in a location visible and prominent to the general public on the property for which the zone map amendment, amendment or variance is requested for at least 30 days prior to the date of the hearing.

Office Use Only

Date Received: _____ Received by: _____ File No.: _____

Amount Paid: Cash Check No.: _____ Receipt No.: _____

Zoning Approval: _____ Date: _____