



Village of Corrales
Planning and Zoning Department

4324 CORRALES ROAD
CORRALES, NEW MEXICO 87048
PHONE (505) 897-0502
FAX (505) 897-7217
EMAIL: info@corrales-nm.org
WEBSITE: www.corrales-nm.org

**ZONE MAP AMENDMENT, TEXT AMENDMENT, OR
VARIANCE APPLICATION**

Applicant Information

Property Owner: _____ Telephone: _____

Mailing Address: _____

Number Road

Representative: _____

Name

Representative Mailing Address: _____ Telephone: _____

Legal Description: _____ MRGCD Map No.: _____

Lot # & Subdivision or Tract #

Acreage: _____ Zoning: _____

Type of Request: Zone Change Text Amendment Variance

Reason for Request: _____

Signature of Applicant: _____ Date: _____

General Information

1. Ten (10) sets of required documentation, in 11" by 17" format and a portable digital file (pdf) on compact disk. One full size plan set in 24" by 36" format shall be submitted.
2. Fees are as follows:
 - a) **Variance Application - \$200.00**; cost of legal notice mailing shall be invoiced to the applicant.
 - b) **Zone Change without site development plans - \$600.00**; cost of legal notice mailing and cost of advertising ordinance, shall be invoiced to the applicant.
 - c) **Zone Change with site development plans - \$500.00 plus 0.5% cost of construction valuation** or minimum of \$500.00. Cost of legal notice mailing and cost of advertising ordinance shall be invoiced to the applicant. Any additional fees owed are payable prior to issuance of a development permit.
3. The P&Z administrator shall schedule a hearing on the application before the planning and zoning commission no later than sixty (60) days following the submittal of a completed application.
4. Legal notice required by posting in the village and also by mailing written notice by certified mail, return receipt requested, not less than fifteen (15) days before the date of the hearing, to the owners of properties within 300 feet of the property boundaries, excluding public rights-of-way, of the property for which a hearing has been requested.

5. Public notice sign must be requested by applicant and posted per §18-79(b) of the Codified Ordinances.

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OFFICE USE ONLY

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

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

Complete application: _____ Date: _____

Applicant invoiced for mailing (certified, return receipt): \$ _____ Date: _____ Date paid: _____

Zoning Approval: _____ Date: _____
Planning and Zoning Administrator

Findings of Fact and Conclusions of Law:

Approval with Conditions:

Denial: _____ Date: _____
Planning and Zoning Administrator

Findings of Fact and Conclusions of Law:



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ZONE MAP AMENDMENT, TEXT AMENDMENT, OR VARIANCE
APPLICATION
CHECKLIST

Anyone requesting a zone map amendment or variance to this article must submit the completed application form for a zone map amendment or variance application, accompanied by the appropriate application fee and number of set of required drawings.

1. Meeting with the P&Z Administrator. Review and comments can be obtained at this time concerning the relationship of the application to the Village Comprehensive Plan and applicable regulations and submittal requirements.
2. Review process for a zone map amendment. The administrator shall schedule a hearing on an application for zone map amendment before the P&Z Commission no later than 60 days following the submittal of the completed application and required materials. Upon decision made at a public hearing, the Commission shall transmit a recommendation on any zone map amendment request in writing to the Governing Body within 15 days of the public hearing. The Governing Body shall schedule a hearing on the application for zone map amendment as soon as reasonably practicable, but no more than 120 days after the commission's recommendation is transmitted to it.
3. Conditions for zone map amendment, include the following:
 - a. Village-owned property; request for zone map amendment to "M" Municipal, public and quasi-public zone. The Governing Body shall consider the overall health, safety and welfare of the community.
 - b. Other zone map amendment requests; the Governing Body shall consider the following, and may impose any condition deemed to be in the best interests of the community:
 - i. Accessibility to property and proposed structures thereon, with particular reference to automobile and pedestrian safety, traffic control, adjoining streets/roads, and emergency access in case of fire, flood or catastrophe;
 - ii. Off-street parking and loading areas where required, with particular attention to refuse and service areas;
 - iii. All locations on-site for water, septic, sewer and liquid waste facilities, with reference to soil limitations, locations, and public health;
 - iv. Noise, glare, or odor effects of the proposed use on adjoining properties;
 - v. On-site drainage and storm water runoff;
 - vi. Compatibility with the zoning and use of adjacent properties and other properties in the vicinity;
 - vii. Overall health and safety of the community; and,
 - viii. The goals and objectives of the Comprehensive Plan.
4. Review process for variance request, includes the following:
 - a. Conditions for variance. The P&Z Commission may deny any request for a variance that is based on conditions which are the result of the action of the applicant. Where the P&Z Commission finds the strict application of the requirements would results in a practical

difficulty or unnecessary hardship that would deprive the owner of reasonable use of the land or building, a variance may be granted provided that...

- i. the variation of this article will not be contrary to the public interest;
 - ii. the variation will not adversely affect adjacent property owners or residents;
 - iii. the conditions are unique to the property; and,
 - iv. the variance is authorized only for lot controls and not for use of the premises.
- b. In considering a request for approval of a variance, the P&Z Commission may impose any condition deemed to be in the best interests of the Village. The Commission shall consider the following:
- i. Accessibility to property and proposed structures thereon, with particular reference to automobile and pedestrian safety, traffic control, all streets/roads, and emergency access in case of fire, flood or catastrophe;
 - j. Off-street parking and loading areas where required, with particular attention to refuse and service areas;
 - k. Locations on-site for water, septic, sewer, and liquid waste facilities, with reference to soil limitations, locations, and public health;
 - l. Economic, noise, glare, or odor effects of the proposed use on adjoining properties;
 - m. On-site drainage and storm water runoff;
 - n. General compatibility with adjacent properties and other properties in the vicinity;
 - o. Overall health and safety of the community; and,
 - p. The goals and objectives of the comprehensive plan.
- c. Public notification. Requests for zone map amendment and variance require legal notice mailing, as well as public notice (applicant shall request a public notice sign) posted a minimum of 15 days prior to the scheduled public hearing (Sec. 18-79(b)).