



4324 CORRALES ROAD  
CORRALES, NEW MEXICO 87048  
PHONE (505) 897-0502  
FAX (505) 897-7217

## VILLAGE OF CORRALES

EMAIL: [Planning@corrales-nm.org](mailto:Planning@corrales-nm.org)  
WEBSITE: [www.corrales-nm.org](http://www.corrales-nm.org)

### Application for Summary Plat Permit

#### APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Name of Proposed Subdivision: \_\_\_\_\_

Zone Classification: \_\_\_\_\_

Location of Proposed Subdivision: \_\_\_\_\_

Descriptive Information: \_\_\_\_\_  
Name of Subdivision

MRGCD Map Number

Lot Number/ Tract Number

Present Number of Lots

Proposed Number of Lots

Acreage

Property Owner(s), if different from applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Relationship of Applicant to Land Owner(s): \_\_\_\_\_

Name/Address of Land Planner:

\_\_\_\_\_  
\_\_\_\_\_

Name/Address of Engineer:

\_\_\_\_\_  
\_\_\_\_\_

Name/Address of Surveyor:

\_\_\_\_\_  
\_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_ File No: SUM \_\_\_\_\_ - \_\_\_\_\_

Amount Paid: \_\_\_\_\_ Cash ☐ Credit ☐ Credit Card Number: \_\_\_\_\_

Check ☐ Check #: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

Completed Application Acceptance Date: \_\_\_\_\_ Date of Hearing: \_\_\_\_\_

Developer Invoiced for Legal Notice: \_\_\_\_\_ Paid: \$ \_\_\_\_\_

☐ Approved: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Approved with Conditions:

\_\_\_\_\_  
\_\_\_\_\_

☐ Denied: \_\_\_\_\_  
Date

Findings of Facts and Conclusions of Law:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ Amended Plat Required: \_\_\_\_\_  
Date

Findings of Facts and Conclusions of Law:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ Amended Grading and Drainage Plan Required: \_\_\_\_\_  
Date

Findings of Facts and Conclusions of Law:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

---

## GENERAL INFORMATION

**FEES:** Six hundred and fifty dollars (\$650) due at the time of application. Cost of certified mailing will be invoiced to the applicant. Re-submittals due to errors or omissions are \$1,000.

**DEADLINE:** A minimum forty days (40) prior to anticipated P&Z Commission hearing; fourteen copies of all documentation are required: four (4) copies shall be 24" by 36"; after the Administrator states the application is complete, then ten (10) copies of the Preliminary Plat, with corrections if any, shall be submitted in 11" by 17" and **an electronic copy (PDF format) is required with EACH submittal.**

**REQUIREMENTS:** Chapter 18 Section 18-76 – Section 18-94 (see attached checklist). Public notification required; sign must be requested by applicant and posted per §18-79(b) of the Codified Ordinances.

---

---

## SUMMARY PLAT PLAN PERMIT APPLICATION

\* If you have any questions about filling out the form or about the process, please phone, email or make an appointment with a Planning and Zoning staff member. We are here to help.

*Summary Plat Submittal.* The applicant seeking approval of a subdivision or re-subdivision under this summary procedure shall submit a completed final plat application. The proposed summary plat and all accompany materials shall:

- (1) Be clearly identified as submittals pursuant to the summary plat procedure;
- (2) Be prepared in accordance with the standards for plats, data and related materials that are required for preliminary plat approval and for final plat approval as provided in this article; and
- (3) Comply fully and completely with all requirements for preliminary plat approval and final plat approval as provided in this article.

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

- \_\_\_\_\_ 1. Proof of financial responsibility on the part of the subdivider.
- \_\_\_\_\_ 2. The location of all present property lines, projected section lines, streets, watercourses, and other existing features within the area to be subdivided and similar information regarding land immediately adjacent thereto. 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."
- \_\_\_\_\_ 3. The proposed location and width of all proposed streets, alleys, utility easements, and areas to be reserved for public use.

- \_\_\_\_\_ 4. Existing utilities, drainage courses and culverts within the tract or on streets immediately abutting thereto; the location and size of the nearest water mains and sewer lines.
- \_\_\_\_\_ 5. 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.
- \_\_\_\_\_ 6. The layout, numbers and approximate dimensions of proposed lots.
- \_\_\_\_\_ 7. The zoning classification and proposed use for the area being platted.
- \_\_\_\_\_ 8. Proposed names for all streets in the area being platted.
- \_\_\_\_\_ 9. Written and signed statements explaining how and when the subdivider proposed to provide and install all required sewer or other disposal of sanitary wastes, graveled roads, drainage structures and street name signs.
- \_\_\_\_\_ 10. The legal description of the area being 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.
- \_\_\_\_\_ 11a. Contours referred to the National Geodetic Survey (formerly U. S. Coast and 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.
- \_\_\_\_\_ 11.b. Land east of the Corrales Main Canal shall be exempt from the requirement to submit a topographic survey unless required by the Commission or the Administrator; an affidavit stipulating that the land has a one percent (1%) or less slope, signed and sealed by the surveyor or professional engineer preparing the plat, shall be placed on the plat.
- \_\_\_\_\_ 12. The north point, scale (one inch equal to 100 feet) and date.
- \_\_\_\_\_ 13. The acreage of the land to be subdivided.
- \_\_\_\_\_ 14. Any restrictive covenants governing the subdivision.
- \_\_\_\_\_ 15. Subsurface conditions on the tract, if required by the Planning and Zoning Commission, including such information as the location and results of tests made to ascertain subsurface soil, rock and groundwater conditions; depth to groundwater, soil percolation and any other subsurface conditions.

- \_\_\_\_\_ 16. 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.

Unless waived by the Planning and Zoning Commission, the **final plat** (Sec. 18-87) requirements are as follows: ***INITIAL IF INCLUDED.***

Following preliminary plat approval and the presentation of proof by the subdivider that he has complied with all preliminary plat requirements, the subdivider shall complete and submit a final plat application and fourteen (14) sets of all application materials as required in this section for review by the planning and zoning administrator, the Village engineer, the Village attorney, and the Commission.

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

The final plat shall be in conformity with the requirements of applicable State statutes and shall be an accurate drawing designating specifically the land so laid out, and particularly describing the portions thereof to be dedicated for public use. Such final plat shall be drawn in black ink to a scale of not more than 100 feet to the inch from an accurate survey. It shall contain one or more sheets of dimensions not exceeding 24 inches by 36 inches. If more than two sheets are submitted, an index sheet of the same dimensions shall be attached showing the entire subdivision on one sheet and the component areas on the remaining sheet.

- (2) The final plat of the subdivision and accompanying documents shall show: Completed Application Form and applicable fee.
- a) Boundary lines with accurate distances and courses.
  - b) Correct legal description, which shall refer to permanent monuments, number of each lot in progression, and dimensions of the same. All property corners shall be set with rebar and cap, or other appropriate materials, and identified as such on the final plat.
  - c) Lines of all proposed streets and alleys with their widths and names.
  - d) 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.
  - e) Line of departure of one street from another.
  - f) Names and widths of adjoining streets and alleys abutting the subdivision drawn in dashed lines.
  - g) All lots designated by numbers or letters, and streets, avenues and other grounds designated by names, letters or numbers.
  - h) Building setback lines shown by narrow dashed lines, if required.
  - i) Location of all easements provided for public use, services or utilities.
  - j) All dimensions, both linear and angular, necessary for locating the boundaries of the subdivision, lots, streets, alleys, easements and other areas for public or private use.
  - k) Radii, arcs or chords, points of tangency and central angles for all curvilinear streets and radii for rounded corners.
  - l) Location of all survey monuments and their descriptions.
  - m) Name of the subdivision and scale of the plat, north point, name of the

owner or owners, name of subdividers and date.

- n) Certificate of registered land surveyor attesting to the accuracy of the survey and the correct location of all monuments shown.
- o) Certificate of licensed engineer attesting to the adequacy of, and in compliance with, engineering provisions and requirements.
- p) 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.
- q) Certification. A certification by a 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.
- r) Affidavit. The plat shall also contain an affidavit by a registered land surveyor or registered engineer that the proposed subdivision does lie within the planning and platting jurisdiction of the Village.
- s) 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 Main Canal, a signature and date of approval block shall be provided for the Middle Rio Grande Conservancy District.
- t) Signature block (same as for Final Plat Subdivision):

**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.**

<b>Chairman, Planning and Zoning Commission</b>	<b>Date</b>
---	-------------

<b>Secretary, Planning and Zoning Commission</b>	<b>Date</b>
--	-------------

<b>Mayor, Village of Corrales</b>	<b>Date</b>
-----------------------------------	-------------

<b>Village Clerk</b>	<b>Date</b>
----------------------	-------------

*(d) Required improvements (final plat).*

- (1) Upon receipt of a final plat and prints thereof from the subdivider, the Planning and Zoning Administrator shall refer the final plat with such letter of transmittal to the Planning and Zoning Commission at its next regular session and shall report on the following:

- a. Any improvements that may be required by this article have been constructed in a satisfactory manner in accordance with the minimum standards established by the Village as approved by the Village engineer.
- b. In lieu of such prior construction, the subdivider has filed with the Village Clerk a duly executed performance bond with a financially qualified surety in an amount equal to 100 percent of the cost of the total public improvements and on all of the property abutting each such street or other locations within the subdivision.
- c. The developer has presented copies of signed contracts containing adequate financial assurance to the Village providing for installation of public improvements which may be required in a satisfactory manner in accordance with the minimum standards established by the Village; such contracts shall be cancelable only upon disapproval of the plat by the Planning and Zoning Commission.
- d. The developer has entered into an agreement or contract with the Village providing for the installation of such improvements and pledging the properties of the subdivision as guarantee that such improvements will be installed. Such contract may provide that the subdivider pay for such public improvements made pursuant to the contract with the Village on a block to block basis as the subdivision is developed, providing for payment for such improvements as constructed, and the release of lien placed up on such properties by the instrument of the Village. Payment to the Village for these purposes shall be made at the time of development even though the entire improvements, or a portion thereof, may be required to be deferred, and such money shall be held in escrow by the Village as a trust fund for such purposes.

*(c) Hearing, approval and recordation of summary plat.* At hearing, the Commission may approve the proposed summary plat, or may deny it if the Commission determines that the proposed subdivision does not qualify for summary plat approval, the proposed summary plat and accompanying materials are incomplete, or the proposed subdivision fails to meet all standards of this article and other applicable ordinances and policies of the Village. Upon approval, the Village will record the summary plat in the office of the county clerk in accordance with the provisions of Subsection 18-79(e)(3).

#### **Section 18-89. Improvements.**

The following improvement procedures will be required unless waived by the Planning and Zoning Commission:

1. *Completion of improvements.* Plans for improvements shall be prepared by a qualified engineer registered in accordance with the laws of the State. The improvements listed in Subsection (2) of this section shall be installed pursuant to the method decided upon under section 18-87(d).
2. Required improvements. *The improvements to be installed shall include the following:*
  - a. *Permanent markers.* All subdivision boundary corners shall be marked with a permanent monument. A permanent monument shall be deemed to be concrete with a minimum dimension of four inches, extending three feet below the surface of the ground, or steel pipe or rebar firmly imbedded in concrete which extends at

least three feet below the surface of the ground. Should conditions prohibit the placing of monuments on line, offset marking will be permitted, provided however, the offset courses and distances are shown on the plat. A permanent benchmark shall be accessibly placed within the subdivision, the elevation of which shall be referred to the National Geodetic Survey (formerly U. S. Coast and Geodetic Survey) datum and accurately noted on the subdivision plat.

- b. *Drainage.* Adequate provision shall be made for drainage of storm water. Drainage improvements shall maintain any natural watercourse and shall prevent the collection of water in any low spot. No lot shall be platted to obstruct natural water flow. Storm water drainage shall not be permitted to combine with sanitary sewers. Lined drainage channels may be required and provided with required checks or be installed in concrete storm sewer conduit in accordance with the requirements noted in the master plan and as required by the Governing Body for storm sewers. Drainage structures must be placed on all arroyos where roads intersect them. Drainage structures shall be based on 1.25 inches of rain in one hour as the standard, and may be either of corrugated metal or concrete.
- 3. *Additional improvement standards.* Additional standards for design, construction, specifications and inspection of street improvements, utilities, street name signs, and drainage facilities may be required by the Village. Such standards, rules and regulations shall be approved by the Governing Body and be on file in the Village Clerk's office.
- 4. *Completion of improvements.* No building permit for construction within the subdivision, except permits for construction of the improvements, shall be issued until all improvements have been completed to the satisfaction of the Village.

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*An application without all the required attachments is incomplete. If the application is not complete, it will be returned and will NOT be set for hearing until resubmitted in a complete form.



