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## Village of Corrales Planning and Zoning Department

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### **PRELIMINARY PLAT APPLICATION (Sec. 18-86)**

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#### **APPLICANT INFORMATION**

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

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

Name of Subdivision: \_\_\_\_\_ Zone District: \_\_\_\_\_

Descriptive Information: \_\_\_\_\_

Lot Number/ Tract Number

MRGCD Map Number

Acreage of Site: \_\_\_\_\_ Present Number of Lots: \_\_\_\_\_ Proposed Number of Lots: \_\_\_\_\_

Land Owner(s): \_\_\_\_\_

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

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

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

Name/Address of Land Planner: \_\_\_\_\_

Name/Address of Engineer: \_\_\_\_\_

Name/Address of Surveyor: \_\_\_\_\_

Sketch Plan Review : ☐ Yes ☐ No - If Yes, have all sketch requirements by commission been addressed? \_\_\_\_\_

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

## **GENERAL INFORMATION**

**FEES:** Six hundred dollars (\$600.00) plus two hundred dollars (\$200.00) per lot, due at time of submittal. Cost of certified mailing will be invoiced to the applicant. Re-submittals due to error or omission are \$1,000.

**DEADLINE FOR SUBMISSION:** 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" format and **an electronic copy (PDF format) is required with EACH submittal**

**REQUIREMENTS: see attached checklist.** Attach requests for waivers of conditions pursuant to section 18-90. Public notification required; **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.: SUB \_\_\_\_\_ - \_\_\_\_\_

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: \_\_\_\_\_ Filing Fee Paid: \$ \_\_\_\_\_ Date: \_\_\_\_\_

☐ Approved with Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

☐ Denied: \_\_\_\_\_

Date

Findings of Facts and Conclusions of Law:

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\_\_\_\_\_

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☐ Amended Plat Required: \_\_\_\_\_

Date

Findings of Facts and Conclusions of Law:

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Amended Plat Submitted: \_\_\_\_\_

Date

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### **Preliminary Plat Requirements Checklist**

Unless waived by the Planning and Zoning Commission, the preliminary plat and accompanying documents shall show at least the following items. ***INITIAL IF INCLUDED.***

- \_\_\_\_\_ 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.
- \_\_\_\_\_ 11. a. 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.

\_\_\_\_\_ 17. Signature block with the following language:

“The proposed plan of subdivision as shown in the preliminary plat herein is approved and the Planning & Zoning Commission now is ready to receive the final plat of said subdivision for consideration.”

\_\_\_\_\_  
Chair, Planning and Zoning Commission

\_\_\_\_\_  
Date

Comments:

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