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Village of Corrales Planning and Zoning Department

SKETCH PLAN APPLICATION

APPLICANT INFORMATION

Applicant Name: _____ Telephone: _____

Mailing Address: _____ Email: _____

Name of Proposed Subdivision: _____

Zone Classification: _____

Location of Proposed Subdivision: _____

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: _____

Signature of Applicant: _____ Date: _____

GENERAL INFORMATION

FEES: \$200.00 for five (5) lots or fewer; \$400 for six (6) lots or acres to nine (9) lots or acres; \$1,000 for ten (10) lots or acres or more; due at time of application; cost of certified mailing shall be invoiced to the applicant. Ten (10) sets of plans in 11" by 17" format shall be submitted to the administrator, and **an electronic copy (PDF format) is required with EACH submittal.**

DEADLINE: minimum forty days (40) prior to anticipated P&Z Commission hearing.

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.

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:

Requirements for Sketch Plan Application

1. Location/Vicinity Map. This map shall consist of data added to an existing base map such as a USCGS, village or county base map, covering at least a one mile radius from the tract proposed for development and shall show the relationship of the proposed plat to existing residential areas, community facilities, all streets, commercial areas, school, and parks.
2. Sketch plan. Show in simple sketch form the following:
 - a. Title of proposed subdivision and names and addresses of subdivider, legal owners, land planner, engineer and land surveyor.
 - b. North arrow, scale and date of sketch plat submission.
 - c. The general proposed layout of blocks, lots and other features numbered for identification.
 - d. Existing streets and roads including those which abut or serve the proposed development.
 - e. Proposed layout of streets indicated as public or private and labeled for identification.
 - f. Existing easements.
 - g. 100-year floodplain from FEMA approved maps or superseding report.
 - h. Existing storm drainage ways and facilities both on the proposed development property as well as those on all adjoining properties.
 - i. Identification of any major street or corridor shown on the long-range major street plan.
 - j. Existing water and sewer locations and well and septic field locations on-site and on lands adjacent to the land being subdivided.
 - k. Existing irrigation access and ditches. (Ord. 07-012.)
 - l. Copy(ies) of the recorded plat(s) that created the parcel or parcels of land to be subdivided.
 - m. Other features which may include major natural or manmade geographic features.
3. Additional written information may include identification of how and when subdivider intends to construct infrastructure improvements, data on existing covenants, irrigation ditch easements, land characteristics and proposed utilities as well as any information which may be helpful in supplementing the sketch plan and describing the proposed development.