



## 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 Short Term Rental Permit

Everyone who operates or plans to operate a short term rental at any location within the A-1, A-2, or H zones of the Village of Corrales must obtain a Short Term Rental Permit (STR) issued by the Village. (Ch.18 Sec. 18-45(f), Codified Ordinances of the Village of Corrales.). To obtain an STR you must follow these procedures:

#### Instructions:

\* 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.

1. Fully and accurately complete the application and attach ALL the following:
  - (a) The **maximum number of occupants and vehicles** that the dwelling unit can accommodate. There can be **no more than four total guest rooms** on a residential short-term rental property and **no more than two occupants per bedroom** being used as a short-term rental.
  - (b) A **map (google or other aerial view)** showing the **entire property, all roads** which about the property and at least **25 feet of adjacent properties**, indicating the **on-site parking** and areas subject to the short-term rental business, and location of the **Septic Tank**.
  - (c) **Floorplan** showing **all bedrooms** (not just rentals) within the dwelling unit on the property.
  - (d) Off-street parking required, with **at least one parking space per bedroom** on the property (a regular parking space is 9'x20').
  - (e) A **valid septic permit** for the property, showing the number of bedrooms permitted by the State to the septic system on the property.
  - (f) **The name, mailing address, email address, and contact phone numbers** (including 24- hour emergency contact numbers) of the **owner of the property** for which the permit will be issued.
  - (g) **The name, mailing address, email address, and contact phone numbers** (including 24- hour emergency contact numbers) of the **operator** and the **local contact person** for the owner of the residential rental.
  - (h) Short-term rental permit application fee.
  - (i) A copy of your valid **New Mexico CRS ID** certificate
2. Submit the application, **\$150.00 fee and nine (9) copies of all required materials,** to Planning & Zoning. If the application is complete, the administrator will schedule a hearing by the Planning and Zoning Commission within 40 days of a 100% complete application. If the application is not complete, it will be returned and will not be set for hearing until resubmitted in a complete form.
3. You will **post an easy-to-see notice (yellow sign)**, which you must obtain from the village, for fifteen (15) days prior to the meeting when your application will be heard.
4. **Attend the hearing** and be prepared to answer questions.
5. Obtain a village **business registration** (\$35 fee annually), if your Short Term Rental Permit is approved by the Commission.

**\*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.**

#### GENERAL INFORMATION

Address of Short-Term Rental: \_\_\_\_\_

**Name of Property Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Physical Address: \_\_\_\_\_  
Number Street

Mailing Address \_\_\_\_\_  
Number Street

24-hour Emergency Contact Phone: \_\_\_\_\_

**Name of Operator:** \_\_\_\_\_ **Date** \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Physical Address: \_\_\_\_\_  
Number Street

Mailing Address \_\_\_\_\_  
Number Street

24-hour Emergency Contact Phone: \_\_\_\_\_

STR Property Legal Description: \_\_\_\_\_ **Map No.:** \_\_\_\_\_  
Lot or tract Block Subdivision

Acreage: \_\_\_\_\_ **Zoning:** \_\_\_\_\_

Does the owner reside on the property? Yes \_\_\_\_\_ No \_\_\_\_\_

If the operator is not the property owner, they **MUST** attach a letter signed by the owner granting approval for the proposed short term rental use.

Total Square Footage of Home: \_\_\_\_\_  
(Exclude Garage unless part of STR) Square Feet

How many square feet of the home will you use for the STR? \_\_\_\_\_

What is the name of your business? \_\_\_\_\_

How many guest bedrooms will be rented on the property? \_\_\_\_\_  
(You must provide a valid septic permit issued by NMED showing the number of bedrooms permitted on this property.)

Will there be any employees who are not residents of the property? Yes \_\_\_\_\_ No \_\_\_\_\_

**The statements below track the requirements of the Village Code section governing Short Term Rental Permits. Chapter 18-45(f). By initialing these items, you certify that you meet these criteria and will abide by them if your Short Term Rental Permit is approved. Violating these requirements may result in revocation of your Short Term Rental Permit, fines, and/or other penalties.**

**INITIAL EACH APPLICABLE ITEM.** (Do not use “X” or a check mark.)

- \_\_\_\_\_ a. There can be no more than four guest rooms on a residential short-term rental property.
- \_\_\_\_\_ b. All parking must be on the property (off street.) There must be at least one parking space per bedroom on the property.
- \_\_\_\_\_ c. Short Term Rental Permits are designed to allow overnight accommodations, with or without breakfast service, to registered overnight guests. No property for which a Short Term Rental Permit has been issued shall be used as an event center for parties, weddings or other gatherings. This is a condition of the issuance of a Short Rental Permit which the permit holder accepts upon issuance of the permit by the Village. In addition to other penalties under the Village Code, a violation of this condition may result in the revocation of the Short Term Rental Permit.
- \_\_\_\_\_ d. A business license is required for anyone conducting business within the Village of Corrales.
- \_\_\_\_\_ e. A fire inspection will be required, and the property must be compliant with the Fire Code.
- \_\_\_\_\_ f. A lodger’s tax registration number for the property will be required and lodger’s tax must be paid.
- \_\_\_\_\_ g. Operation of the short term rental should not create nuisances detectable from adjacent properties.

**~~Commission approval:~~** ~~The Planning and Zoning Commission may approve a Short Term Rental Permit if the Commission finds that the applicant has met the requirements of Section 18-45(f). The Commission may add such additional conditions or limitations upon the permit which may be appropriate to minimize any potential adverse impacts upon surrounding properties.~~

**Appeal Process:** An applicant or person who is aggrieved by the decision of the Planning and Zoning Commission may appeal the decision to the Governing Body by written notice to the Clerk of such appeal, to be made within twenty (20) days of the date of the decision by the Planning and Zoning Commission. The matter shall be referred to the Governing Body for hearing at a regular or special meeting in the usual course of business. The decision of the Governing Body made thereof shall be expressed in writing; and the action shall be deemed final.

**Penalties** for violation of requirements of subsection (f) of Section 18-45.

**I certify that I meet the above requirements and will abide by them. I understand that I may lose my Short Term Rental Permit and Business License if I violate any of these requirements. I also understand and agree that any representation made by me in connection with this application, whether orally or in writing, is deemed to be a condition of the Short Term Rental Permit, and violation of such condition may result in loss of Short Term Rental Permit and Business License.**

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

**PLANNING & ZONING OFFICE USE ONLY**

Received By: \_\_\_\_\_ Date Received: \_\_\_\_\_ File No.: ZOC- \_\_\_\_\_

Amount Paid: \_\_\_\_\_ ☐ Cash ☐ Check No.: \_\_\_\_\_ Receipt No.: \_\_\_\_\_

Credit Card No. \_\_\_\_\_

Application Reviewed and certified complete by: \_\_\_\_\_ Date: \_\_\_\_\_

**Planning and Zoning Commission Approval/Denial:**

**APPROVED** with the following conditions, if any:

---

---

---

Village Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Administrator (hearing date, if applicable)

Ninety Day Business License Application Deadline: \_\_\_\_\_

**DENIED** with the following findings:

---

---

Denial: \_\_\_\_\_ Date: \_\_\_\_\_  
Administrator (hearing date, if applicable)