

Village of Los Ranchos de Albuquerque  
6718 Rio Grande Boulevard NW  
Los Ranchos de Albuquerque, NM 87107  
Phone: (505) 344-6582

|                      |                 |             |
|----------------------|-----------------|-------------|
| FOR OFFICIAL USE     |                 |             |
| Zone _____           | CDPP # _____    | Date: _____ |
| Related Cases _____  | Receipt # _____ |             |
| Character Area _____ | Fee: _____      |             |

**Application fee of \$100.00 due at submittal. Additional public notice fees will apply.**  
**Complete application must be submitted with all required documents by the deadline for the next Board meeting. Incomplete applications without all required supplemental documents will not be processed.**

## CONSERVATION DEVELOPMENT PILOT PROJECT APPLICATION

**Address\*:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
Los Ranchos de Albuquerque

**Project Acreage** \_\_\_\_\_

### **Legal Description\* (Only if property has no formal address)**

**Subdivision** \_\_\_\_\_ **Block** \_\_\_\_\_ **Lot No.** \_\_\_\_\_ **Tract No.** \_\_\_\_\_ **MRGCD Map No.** \_\_\_\_\_

\* If multiple properties, attach list of addresses (or legal description if no formal address) with each property's acreage.

### **PROPERTY OWNER\***

**Name:** \_\_\_\_\_

**Mailing address:** \_\_\_\_\_  
Street City Zip

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

\* If multiple property owners, attach list of owner names, mailing addresses, phone numbers, and email addresses.

### **CONTRACTOR/AGENT OR FIRM**

Representative for property owner who will handle application processing in lieu of property owner. If not applicable, leave blank.

**Contact Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Mailing address:** \_\_\_\_\_  
Street City Zip

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

### **REQUIRED DOCUMENTS**

**\* Must be submitted with application form.**

- Grant/warranty deed(s) or other proof of ownership**
- Verification of paid property taxes (e.g. tax bill)**
- Letter of intent** – Describe proposed site plan, amenities, compliance with 9.2.27 Conservation Development Standards, whether the dwelling units will be sold and/or rented, reason for interest in an

alternative form of development, and any additional information unique to the project (e.g. communal dining facility, communal guest dwelling(s), open space caretaker's unit(s), integration of an irrigation ditch or acequia). Applicant may include visuals with narrative. Narrative may be any length.

- Photographs/diagrams** – Optional.
- Requested Deviations** – If applicable. If proposal does not comply with 9.2.27 or any other section of Chapter 9 Land Use Regulations, applicant must identify with specificity each requested deviation. Each request may be considered by the Board of Trustees.
- Required Plans** – Plans may be combined if all information for each plan is included and clear. All plans must be to scale (include dimensions).
  - Preliminary Site Plan** – Includes at a minimum the proposed lot lines, buildable areas (e.g. total buildable area on each lot or potential building pad), number and size of dwelling units, and use of dedicated land.
  - Existing Conditions Plan** – Showing existing natural features, landscaping, structures, parking, etc. If existing structures will be demolished, mark for demolition.
  - Landscaping Plan** – Includes proposed landscaping area with general plant types (i.e. trees, shrubs, grasses, etc.) identified.

Refer to Village Code ([www.losranchosnm.gov/village-code](http://www.losranchosnm.gov/village-code)) for allowed site uses:

- Conservation Development Standards Permit ([9.2.27](#))
- Zone:
  - Residential: A-1 ([9.2.7](#)); A-2 ([9.2.8](#)); A-3 ([9.2.9](#)); R-2 ([9.2.10](#)); R-3 ([9.2.11](#))
  - For Special Use Zones & Permits, contact Village Staff.

In addition to the application fee, the hearing will generate public notice fees for postings in the newspaper, posted sign(s), and mailings sent to all neighbors within a 300-400 foot area from the subject property or properties. Fees generated by this application are the applicant's responsibility, due and payable upon notification of fees by the Village.

The Planning & Zoning Department will notify the applicant to pay the public notice fees and pick up the sign(s) to post on the property or properties. The sign must be posted visible from the roadway; if along two roads, the applicant may pick which road to post the sign along. The applicant is responsible for posting the sign on the property or properties for the duration of the public comment period.

The Village of Los Ranchos de Albuquerque does not take responsibility for information on or enforcement of restrictive covenants on the subject property or properties.

By submitting this application, I certify that all statements herein are true and correct to the best of my knowledge.

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**Signature of Property Owner (or submit affidavit of agent)**

**Date**

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**Signature of Applicant (Contractor/Agent) (if applicable)**

**Date**

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