

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

FOR OFFICIAL USE		
ZMA # _____	Date: _____	Fee: _____
Related Cases: _____	Receipt # _____	
Character Area: _____		

**Application fee payable upon notification by Village staff. Additional public notice fees will apply. Complete application must be submitted with all required documents by the deadline for the next Planning & Zoning Commission meeting. Incomplete applications without all required supplemental documents will not be processed. No revisions (edits to submitted documents, removing submitted documents, or additional documents) are accepted after the deadline.**

## ZONE MAP AMENDMENT APPLICATION

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

**Property Acreage** \_\_\_\_\_ **Current Zone:** \_\_\_\_\_ **Requested Zone:** \_\_\_\_\_

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

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

### PROPERTY OWNER

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

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

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

### 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 or other proof of ownership\*** (Confirm with staff other proof is acceptable prior to submittal)
- Verification of paid property taxes (e.g. tax bill)\*** (From <https://www.bernco.gov/treasurer/property-tax-search.aspx>)
- Letter of intent – Reason for zone change request** and additional information consisting of:
  - Conformance with NMSA Section 3-21-5 (A) and (B):**
    - (A):** “The regulations and restrictions of any county or municipal zoning authority are to be in accordance with a comprehensive plan”. Reference sections, goals, objectives, policies, and/or action steps from the Los Ranchos Master Plan in zone change justification.

- (B): “The zoning authority in adopting regulations and restrictions shall give reasonable consideration, among other things, to the character of the district and its peculiar suitability for particular uses, and to conserving the value of buildings and land and encouraging the most appropriate use of land throughout its jurisdiction.”
- Confirmation that application is not spot zoning** (e.g. Applying for C-1 in an R-2 area)
- Confirmation that proposed activities in requested zone are allowable** (e.g. Permissive or Conditional)
- Include potential impact on economic development, health, and safety of community**
- Site plan** – To scale (include dimensions). If a dual-zoned lot and/or partial lot zone change, identify location of existing and proposed zones (e.g. Dashed line dividing two zones).
- Floor plan/design and elevations** – If applicable. To scale (include dimensions).
- Photographs/diagrams** – If applicable.

In addition to the zone map amendment fee, the application will generate public notice fees for postings in the newspaper, a posted sign, and mailings sent to all neighbors within a 300-400 foot area from the subject property. 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 to post on the property. 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 for the duration of the public comment period, according to application public notice requirements.

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

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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**Zone Map Amendment Application Fees**

<b><u>Lot Size:</u></b>	<b><u>Fee:</u></b>
< 1 acre	\$250.00
1 acre < 5 acres	\$250.00 for first acre + \$30.00 for each additional acre or portion thereof
5 acres < 20 acres	\$400.00 for first 5 acres + \$30.00 for each additional acre or portion thereof
20 acres < 60 acres	\$750.00 for first 20 acres + \$30.00 for each additional acre or portion thereof
60+ acres	\$1,950.00 for first 60 acres + \$30.00 for each additional acre or portion thereof



## **Village of Los Ranchos de Albuquerque Application Public Notice Requirements**

### **1. Applications for Administrative Approval**

Your application will be noticed for administrative approval in two ways: letters sent to all property owners within 300-400' from your property and a posted notice sign on the front of your property. The Village will handle the mailed notice and forward the cost to you as the applicant. You must post the sign per the below instructions. Failure to do so may constitute reason to defer or deny your application. If your application is not administratively approved, you will be charged for the Commission public hearing notice. Please contact the Planning & Zoning Department with any questions.

### **2. Applications for Approval by the Planning & Zoning Commission or Board of Trustees**

Your application will be noticed as on the Planning & Zoning Commission or Board of Trustees agenda in three ways: a notice in the Albuquerque Journal newspaper, letters sent to all property owners within 300-400' from your property, and a posted notice sign on the front of your property. The Village will handle the newspaper and mailed notice, and will forward the cost to you as the applicant. You must post the sign per the below instructions. Failure to do so may constitute reason to defer or deny your application. If your application will go before the Commission or Board multiple times, each meeting requires a new notice. You will be charged accordingly and be required to post a new meeting sign. Please contact the Planning & Zoning Department with any questions.

### **Public Notice Sign**

As the applicant, you are responsible for posting and maintenance of a sign on the property that describes the application. The Village will contact you via phone or email.

You are responsible for ensuring the sign remains posted throughout the designated period (dates and times) noted on the sign. Failure to maintain the sign during the entire period may be cause for deferral or denial of the application.

#### **Location:**

- The sign must be conspicuously located. It must be within twenty feet (20') of the edge of the front property line, and Village staff may indicate a specific location.
- The face of the sign must be parallel to the street, and the bottom of the sign must be two (2) to seven (7) feet from the ground.
- No barrier shall prevent a person from coming within five feet (5') of the sign in order to read the content.

#### **Posting:**

- The Village provides zip ties to attach the sign to a fence. Alternatively, nailing or stapling the sign to a heavy stake with two (2) crossbars or a full plywood backing works best to keep the sign in place, especially during high winds. In the event the sign is lost or damaged to the point

that it is unreadable prior to the meeting, inform Village staff to obtain a new sign as soon as possible.

**Removal:**

- Do not remove the sign before the hearing or administrative approval of the request.
- You must remove the sign no later than five (5) days after the Director, Commission, or Board issues its decision.

**Public Notice Fees**

You must pay the public notice fees when you pick up the public notice sign. The invoice will be comprised of the following:

- **Albuquerque Journal Notice:** Forwarded cost from the newspaper for the cost of the posting, divided by the number of applications on the agenda. Only applicable for public hearing items.
- **Mailed Letter Notice:** \$0.58 (cost of stamp) \* number of letters sent
- **Public Notice Sign:** \$2