



4324 CORRALES ROAD
CORRALES, NEW MEXICO 87048
PHONE (505) 897-0502

Village of Corrales

FAX (505) 897-7217
EMAIL: info@corrales-nm.org
WEBSITE: www.corrales-nm.org

Planning & Zoning Department

Application Process for Summary Plat, Sketch Plan, Preliminary Plat and Final Plat Subdivisions

1. Applicant notifies Planning and Zoning Administrator of intent; makes appointment with staff to review proposed subdivision and requirements for application.
2. Applicant submits four (4) copies of required material in 24" by 36" format, and pays fee. Fees incurred by legal notice shall be invoiced to the applicant when amount is determined; sketch plan does not require this step. See most recent fee schedule or ask administrator.
3. Review by Planning and Zoning Administrator, Village Engineer, and Village Attorney. Administrator determines whether or not an application is complete and so notifies applicant. Applicant makes and submits corrections, if needed, prior to administrator scheduling case for a public hearing.
4. When notified by the Administrator that the application is complete, the applicant submits four (4) full size drawings (if amended), and ten (10) copies of plan or subdivision plats in 11" by 17" format, 3-hole- punched, and a CD/DVD portable digital file (pdf) and all other required materials a minimum of forty (40) days prior to anticipated P&Z Commission hearing.
5. **TIME – Plan for the time-lag between the initial submissions of four (4) copies to the official submission of ten (10) copies.**
6. The Planning and Zoning Administrator will send notification of the scheduled hearing within 60 days of submittal of a complete application to the applicant's mailing address or by email.
7. **Public notice sign shall be requested by the applicant**, prepared by staff, and must be posted at least fifteen (15) days prior to the scheduled public hearing (Sec. 18-79(b)).
8. Planning and Zoning Commission public hearing takes place; may require amended Preliminary Plat.
9. If approved, the P&Z Commission Chairman signs and dates Preliminary Plat.
10. Final Plat application must be submitted within one (1) year of preliminary plat approval. If there are extenuating circumstances, the applicant should notify the Administrator, such as

litigation, and also notify the administrator when the case is ready to resume. The time taken by unforeseen circumstances shall not be counted against the applicant.

11. The process is the same for Final Plat, except for preparation of a mylar and obtaining required signatures. There may be other materials required; see regulations and checklist.
12. A Summary Plat application is usually heard by the commission in one public hearing; if there are no deficiencies or other issues with the plat, the commission takes action at that hearing. The preparation of a mylar and obtaining all required signatures may take place in time for the hearing, or may occur after approval by the commission.
13. Ask administrator if there are any changes to the regulations that are not yet codified.