



Village of Corrales  
Planning and Zoning Department

4324 CORRALES ROAD  
CORRALES, NEW MEXICO 87048  
PHONE (505) 897-0502  
FAX (505) 897-7217  
EMAIL: [info@corrales-nm.org](mailto:info@corrales-nm.org)  
WEBSITE: [www.corrales-nm.org](http://www.corrales-nm.org)

**SKETCH PLAN APPLICATION**

**Applicant Information**

Applicant Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Proposed Subdivision: \_\_\_\_\_

Zoning Classification: \_\_\_\_\_

Location of Proposed Subdivision: \_\_\_\_\_

Descriptive Information: \_\_\_\_\_  
Lot #'s \_\_\_\_\_ Tract #'s \_\_\_\_\_ MRGCD Map # \_\_\_\_\_

Acreage of site: \_\_\_\_\_ Present # of Lots: \_\_\_\_\_ Proposed # of Lots: \_\_\_\_\_

Land Owner(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Relationship of Applicant to Land Owner: \_\_\_\_\_

Name/Address of Land Planner: \_\_\_\_\_

Name/Address of Engineer: \_\_\_\_\_

Name/Address of Land 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 3-hole punched shall be submitted to the administrator, along with fee and application and a CD or similar electronic media with a file in .pdf format of the proposed subdivision.

**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.: \_\_\_\_\_

Amount Paid: \_\_\_\_\_  Cash  Credit Card  Check No.: \_\_\_\_\_ Receipt No.: \_\_\_\_\_

Completed Application Acceptance Date: \_\_\_\_\_ P&Z Hearing Date: \_\_\_\_\_

---

## 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.