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## VILLAGE OF CORRALES

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### Planning & Zoning Department

#### Application Process for 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 fees, including Real Property Transactions Permit fee (one time per case). Fees incurred by engineer review and legal notice shall be invoiced to the applicant when amount is determined.
3. Review by Planning and Zoning Administrator, Village Engineer, and Village Attorney.
4. Review comments are transmitted to the applicant for appropriate changes.
5. Applicant submits ten (10) copies of plan (sketch) or subdivision plats in 11" by 17" format 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:
  - i. One (2) for the Planning & Zoning Administrator's files
  - ii. One (1) for the Public Review Copy - lobby
  - iii. Four (4) for the Village Engineer
  - iv. Seven (7) for the Planning and Zoning Commission
6. Planning & Zoning Administrator ascertains whether or not an application is complete and so notifies applicant. Deficiencies in the application are noted and applicant makes corrections prior to scheduling for a public hearing.
7. **TIME** – *Plan for this time-lag between the initial submissions of four (4) copies to the official submission of ten (10) copies.*
8. The Planning and Zoning Administrator will send notification of the scheduled hearing within 60 days of completed application to the applicant's mailing address.
9. 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)).
10. Planning and Zoning Commission public hearing takes place; may require amended Preliminary Plat.

11. If approved, the P&Z Commission Chairman signs and dates Preliminary Plat.
  - a. One (1) signed print returned to subdivider.
  - b. One (1) signed print in the case file.
12. 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 a law suit in district court, 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.
13. 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.