

## What does the P&Z Staff Do?

The Planning and Zoning department is the busiest office in the Village. We receive applications for all types of zoning actions: subdivisions, building permits, site development plans (commercial), zoning and flood zone determinations, variances, short-term rental permits, home occupation permits, and zone map amendments (zone changes). Many applications require public hearings before the Planning and Zoning Commission, and some applications must be forwarded to the Governing Body (Council) with a recommendation for action after they have been heard by the Commission, such as zone changes.

The Commission initiates amendments to the land use code (regulations). Commission recommendations are forwarded to the Governing Body for a 2-step process of public notification, reading, and adoption.

## P&Z Does Not Do These Things

This department does *not* retain land ownership or assessment records. Those are kept at the Sandoval County Assessors office. The Village does not enforce private covenants or deed restrictions. Covenants and deed restrictions are filed at the Sandoval County Clerk's Office, as are plats showing individual lots, easements and rights-of-way.

The staff enforces Village ordinances, and only to the limit allowed by those ordinances.

The Village does not handle disputes about private easements, private roads (except where public safety is involved), water rights, or private agreements of any kind; these are matters between individuals.

[View PDF](#)