



Village of Corrales
Planning and Zoning department

4324 CORRALES ROAD
CORRALES, NEW MEXICO 87048
PHONE (505) 897-0502
FAX (505) 897-7217
EMAIL: planning@corrales-nm.org
WEBSITE: www.corrales-nm.org

APPLICATION FOR SIGN PERMIT

Please Print or Type

Project Address: _____ Zone Designation _____
Number Street

Legal Description: _____
Lot or Tract Block Subdivision MRGCD Map #

Type of Occupancy ☐ Commercial ☐ Residential

Sign Type ☐ Building ☐ Monument ☐ Single ☐ Composite ☐ Directional ☐ Political
Mounted Campaign

☐ Other: _____

Sign Location _____

Size: _____ SQFT X _____ SQFT X _____ SQFT = Total Area _____ SQFT
Width Height # of sides

Quantity _____

Illumination Type: Exterior Yes No Interior Yes No None

Property Owner: _____

Mailing Address: _____
Number Street City State Zip Code

Telephone: Home _____ Cell _____ Email _____

Contractor Business Name: _____ State License #: _____

Name of Licensee: _____ License Classification: _____

Address: _____
Number Street City State Zip Code

Telephone: Office _____ Cell _____ Email _____

Name of Applicant: _____ Signature of Applicant: _____

Paid _____ Date _____



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Sign Permit Guide, Application and Fee

- (a) All signs displayed for longer than 60 days in the Village of Corrales require a sign permit.
- (b) The sign permit application shall contain the following
- ☐ Signature of the applicant
 - ☐ Name and address of the sign owner and sign erector
 - ☐ The permittee must show a valid Village business license and proof that they have the permission of the property owner before a sign permit is issued.
 - ☐ Drawings showing the location of the sign on the property, building facade, wall or other location.
 - ☐ Drawings showing area dimension of the sign, height of the sign, and basic design of the sign.
 - ☐ Drawings showing location of all other existing or proposed signs displayed on the property.
 - ☐ Drawings showing that the vision clearance for street corners and driveways follows Chapter 18-30 (e) of the Village ordinance.
- (c) The fee **to be charged for a sign permit shall be \$2.00 per square foot of sign area** for commercial and home occupation signs.
- Sign area is determined by including all parts, words, illustrations, etc., in the measurements of a sign, the sign is to be considered one entity for the purpose of sign area determination, and separate measurements of detached letters, words, parts, illustrations, etc., is not allowed.*
- (d) Selections from the Village Ordinance are included on the following two pages. The complete sign ordinance can be viewed at the Village Website www.corrales-nm.org . Proceed to the Village Ordinance. The sign ordinance is located in Chapter 8.



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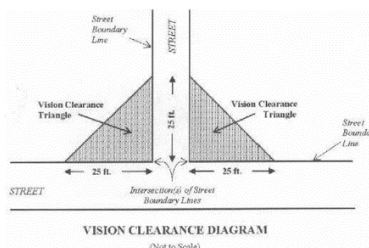
EXCERPTS FROM SIGN ORDINACE

Sec. 8-92. General Sign Regulations

- a) No sign shall be erected unless it conforms to the regulations for the zone in which it is located and a permit for the sign is obtained from the Village of Corrales Planning and Zoning Department if required. This does not apply to exempt signs.
- b) Signs shall not be located in the public right-of-way or on public property. If a sign is so located, it shall be considered forfeited to the public and subject to confiscation and disposal.
- c) No sign shall be erected in the clear sign triangle area where two streets intersect, per 18-30(e).
- d) No sign shall obstruct or contribute to the obstruction of ingress or egress of any premise. Placement of signs that cause unsafe sight distances for vehicles entering or exiting a premises shall not be permitted.
- e) No signs shall be attached to any utility pole.
- f) All signs must comply with the Night Sky Protection Act (74-12-1 to 74-12-11) NMSA 1978 and Village of Corrales Code Section 18-42 Lighting.
 1. No lighting which is unshielded, or if lighted from within, casts nuisance glare on an adjoining property shall be allowed.
 2. Oscillating or flashing signs shall not be allowed.
 3. Internally lighted signs and digital signs shall only be permitted in the Commercial, Professional Office, or Municipal Zones, with the illuminated portion not to exceed a total of 16 square feet of sign area.
- g) Exempt Signs:
 1. Nonilluminated names of buildings, dates of erection, monuments, etc. when of permanent type of construction and made an integral part of a permitted structure.
 2. Signs required by law or signs of a duly constituted governmental body, or signs advertising Village entertainment or events that are sanctioned by a formal resolution of the Governing Body.
 3. Signs placed by a public entity such as a utility for the health, safety, or welfare of the public, such as signs identifying high voltage or road work.
- h) Billboards are prohibited in all zones.

Sec. 18-30 (e) Vision Clearance

- e) At all street intersections, no obstruction to view shall be placed or maintained between three (3) and eight (8) feet above the roadway grade in a triangular space at the corner (s) of the street intersection. Such triangular space shall be bounded by the street boundary lines and a diagonal line connecting two points twenty-five (25) feet distant from the intersection of the street boundary lines. Where unique roadway conditions exist, such as curves, the Commission, on the recommendation of the Village engineer, may require a distance greater than twenty-five (25) feet distant from the intersection of the street boundary lines to ensure vision clearance.





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Sec. 8-93. Signs in the Agricultural and Rural Residential (A-1) and A-2), and Historical Area (H) Zones

- a) Temporary signs, including portable signs, are permitted on private property for short-term use (not to exceed 60 days) and shall not exceed 4 square feet per sign face in the A-1, A-2, and H Zones. After the 60-day period has passed, a temporary sign must be removed for an additional 60 days. Temporary signs do not require a permit in the A-1, A-2, and H Zones.
- b) Permanent signs in the A-1, A-2 and H Zones shall not exceed five square feet per sign face and require a permit by the Village. No more than two permanent signs will be allowed on any premises. Portable signs which are continuously or repeatedly displayed and intended for long term use (over 60 days) shall be included in the total permanent sign count for the premises and shall not exceed five square feet per sign face.
- c) Off-premises signs are not permitted in the A-1, A-2, and H Zones.
- d) All freestanding signs may not exceed three feet in height from grade in the A-1, A-2, and H Zones.

Sec. 8-94. Signs in the Professional Office (O), Neighborhood Commercial (C), and Municipal, Public and Quasi-Public (M) Zones

- a) Temporary signs, including portable signs, are permitted on private property for a timeframe not to exceed 60 days and shall not exceed 4 square feet per sign face. Temporary signs require a permit by the Village in the O, C, and M Zones.
 - b) Permanent signs in the O, C, and M Zones shall not exceed 64 square feet of total sign area including portable signs displayed for continuous or repeated long-term use and banners. Permanent signs require a permit by the Village in the O, C, and M Zones.
 - c) Multiple tenant buildings such as shopping/commercial centers may consolidate free standing signs into a single composite sign with no more than 64 square feet of total sign area. Each tenant's sign area on the composite sign will be subtracted from their allowable 64 square feet of total sign area.
 - d) Off-premises signs require a permit by the Village and are permitted in the O, C, and M Zones. An off-premises sign will be subtracted from the sign owner's allowable 64 square feet of sign area.
 - e) All freestanding signs may not exceed 15 feet in height from grade in the O, C, and M Zones.
 - f) No sign shall be placed on Middle Rio Grande Conservancy District (MRGCD) or Southern Sandoval County Arroyo Flood Control Authority (SSCAFCA) land other than by those entities or by expressed permission by those entities.
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Sec. 18-42 Lighting

- f) At all street intersections, no obstruction to view shall be placed or maintained between three (3) and eight (8) feet above the roadway grade in a triangular space at the corner (s) of the street intersection. Such triangular space shall be bounded by the street boundary lines and a diagonal line connecting two points twenty-five (25) feet distant from the intersection of the street boundary lines. Where unique roadway conditions exist, such as curves, the Commission, on the recommendation of the Village engineer, may require a distance greater than twenty-five (25) feet distant from the intersection of the street boundary lines to ensure vision clearance.