



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

Village of Corrales
Planning and Zoning Department

FINAL PLAT APPLICATION (Sec. 18-87)

APPLICANT INFORMATION

Applicant Name: _____ Telephone: _____

Mailing Address: _____ Email: _____

Name of Subdivision: _____ Zone District: _____

Descriptive Information: _____

Lot Number/ Tract Number

MRGCD Map Number

Acreage of Site: _____ Present Number of Lots: _____ Proposed Number of Lots: _____

Land Owner(s): _____

Mailing Address: _____

Signature of Land Owner(s): _____

Telephone Number: _____ Date: _____

Relationship of Applicant to Land Owner(s): _____

Name/Address of Land Planner: _____

Name/Address of Engineer: _____

Name/Address of Surveyor: _____

Preliminary Plat Approval Date: _____ SUB- _____ - _____

Signature of Applicant: _____ Date: _____

GENERAL INFORMATION

FEES: Six hundred and fifty dollars (\$650) plus two hundred dollars (\$200) per lot, due at time of application submittal. Cost of Certified mailing and public notice will be invoiced to the applicant. Re-submittals due to errors or incomplete information are \$1,000.

DEADLINE FOR SUBMISSION: A minimum of forty (40) days prior to anticipated P&Z hearing. Four (4) copies shall be 24" by 36"; upon statement from the Administrator that application is complete, ten (10) copies shall be 11" by 17" format and **an electronic copy (PDF format) is required with EACH submittal.**

REQUIREMENTS: per attached checklist.

OFFICE USE ONLY

Date Received: _____ Received By: _____ File No.: SUB _____ - _____

Amount Paid: _____ Cash ☐ Credit ☐ Credit Card Number: _____

Check ☐ Check #: _____ Receipt Number: _____

Completed Application Acceptance Date: _____ Date of Hearing: _____

Developer Invoiced for Legal Notice: _____ Paid: \$ _____

☐ Approved: _____ Filing Fee Paid: \$ _____ Date: _____

☐ Approved with Conditions: _____

☐ Denied: _____

Date

Findings of Facts and Conclusions of Law:

Amended Final Plat Required to Demonstrate Compliance with Orders of the Commission: _____

Amended Final Plat Submitting, Reviewed and Approved for Signatures: _____

Date

Final Plat Recorded at Sandoval County: _____

Date

Requirements for Final Plat Application: Sec. 18-87(c)

The final plat shall be in conformity with the requirements of applicable State statutes and shall be an accurate drawing designating specifically the land so laid out, and particularly describing the portions thereof to be dedicated for public use. Such final plat shall be drawn in black ink to a scale of not more than 100 feet to the inch from an accurate survey. It shall contain one or more sheets of dimensions not exceeding 24 inches by 36 inches. If more than two sheets are submitted, an index sheet of the same dimensions shall be attached showing the entire subdivision on one sheet and the component areas on the remaining sheet.

(2) The final plat of the subdivision and accompanying documents shall show:

Completed Application Form and applicable fee. (please initial each)

- _____ 1. Boundary lines with accurate distances and courses.
- _____ 2. Correct legal description, which shall refer to permanent monuments, number of each lot in progression, and dimensions of the same. All property corners shall be set with rebar and cap, or other appropriate materials, and identified as such on the final plat.
- _____ 3. Lines of all proposed streets and alleys with their widths and names.
- _____ 4. Accurate outline of any portions of the property intended to be dedicated for public use or for the use of the owners of the lots fronting or adjacent to the land, together with dimensions of same.
- _____ 5. Line of departure of one street from another.
- _____ 6. Names and widths of adjoining streets and alleys abutting the subdivision drawn in dashed lines.
- _____ 7. All lots designated by numbers or letters, and streets, avenues and other grounds designated by names, letters or numbers.
- _____ 8. Building setback lines shown by narrow dashed lines, if required.
- _____ 9. Location of all easements provided for public use, services or utilities.
- _____ 10. All dimensions, both linear and angular, necessary for locating the boundaries of the subdivision, lots, streets, alleys, easements and other areas for public or private use.
- _____ 11. Radii, arcs or chords, points of tangency and central angles for all curvilinear streets and radii for rounded corners.
- _____ 12. Location of all survey monuments and their descriptions.

- _____ 13. Name of the subdivision and scale of the plat, north point, name of the owner or owners, name of subdividers and date.
- _____ 14. Certificate of registered land surveyor attesting to the accuracy of the survey and the correct location of all monuments shown.
- _____ 15. Certificate of licensed engineer attesting to the adequacy of, and in compliance with, engineering provisions and requirements.
- _____ 16. Acknowledgement. Every plat shall contain a statement that the land being surveyed, and the streets, alleys, easements, drainageways and other public ways appearing on the plat are with the free consent and in accordance with the desire of the undersigned owner and proprietor of the land and are dedicated to the public use and shall be acknowledged by all fee simple owners and any contract sellers and purchasers.
- _____ 17. Certification. A certification by a title or abstract company, or a duly authorized attorney, that there are no delinquent taxes, suits, actions at law, easements, restrictive covenants or rights-of-way affecting the property except those stated on the plat.
- _____ 18. Affidavit. The plat shall also contain an affidavit by a registered land surveyor or registered engineer that the proposed subdivision does lie within the planning and platting jurisdiction of the Village.
- _____ 19. Separately signed approval blocks with the names of each utility company involved, typed under the signature, along with the date of each signature. For lands east of the Main Canal, a signature and date of approval block shall be provided for the Middle Rio Grande Conservancy District.
- _____ 20. Signature block (same as for Final Plat Subdivision):

This summary plat of subdivision is approved, but such approval does not constitute acceptance for maintenance purposes of any streets, alleys or other dedicated lands.

_____	_____
Chairman, Planning and Zoning Commission	Date
_____	_____
Secretary, Planning and Zoning Commission	Date
_____	_____
Mayor, Village of Corrales	Date
_____	_____
Village Clerk	Date

(d) *Required improvements (final plat).*

- (1) Upon receipt of a final plat and prints thereof from the subdivider, the Planning and Zoning Administrator shall refer the final plat with such letter of transmittal to the Planning and Zoning Commission at its next regular session and shall report on the following:
 - a. Any improvements that may be required by this article have been constructed in a satisfactory manner in accordance with the minimum standards established by the Village as approved by the Village engineer.
 - b. In lieu of such prior construction, the subdivider has filed with the Village Clerk a duly executed performance bond with a financially qualified surety in an amount equal to 100 percent of the cost of the total public improvements and on all of the property abutting each such street or other locations within the subdivision.
 - c. The developer has presented copies of signed contracts containing adequate financial assurance to the Village providing for installation of public improvements which may be required in a satisfactory manner in accordance with the minimum standards established by the Village; such contracts shall be cancelable only upon disapproval of the plat by the Planning and Zoning Commission.
 - d. The developer has entered into an agreement or contract with the Village providing for the installation of such improvements and pledging the properties of the subdivision as guarantee that such improvements will be installed. Such contract may provide that the subdivider pay for such public improvements made pursuant to the contract with the Village on a block to block basis as the subdivision is developed, providing for payment for such improvements as constructed, and the release of lien placed up on such properties by the instrument of the Village. Payment to the Village for these purposes shall be made at the time of development even though the entire improvements, or a portion thereof, may be required to be deferred, and such money shall be held in escrow by the Village as a trust fund for such purposes.

Section 18-89. Improvements.

The following improvement procedures will be required unless waived by the Planning and Zoning Commission:

- (1) *Completion of improvements.* Plans for improvements shall be prepared by a qualified engineer registered in accordance with the laws of the State. The improvements listed in Subsection (2) of this section shall be installed pursuant to the method decided upon under section 18-87(d).
- (2) *Required improvements. The improvements to be installed shall include the following:*
 - a. *Permanent markers.* All subdivision boundary corners shall be marked with a permanent monument. A permanent monument shall be deemed to be concrete with a minimum dimension of four inches, extending three feet below the surface of the ground, or steel pipe or rebar firmly imbedded in concrete which extends at least three feet below the surface of

the ground. Should conditions prohibit the placing of monuments on line, offset marking will be permitted, provided however, the offset courses and distances are shown on the plat. A permanent benchmark shall be accessibly placed within the subdivision, the elevation of which shall be referred to the National Geodetic Survey (formerly U. S. Coast and Geodetic Survey) datum and accurately noted on the subdivision plat.

- b. *Drainage.* Adequate provision shall be made for drainage of storm water. Drainage improvements shall maintain any natural watercourse and shall prevent the collection of water in any low spot. No lot shall be platted to obstruct natural water flow. Storm water drainage shall not be permitted to combine with sanitary sewers. Lined drainage channels may be required and provided with required checks or be installed in concrete storm sewer conduit in accordance with the requirements noted in the master plan and as required by the Governing Body for storm sewers. Drainage structures must be placed on all arroyos where roads intersect them. Drainage structures shall be based on 1.25 inches of rain in one hour as the standard, and may be either of corrugated metal or concrete.
- (3) *Additional improvement standards.* Additional standards for design, construction, specifications and inspection of street improvements, utilities, street name signs, and drainage facilities may be required by the Village. Such standards, rules and regulations shall be approved by the Governing Body and be on file in the Village Clerk's office.
- (4) *Completion of improvements.* No building permit for construction within the subdivision, except permits for construction of the improvements, shall be issued until all improvements have been completed to the satisfaction of the Village.