



4324 CORRALES ROAD  
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## VILLAGE OF CORRALES

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### Application for Site Development Plan Permit

#### APPLICANT INFORMATION

\*Please include a brief narrative summary of existing uses and proposed new uses of structures with hours and days of business operation.

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Property Owner: \_\_\_\_\_  
(if different from applicant)

Mailing Address: \_\_\_\_\_  
(if different from applicant)

Descriptive Information: \_\_\_\_\_  
Lot Number/ Tract Number Block

MRGCD Map Number Name of Subdivision

Zone Designation Flood Map Designation Acreage

Address for Site: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

Will there be any undue negative impact on the community? If yes please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is Buffering Required? ☐ Yes ☐ No If Yes: \_\_\_\_\_  
Linear Feet of Fence Number of Parking Spaces

Name and Address of Architect/Engineer:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_ File No.: **SDP** \_\_\_\_ - \_\_\_\_

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: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Approved with Conditions:

\_\_\_\_\_  
\_\_\_\_\_

☐ Denied: \_\_\_\_\_  
Date

Findings of Facts and Conclusions of Law:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ Amended Drawings Required: \_\_\_\_\_  
Date

Findings of Facts and Conclusions of Law:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ Amended Drawings Submitted: \_\_\_\_\_  
Date

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## GENERAL INFORMATION

1. Corrales Codified Ordinances Chapter 18 Section 18-45(b)
  2. The Administrator shall determine if the proposed site development plan satisfies the requirements of Section 18-45(b) before submitting to the P&Z Commission for a public hearing. The Administrator shall schedule a hearing before the Commission no later than sixty (60) calendar days following the submittal of a completed application as determined by the Administrator.
  3. Any change in use which would require additional parking and/or any alteration or addition to the site of any structure upon the site shall require a resubmitted application and approval.
  4. **Fees:** 1.5% of the valuation of construction up to \$5 million plus 0.1% of the valuation of construction in excess of \$5 million, as a condition of approval or a minimum fee payable at the time of application, and any additional fees owed payable prior to issuance of a development permit; plus costs of legal notification for commission hearing (certified mail, signature required). See Resolution 16-06.
  5. **Requirements:** 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) will be required with EACH submittal**
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## SITE DEVELOPMENT PLAN PERMIT APPLICATION

\* If you have any questions about filling out the form or about the process, please phone, email or make an appointment with a Planning and Zoning staff member. We are here to help.

### **Section 18-45. Permits, certificates and plan approval.**

#### **(b) Site development plan approval.**

1. **Approval required:** No building, structure, or land in any zone may be occupied by a use designated as requiring site development plan approval without the approval of a site development plan by the planning and zoning commission.
2. **Applications:** Anyone requesting a use of a building, structure or land requiring site development plan approval must obtain and submit a completed application for a site development plan review. The application shall be returned to the Administrator accompanied by the appropriate application fee and fourteen (14) sets of required drawings.

#### **All site plans or site development plans must satisfy at least the following minimum requirements:**

- a) Show proposed new structure(s) and any existing buildings or structures, total lot coverage, all property lines with dimensions, all roads/streets, easements and setbacks.
- b) Show all locations on-site for water, septic, sewer, refuse, electrical points of connections, proposed service routes and existing utilities on the site.
- c) Show all required parking, drainage and grading information (see section 18-39).
- d) Show required landscaping information (see section 18-40).
- e) Indicated drainage inflow and outflow locations and specify areas required to be maintained for drainage purposes.
- f) Include a topographic survey if requested by the Administrator.
- g) Show all structures on adjacent properties located within 25 feet of the site.
- h) Identify the zone designations of adjacent properties.
- i) Additional information necessary to demonstrate compliance with the requirements for the article as determined by the Administrator.

- j) Show north arrow and scale on all drawings, unless clearly unnecessary for the specific drawing in question.
3. **Review Process:** The administrator shall schedule a hearing before the Commission no later than 60 days following the submittal of a completed application as determined by the administrator.
4. **Meeting with P&Z Administrator:** Prior to submitting an application, the applicant shall first schedule a meeting with the administrator. Review and comments shall be given to the applicant at this time, concerning the relationship of the proposed development to the Comprehensive Plan, applicable zoning ordinances, along with copies of the pertinent sections of this article, applications, and other submittal requirements.
5. **Guidelines:** The P&Z Commission shall not approve any site development plan unless all the requirements are met. The Commission may, in its discretion, grant conditional approval of a proposed site development plan subject to satisfactory completion of certain specified requirements prior to a date certain, and may delegate to the Administrator, the chairman of the Commission, or other specifically designated individual the authority to determine whether such requirements have been satisfactorily completed. In addition, no site development plan shall be approved unless satisfactory provisions have been made concerning the following, where applicable:
- a) Accessibility to property and proposed structures thereon, with reference to automobile and pedestrian safety, traffic control, streets/roads, and emergency access in case of fire, flood or catastrophe.
  - b) Off-street parking and loading areas where required, with particular attention to the refuse and services areas (Sec. 18-37(10)).
  - c) Show all on-site locations for water, septic, sewer and liquid waste facilities, with reference to soil limitations, locations, and public health.
  - d) On-site drainage and storm water runoff.
  - e) The noise, glare, or odor effects of the proposed use on adjoining properties.
  - f) General compatibility with existing adjacent properties.
  - g) The overall health and safety of the community.
  - h) The goals and objectives of the Village of Corrales Comprehensive Plan.
6. **Additional Requirements:** Any change in use which would require additional parking and/or any alteration or addition to the site of any structure upon the site shall require the resubmittal of an application and approval as required by this section.
7. **Completeness of Plan:** No site development plan shall be approved unless the submitted plan as presented is complete, or any deficiencies have been fully corrected to the satisfaction of the commission, or other appropriate authority specifically designated by the commission.
8. **Expiration:** Any site development plan approval will automatically expire on the date that is 24 months after the date of commission approval or conditional approval if development is not complete. The commission, in its discretion, may extend this time in cases in which the project is in litigation or for any other reason that excuses the failure to complete development, provided the extension is not contrary to the public interest. Any decision by the Commission to extend, or not extend, construction time for a site development plan may be appealed to the Governing Body.

\*An application without all the required attachments is incomplete. If the application is not complete, it will be returned and will NOT be set for hearing until resubmitted in a complete form.

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