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Village of Corrales
Planning and Zoning Department

**ZONE MAP AMENDMENT, TEXT AMENDMENT, OR
VARIANCE APPLICATION**

APPLICANT INFORMATION

Property Owner : _____ Telephone: _____

Mailing Address: _____ Email: _____

Representative: _____ Email: _____

Mailing Address: _____ Telephone: _____

Descriptive Information: _____

Lot Number/ Tract Number

MRGCD Map Number

Acreage of Site: _____ Zoning: _____

Type of Request: ☐ Zone Change ☐ Text Amendment ☐ Variance

Reason for Request: _____

Signature of Applicant: _____ Date: _____

GENERAL INFORMATION

1. Ten (10) sets of required documentation, in 11" by 17" format and **an electronic copy (PDF format) is required with EACH submittal.** Two full size plan set in 24" by 36" format shall be submitted.
2. Fees are as follows:
 - a. **Variance Application - \$200.00**; cost of legal notice mailing shall be invoiced to the applicant.
 - b. **Zone Change without site development plans - \$650.00**; cost of legal notice mailing and cost of advertising ordinance, shall be invoiced to the applicant.
 - c. **Zone Change with site development plans - \$500.00 plus 1.5% of the valuation of construction as a condition of approval, or a minimum of \$700.00**, 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 the Commission hearing (certified mail, signature required; plus cost of advertising ordinance in newspaper for Council hearing, and legal notification for Council hearing.
3. The P&Z administrator shall schedule a hearing on the application before the planning and zoning commission no later than sixty (60) days following the submittal of a complete application.
4. Legal notice required by posting in the village and also by mailing written notice by certified mail, return receipt requested, not less than fifteen (15) days before the date of the hearing, to the owners of properties within 300 feet of the property boundaries, excluding public rights-of-way, of the property for which a hearing has been requested.
5. **Public notice sign must be requested by applicant and posted per §18-79(b) of the Codified Ordinances.**

OFFICE USE ONLY

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

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

Check ☐ Check #: _____ Receipt Number: _____

Completed Application Acceptance Date: _____ Date: _____

Applicant Invoiced for mailing (certified, return receipt): _____ Paid: \$ _____

☐ Approved: _____ Date: _____

Findings of Facts and Conclusions of Law:

☐ Approved with Conditions: _____

☐ Denied: _____

Date

Findings of Facts and Conclusions of Law:

Requirements for Zone Map Amendment, Text Amendment, or Variance
Application: Sec. 18-48

Anyone requesting a zone map amendment, text amendment, or variance to this article must submit the completed application form for a zone map amendment, text amendment, or variance application, accompanied by the appropriate application fee and number of set of required drawings.

- 1) **Meeting with the P&Z Administrator.** Review and comments can be obtained at this time concerning the relationship of the application to the Village Comprehensive Plan and applicable regulations and submittal requirements.
 - a) **Amendment.** The Governing Body may amend any part of this article, including the zone district boundaries, following a review and recommendation made by the Planning and Zoning Commission; however, the governing Body is not bound by the recommendation of the Commission.
 - b) **Review process for an amendment.** The administrator shall schedule a public hearing on any proposed amendment to this article before the Planning and Zoning Commission no later than sixty (60) days following the submittal of a request for such public hearing by the Governing Body. The Commission shall transmit a recommendation in writing to the

Governing Body within fifteen (15) days after its review of the proposed amendment is completed.

- c) **Applications for zone map amendment or variance.** Anyone requesting a zone map amendment or variance to this article must submit the completed application form for a zone map amendment or variance request. This form shall be returned to the Administrator accompanied by the appropriate application fee and number of sets of required drawings.
- d) **Meeting the administrator.** Prior to submitting an application for a zone map amendment or variance, the applicant shall first schedule a meeting with the Administrator. Review and comments can be obtained at this time concerning the relationship of the application to the Village Comprehensive Plan and the applicable zoning ordinances, along with copies of the pertinent provisions of this article, applications and other submittal requirements.
- e) **Review process for zone map amendment.** The Administrator shall schedule a hearing on an application for a zone map amendment before the P&Z Commission no later than sixty (60) days following the submittal of the completed application. The Commission shall transmit a recommendation on any zone map amendment request in writing to the Governing Body within fifteen (15) days after its review of the proposed zone map amendment is completed. The Governing Body shall schedule a hearing on the application for zone map amendment as soon as reasonably practicable, but no more than one hundred twenty (120) days after the commission's recommendation is transmitted to the Governing Body.
- f) **Conditions for zone map amendment.** In considering a request for approval of a zone map amendment, the Planning and Zoning Commission and Governing Body shall consider the following, and may impose any condition deemed to be in the best interests of the Village:
 - (1) **Village-owned property;** request for zone map amendment to "M" Municipal, public and quasi-public zone. In considering a request by the Village for approval of a zone change to "M" (Municipal, public and quasi-public) zone, the Commission and the Governing Body shall consider the overall health, safety and welfare of the community.
 - (2) **Other zone map amendment request.** In considering a request for approval of a zone map amendment, other than Village-owned property to the "M" zone, the Commission and the Governing Body shall consider the following, and may impose any condition deemed to be in the best interests of the Village.
 - a. Accessibility to property and proposed structures thereon, with particular reference to automobile and pedestrian safety, traffic control, adjoining 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 refuse and service areas;
 - c. Show all locations on-site for water, septic, sewer and liquid waste facilities, with reference to soil limitations, locations, and public health;
 - d. Noise, glare, or odor effects of the proposed use on adjoining properties;
 - e. On-site drainage and storm water runoff;

- f. Compatibility with the zoning and use of adjacent properties and other properties in the vicinity;
- g. Overall health and safety of the community; and,
- h. The goals and objectives of the Comprehensive Plan.

2. Review process for variance. The Administrator shall schedule a hearing on the application before the Planning and Zoning Commission no later than sixty (60) days following the submittal of a completed application.

- a) **Conditions for variance.** The Planning and Zoning Commission may deny any request for a variance that is based on conditions which are the result of the action of the applicant. Where the Planning and Zoning Commission finds that the strict application of the requirements of this article would result in a practical difficulty or unnecessary hardship that would deprive the owner of the reasonable use of the land or building, a variance may be granted provided that:

- (1) the variation of this article will not be contrary to the public interest;
- (2) the variation will not adversely affect adjacent property owners or residents;
- (3) the conditions are unique to the property; and,
- (4) the variance is authorized only for lot controls and not for use of the premises.

- b) In considering a request for approval of a variance, the Planning and Zoning Commission may impose any condition deemed to be in the best interests of the Village. The Commission shall consider the following:

- (1) Accessibility to property and proposed structures thereon, with particular reference to automobile and pedestrian safety, traffic control, all streets/roads, and emergency access in case of fire, flood or catastrophe;
- (2) Off-street parking and loading areas where required, with particular attention to refuse and service areas;
- (3) Show all locations on-site for water, septic, sewer, and liquid waste facilities, with reference to soil limitations, locations, and public health;
- (4) The economic, noise, glare, or odor effects of the proposed use on adjoining properties;
- (5) On-site drainage and storm water runoff;
- (6) General compatibility with adjacent properties and other properties in the vicinity;
- (7) Overall health and safety of the community; and
- (8) The goals and objectives of the comprehensive plan.

3. Public notification. Requests for zone map amendment and variance require legal notice mailing, as well as public notice (**applicant shall request a public notice sign**) posted a minimum of 15 days prior to the scheduled public hearing (Sec. 18-79(b)).