

## SITE PLAN APPLICATION

**Los Alamos County Community Development Department**  
 1000 Central Ave, Suite 150, Los Alamos NM 87544  
 (505) 662-8120

**Address and Use of Property to which the application applies:**

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**Current Use:**     Vacant    Other: \_\_\_\_\_

**Zoning District:** \_\_\_\_\_    **Acreeage:** \_\_\_\_\_    **Lot Coverage:** \_\_\_\_\_    **Related Applications (if any):** \_\_\_\_\_

**APPLICANT** (Unless otherwise specified, all communication regarding this application shall be to Applicant):

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell #: \_\_\_\_\_  
Please Print

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

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**SIGNATURE** **DATE**

**PROPERTY OWNER**  Check here if same as above

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell #: \_\_\_\_\_  
Please Print

Address: \_\_\_\_\_ Email: \_\_\_\_\_  
Owner's Address

*My signature below indicates that I authorize the Applicant to make this Amendment application on my behalf.*

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**SIGNATURE** **DATE**

**Pre-Application Meeting Date(s):** \_\_\_\_\_    **IDRC Date:** \_\_\_\_\_

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**THIS SECTION TO BE COMPLETED BY THE COMMUNITY DEVELOPMENT DEPARTMENT**

**Date of Submittal:** \_\_\_\_\_    **Staff Initial:** \_\_\_\_\_

**CDD Application Number:** \_\_\_\_\_    **Fees Paid:** \_\_\_\_\_

## SITE PLAN REVIEW CRITERIA

The Los Alamos County Code of Ordinances, Chapter 16, Development Code, Sec. 16-152A establishes the following criteria for recommendation by IDRC, or for determination by the CDD Director or P&Z, of approval, conditional approval or denial of the application. Please review each of the criteria listed and provide short comments on how your application meets the criteria in the space provided. (Attach additional sheets if needed.)

- (a) *The site plan shall substantially conform to the comprehensive plan and shall not be materially detrimental to the health, safety and general welfare of the county.*
  
- (b) *Ingress, egress, traffic circulation and parking on the site shall be accomplished with safety for motorists, bicyclists and pedestrians. Provisions shall be made for the safe ingress, egress and circulation of vehicles, bicyclists and pedestrians.*
  
- (c) *The necessary provisions shall be made for controlling stormwater drainage on-site and off-site as required by the county engineer in accordance with the county's storm drainage construction standards or such other ordinances or storm water management plans as may exist.*
  
- (d) *The necessary easements shall be provided for both existing and proposed utilities, on-site and off-site. No existing easement shall be terminated without provision of alternate service, and all new services shall be provided.*

- (e) *The site plan shall include a conceptual landscape plan that will enhance the site and immediate vicinity and provide adequate screening and buffering, if appropriate, between properties. The final landscape plan shall conform to the requirements set forth in sections [16-574](#) and [16-575](#).*
- (f) *Parking lots, outside storage areas, outside mechanical equipment and outdoor lighting shall be designed to serve the intended use of the development while minimizing adverse impacts on adjacent properties or public rights-of-way.*
- (g) *The capacity of those public services and facilities required to serve the proposed development (including but not limited to water, sanitary sewer, electricity, gas, storm sewer, streets, etc.) shall conform with, or if improvements are required, shall be made to conform with the requirements of the county's construction standards.*
- (h) *Structures, site grading, and all other aspects of the development shall meet all applicable design standards or guidelines, as may be adopted and made a part of this code, and shall preserve, to the extent practical, outstanding topographical features and natural amenities on the site.*

- (i) *Provisions shall be made to serve the development with tot lots and/or neighborhood parks in accordance with the adopted comprehensive plan. A fee may be paid as approved by county council to accomplish the purpose of a comprehensive plan in lieu of the development of tot lots or neighborhood parks.*

**SUBMITTALS:**

Provide all information necessary for a complete review of the Site Plan request. Check each of the boxes to indicate which information you have provided. Provide two hard copies of all plans and also provide one complete copy of all materials on disk:

- Agent Authorization, if applicable.
- Proof of property ownership (Warranty deed, recorded Plat, etc.).
- Scaleable copies of Site Plan drawings including:
  - Footprint and square footage of all buildings and structures on the site.
  - Building/structure elevations.
  - Existing and proposed lot coverage.
  - All existing and proposed easements.
  - All existing and proposed setbacks.
  - Existing and proposed trails.
- Preliminary Landscape Plan.
- Preliminary Grading and Drainage Plan.
- Preliminary Utilities Plan.

**Note: Final construction plan set will be required at Building Permit.**

**Additionally, per Sec. 16-571, at or before the first IDRC meeting, the County Engineer may require the following Impact Studies:**

- Traffic impact analysis (TIA).
- Stormwater drainage report.
- Utility capacity analysis.
- Soils report.
- Other. Describe: \_\_\_\_\_

**You are advised to meet with the County Engineer early in the planning process to determine which studies will be required.**

**Please provide any other information that you believe is relevant to or supports this application.**