

SUBDIVISION APPLICATION

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

This application is for: SKETCH PLAN PRELIMINARY PLAT FINAL PLAT

Property to be Subdivided: _____
Address

Legal description: _____

Zoning District: _____ Area (Acres): _____ # Lots Proposed: _____

Current Use _____

Related Applications (if any): _____

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

Name: _____ Phone: _____ Cell #: _____
Please Print

Address: _____ Email: _____

SIGNATURE

DATE

PROPERTY OWNER(s) (If different from Applicant)

Check here if same as above

Name: _____ Phone: _____ Cell #: _____
Please Print

Address: _____ Email: _____

My/Our signature(s) below indicates that I/We authorize the Applicant to make this subdivision application on my/our behalf

SIGNATURE

DATE

SIGNATURE

DATE

SUBDIVISION REVIEW CRITERIA:

The Los Alamos County Code of Ordinances, Chapter 16, Development Code, Sec. 16-153 establishes eight (8) criteria for the Planning and Zoning Commission to use when reviewing an application for subdivision approval. Please review each of the criteria listed and describe how your application meets the criteria. You will also be asked to discuss the criteria at your public hearings. Attach additional sheets as needed.

(a) The development of the property shall substantially conform to the comprehensive plan and shall not be materially detrimental to the health, safety and general welfare of the county.

(b) Except for the R-E and R-A zoning districts and developed areas where it is determined by the utilities manager that it is economically unfeasible to extend sewer lines, all subdivisions must be served or be capable of being served by all public utilities.

(c) Provisions shall be made for the safe ingress, egress and circulation of vehicles, bicyclists and pedestrians.

(d) Adequate provisions shall be made for accepting expected drainage from other properties, for controlling drainage on the site and for directing it to the storm sewer or drainage system, including considerations for impact on downstream properties. The county engineer shall approve, disapprove or recommend modifications to the storm drainage plans.

(e) The necessary easements shall be provided for both existing and proposed utilities in an acceptable manner to the county engineer and utilities manager. Development of the property shall be in accordance with adopted utilities department plans and specifications.

(f) Outdoor activity areas, parking lots, outside storage areas, outdoor lighting, or other features or uses of the site or structures shall be adequately screened or otherwise controlled to effectively mitigate conflict with existing or potential adjacent land uses.

(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 be adequate, or made to be adequate if improvements are required.

(h) The subdivision is planned to retain as much as possible, all natural features such as watercourses, natural vegetation, terrain, existing structures, historic sites, archaeological sites, and other community assets, which if preserved, will contribute to the overall appearance and quality of life in the county of Los Alamos.

(i) Addresses and road names shall be in compliance with the standards as described in [chapter 34](#), article IV, and shall be included on the original submission of the plat application.

REQUIRED SUBMITTALS:

Check each of the boxes to indicate that you have attached two (2) full size (24" x 36") paper copies of each of the following, and one complete electronic copy of all materials:

- Proof of property ownership.
- A Vicinity map, showing the boundaries of the property to be subdivided, and all adjacent lots within 300 feet.
- A scaled Plat or survey at 1 inch to 100 feet, including all the following information: (Note: For smaller properties, a legal description with metes and bounds, may be acceptable. Check with CDD staff.)
- Locate and label all existing utility lines on the site. (Existing gas and electric service lines must be located by the Los Alamos County Utilities Department prior to submittal of this application.)
- Show and label the footprint of all existing buildings and structures on the site.
- Show the footprint of all buildings and public rights-of-way within 20 feet of all boundaries of the site.
- Show, dimension and label all existing and proposed easements.

THIS SECTION TO BE COMPLETED BY THE COMMUNITY DEVELOPMENT DEPARTMENT

For County Use:

Date of Submittal: _____

Staff Initial: _____

CDD Application Number: _____

Fees Paid: _____

Additional information for Subdivision Applicants:

Sec. 16-459. - Relationship between sketch, preliminary and final plat.

No preliminary plat shall be considered by the planning and zoning commission unless it substantially conforms to the approved or conditionally approved sketch plan. No final plat shall be considered by the planning and zoning commission unless it substantially conforms to the approved or conditionally approved preliminary plat. Plats that do not substantially conform shall be resubmitted at the sketch plat stage. Plats containing five lots or less after utility or

public or private roadway improvements under article VI of this chapter may submit sketch, preliminary and final plats as a single plat for approval.

Sec. 16-458. - Subdivision time periods.

- (a) There shall be no more than six months between final action on a sketch plan and application for preliminary plat. There shall be no more than 12 months between final action on a preliminary plat and application for final plat. Approved or conditionally approved final plats shall be filed by the applicant or agent with the county clerk within 12 months of the date of final action on a final plat.
- (b) Whenever the time period for filing of the application or filing with the county clerk expires, any and all applications for subdividing the same parcel of property shall be treated as a new application.