



DEVELOPMENT APPLICATION

PROJECT INFORMATION

Title:

Project Address:

Description:

Check all application types, if applicable:

- | | |
|--|---|
| ☐ Administrative Deviation ... \$25 | ☐ Site Plan* ... \$500 plus
\$75 per/Million \$ estimated construction cost |
| ☐ Administrative Wireless Telecom ... \$250 | Estimated Construction Cost: _____ |
| ☐ Encroachment Permit ... \$25 | ☐ Major Site Plan Amendment* ... \$500 |
| ☐ Temporary Use Permit ... \$25 | ☐ Minor Site Plan Amendment ... \$250 |
| ☐ Comprehensive Plan Adoption &
Amendment*... \$250 | ☐ Major Zone Map Amendment* ... \$500 (+\$25/acre)
<i>No fee if initiated by County Council
or County Manager</i> |
| ☐ Conditional Use Permit* ... \$300 | ☐ Minor Zone Map Amendment* ... \$500 (+\$25/acre)
<i>No fee if initiated by County Council
or County Manager</i> |
| ☐ County Landmark or Historic District
Adoption/Amendment* ... \$250 | ☐ Master Plans* (Major, Minor) ...\$250 |
| ☐ Development Plan* ... \$500 | ☐ Text Amendment* ... \$150
<i>No fee if initiated by County Council
or County Manager</i> |
| ☐ Major Development Plan Amendment* ... \$500 | ☐ Variance ... \$250
<i>No fee if application is a part of a Site Plan review</i> |
| ☐ Minor Development Plan Amendment ... \$250 | ☐ Administrative Wireless Telecommunication
Facility ... \$250 |
| ☐ Summary Plat... \$100 plus \$25 lot; \$10 / acre for
non-residential | ☐ Discretionary Wireless Telecommunication
Facility* ... \$500 |
| ☐ Sketch Plat, Subdivision*... \$250 plus
\$175/lot (1-10 lots)
\$125/lot (11-30 lots)
\$75/lot (30+ lots) | ☐ Small Wireless Facility ...\$250 |
| ☐ Preliminary Plat, Subdivision* ... \$250 plus
\$175/lot (1-10 lots)
\$125/lot (11-30 lots)
\$75/lot (30+ lots) | ☐ Major Historic Demolition* ... \$250 |
| ☐ Final Plat, Subdivision* ... \$250 plus
\$175/lot (1-10 lots)
\$125/lot (11-30 lots)
\$75/lot (30+ lots) | ☐ Major Historic Property Alteration
Certification* ... \$250 |
| ☐ Landscaping Plan ...\$500 | ☐ Minor Historic Property Alteration Certificate ... \$250 |
| ☐ Lighting Plan ...\$500 | |

*** Application reviews require a pre-application meeting.**

PROPERTY & OWNER INFORMATION

Property

Address:

Address

City

State

ZIP

Zoning District:

Overlay Zone:

N/A

Existing Structure(s) Sq. Ft.:

Proposed Structure(s) Sq. Ft.:

Lot Area (sq.ft.):

Property Owner(s) Name:

Owner(s) Email:

Owner(s) Phone(s)#:

☐ Owner's Address same as Property Address

Owner(s)

Address:

Address

City

State

ZIP

APPLICANT / OWNER'S AGENT INFORMATION☐ Applicant is same as Owner

Applicant Name:

Applicant

Address:

Address

City

State

ZIP

Applicant Email:

Applicant Phone(s)#:

ASSOCIATED APPLICATIONS

Application Type:

Case Number:

I hereby certify and affirm, under penalty of perjury, that the information I have provide in this application is true and accurate to the best of my knowledge, information, and belief. [NMSA 1978, §30-25-1]

Signature:

Date:

Signature:

Date:

STAFF USE ONLY

Date Received:

Staff:

Case No.#:

Meeting Date:

SUBMITTALS

- ☐ Proof of Ownership or
Letter of Authorization from Owner
- ☐ Items from associated Application Checklist

- ☐ Complete Application – Date: _____
- ☐ Payment – Accepted upon verification of a complete
application - Date: _____

ENCROACHMENT PERMIT CHECKLIST

Applicants for all development application reviews must complete this checklist and submit it with the Development Application. Refer to Development Code Section 16-73(d) for additional information. Contact the Planning Division with questions regarding these requirements: planning@lacnm.us.

APPLICABILITY

An Encroachment Permit is required for the construction of structures or site elements which would encroach upon a public utility, drainage easement, or public right-of-way owned by the County.
See 16-73-(d)(2) Exemptions for non-permanent structures and private easements.
The permit issuance does not limit the County's rights to the easement or right-of-way and may require the use of the easement or right-of-way at any time.

TYPE OF ENCROACHMENT REQUESTED

- ☐ Encroachment upon public utility easement
- ☐ Encroachment upon drainage easement
- ☐ Encroachment to a county-owned public right-of-way

SURVEY

Indicating the following:

- ☐ Dimensions of property boundaries
- ☐ Existing easements and public right-of-way
- ☐ Existing utility and stormwater drainage features
- ☐ Existing structure(s)
- ☐ Distances to any of the above from the proposed structure
- ☐ Width and length of the proposed area of encroachment

SITE PLAN

Site Plat at a minimum scale of 1" = 100' that illustrates the following:

- ☐ Proposed new structures and modifications to the property.
- ☐ Width and length of the proposed area of encroachment.
- ☐ Existing easements, public right-of-way, stormwater drainage, or any public infrastructure serving the property or surrounding area including, but not limited to pedestrian/vehicular circulation and street features (*sidewalks, driveways, traffic signs and devices, lighting, landscaping and furnishings, grading and stormwater drainage features, and utility services*)
- ☐ Documentation of compliance with all applicable development standards (*setbacks, building heights, open space, parking, applicable development phasing*).

See Reverse.

CONSTRUCTION DRAWINGS

Elevation drawing(s) at a minimum scale of 1/8" = 1' that indicate:

- ☐ Proposed new structure(s)
- ☐ Modifications to the easements, public right-of-way, or public infrastructure serving the property or surrounding area including streets, stormwater drainage features, and utilities including any required by the County Engineer and Utilities Manager.

ADDITIONAL SUBMITTALS

If an application for encroachment is related to a larger site plan or development plan application, any applicable impact studies as required by the County Engineer or Utilities Manager and further review may apply.

DECISION CRITERIA 16-73 - (d)(4)

An application for an Encroachment Permit shall be approved if it complies with all applicable standards in this Code, any other adopted County regulations, and any requirements deemed necessary by the Utilities Manager and County Engineer. Requests that may result in damage or interfere with the operation, maintenance, and/or repair of any public street, stormwater drainage facility or utility will be denied.

- ☐ Staff finds that this criterion has been met
- ☐ Staff finds that this criterion has not been met – more information is needed

UPON APPROVAL

If the application is approved by the County Engineer and Utilities Manager, the Community Development Department shall issue an Encroachment Permit. The property owner has five (5) days from permit issuance to record the Encroachment Permit with the office of the county Clerk and submit the recorded copy to the Community Development Department before the Encroachment Permit takes effect/is actionable.

