

## SUMMARY PLAT APPLICATION

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

*Note: A Summary plat is for the purpose of a lot split into no more than two lots in any zoning district; or for adjustment of a lot line; consolidation of no more than two lots; or a technical surveying correction.*

Check all that apply:

Lot Split       Lot Line Adjustment       Lot Consolidation       Replat

**PROPERTY OWNER** (Applications for Summary Plat may only be made by the Owner of the Property):

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell #: \_\_\_\_\_

Please Print

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

Owner's Address

SIGNATURE

DATE

Property to be Split: \_\_\_\_\_

Address

Zoning District: \_\_\_\_\_ Acreage: \_\_\_\_\_

Lot Coverage for each lot: \_\_\_\_\_

Related Applications:

### SUMMARY PLAT REVIEW CRITERIA:

The Los Alamos County Code of Ordinances, Chapter 16, Development Code, Sec. 16-154 establishes four (4) criteria to be considered when reviewing an application for Summary Plat approval. Please review each of the criteria listed and provide short comments on how your application meets the criteria in the space provided.

- (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) *For Lot Splits, both lots shall front on an existing, dedicated and improved street.*

(c) *Both lots and uses must meet the minimum site development parking requirements of the applicable district, as set forth in article IX.*

(d) *Necessary easements shall be provided for existing and proposed utilities in a manner acceptable to the county engineer and the utilities manager.*

**REQUIRED SUBMITTALS:**

Check each of the boxes to indicate that you have attached each of the following, and, if possible, one complete copy of all materials on disk:

- Provide a TITLE for the Plat (Lot Split, Lot Consolidation, etc.) or Provide a Purpose Statement on the Plat.
- Proof of property ownership.
- A scaleable proposed Plat with Metes and Bounds prepared by a Licensed Surveyor including all the following information:
  - Label "Old Lot Line" and "New Lot Line" as appropriate.
  - Show and label the footprint of all existing buildings and structures on the site.
  - Show, dimension and label all existing and proposed easements.
  - Show, dimension and label all existing and proposed setbacks.

- Proof of payment of taxes. See below.

*Per N.M.S.A. 1978, § 7-38-44.1 (B) A taxpayer shall pay the taxes, penalties, interest and fees due on real property divided or combined through the taxable year in which the property is divided or combined prior to filing a plat.*

**CDD Staff shall record all lot split and consolidation plats upon proof of payment of taxes.**

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

**For County Use:**

**Date of Issue:** \_\_\_\_\_

**Staff Initial:** \_\_\_\_\_