



Community Development—Planning

1000 Central Ave, Suite 150 Los Alamos, NM 87544 505.662.8120 planning@lacnm.us

DEVELOPMENT APPLICATION

PROJECT INFORMATION			
Title:			
Project Address:			
Description:			
•	Site Plan* \$500 plus \$75 per/Million \$ estimated construction cost Estimated Construction Cost: Major Site Plan Amendment* \$500 Minor Site Plan Amendment \$250 Major Zone Map Amendment* \$150 No fee if initiated by County Council or County Manager Minor Zone Map Amendment* \$150 No fee if initiated by County Council or County Manager Master Plans* (Major, Minor) \$250 Text Amendment* \$150 No fee if initiated by County Council or County Manager Variance \$250 No fee if application is a part of a Site Plan review Administrative Wireless Telecommunication Facility \$250 Discretionary Wireless Telecommunication Facility* \$500 Small Wireless Facility \$250 Major Historic Demolition* \$250 Major Historic Property Alteration Certification* \$250 Minor Historic Property Alteration Certificate \$250		
Lighting Plan\$500			
* Application reviews require a pre-application meeting.			

PROPERTY & OWNER INFORMATION			
Property			
Address:	ity <u> </u>	State	ZIP
Zoning District:	Lot Size - Acres / Sq. F	t.:	
Existing Structure(s) Sq. Ft.:	Lot Coverage:		
Property Owner(s) Name:			
Owner(s) Email:			
Owner(s) Phone(s)#:			
Owner's Address same as Property Address			
Owner(s)			
Address:	City S	State	ZIP
APPLICANT / OWNER'S AGENT INFORMATION			
Applicant is same as Owner			
Applicant Name:			
Applicant			
Address:	ity S	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:		
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 Payment – Accepted application - Date:	d upon verification o	



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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.

Revision-Jan2023 Code Reference: 16-73 (d)

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)

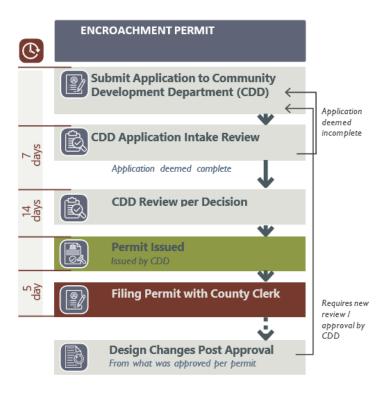
An application for an Encroachment Permit shall be approved if it complies with all applicable standards in this Code, any other adopted County regulations, and any requirements deemed necessary by the Utilities Manager and County Engineer. Requests that may result in damage or interfere with the operation, 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.



Revision-Jan2023 Code Reference: 16-73 (d)