



CITY OF AZTEC PRELIMINARY PLAT

PRELIMINARY PLAT

Dear Developer,

Thank you for taking the time to consult the Community Development Department in regards to your proposed subdivision development.

If you decide to proceed with this subdivision application, we need you to schedule a meeting with the Community Development Director prior to submitting your application. We have prepared a checklist of items you will need prior to your application being heard by the Planning and Zoning Board. Incomplete applications will not be accepted.

Planning and Zoning meetings are held on the third Thursday of each month in the City Commission Room at 2:00 p.m.

City Commission meetings are held on the second and fourth Tuesday of each month in the City Commission Room at 6:00 p.m.

By City of Aztec Code, we are required to issue notifications to all landowners within 100 feet of your property boundary and place a legal advertisement prior to your request going before the Planning and Zoning Board.

Your request will also go through a review process within City of Aztec departments prior to notifications being sent out. We will then place this request on the Planning and Zoning Board agenda once the time for review and notifications have been identified.

If you have any questions, please do not hesitate to call. We look forward to hearing from you.

Sincerely,

Community Development Office
(505) 334-7604



CITY OF AZTEC

PRELIMINARY PLAT APPLICATION PROCESS

Step 1 Meet with the Community Development Director to review your development request. You can schedule a meeting with the Director by contacting the Planning Technician at (505) 334-7604. It is highly recommended you bring a preliminary sketch of your subdivision to this meeting, doing so will allow the Director to identify any major issues in your subdivision layout before you pay for engineered plats and designs. The preliminary sketch should identify the total number of lots, lot dimensions, and lot layout.

Step 2 Turn in completed Application and items on Preliminary Plat Application Checklist to the Community Development Department.

NOTE: IF your proposed subdivision is a minor subdivision (three lots) AND it meets the following requirements you may seek concurrent Preliminary and Final Plat Approval:

- 1) All three lots front an existing and improved public street;
- 2) The subdivision will not require any utility/infrastructure extensions; and
- 3) The subdivision will not adversely affect adjoining properties or the neighborhood.

Step 3 The Community Development Department will set up a meeting with all necessary Departments for review of the proposed Preliminary Plat Application.

Step 4 Community Development will issue a formal review of the Preliminary Plat Request; the review may include additional review requirements for state and federal agencies. These reviews can take a minimum of sixty days to complete, and it is the responsibility of the applicant to acquire the required review documentation from these agencies.

Step 5 Once all necessary reviews of the application have been completed the application will be scheduled for the next regularly scheduled Planning and Zoning Board meeting. Due to landowner notification requirements, a minimum of 21 days is required between the completion of the application reviews and the Planning and Zoning Board meeting.

Step 6 Planning and Zoning meetings occur the third Thursday of every month at the City Hall Commission Room at 2:00 p.m. Commission meetings occur the

second and fourth Tuesday of the month at the City Hall Commission Room at 6:00 p.m.

- Attendance is required by the applicant or by an authorized representative; applicants wishing to be represented by another party must submit this authorization to the Community Development Department in writing.
- Failure to appear at the meeting may cause the Preliminary Plat Application to be postponed until the next regularly scheduled Commission meeting.
- Planning and Zoning Board will make a ruling upon the Findings of Fact and Conclusions of Law and will issue a Land Use Hearing Order recommendation to the City Commission to approve or deny the Preliminary Plat request.
- Recommendation from the Planning and Zoning Board will be placed on the Commission Consent Agenda for final approval from the City Commission.

Step 7 Following the Commission meeting, you will be sent a formal letter stating the results of the meeting. If approved, you will need to return to the Community Development Department to complete your preliminary plat approval paperwork and to receive information on the next steps of the subdivision approval process. Applicants have one year from the date of Preliminary Plat Approval to submit an application for Final Plat Approval. After one year Preliminary Plat Approval is void.



CITY OF AZTEC

APPLICATION FOR CONCURRENT PRELIMINARY & FINAL PLAT

PERMIT FEES ARE DUE AT TIME OF APPLICATION; additional fees may be assessed at time of permit approval. Fees are: \$10 Admin. Fee + \$200 Prelim. Plat Fee + \$2 per lot Fee. Total Fee to be determined at time of application.

Permit #: _____ Date Started: _____ Date Approved: _____

1. Name of Subdivision: _____

2. Name of Applicant: _____ Phone: _____

Address: _____
(No. & Street Name) (City) (State) (Zip Code)

3. Name of Local Agent: _____ Phone: _____

Address: _____
(No. & Street Name) (City) (State) (Zip Code)

4. Owner of Record: _____ Phone: _____

Address: _____
(No. & Street Name) (City) (State) (Zip Code)

5. Engineer: _____ Phone: _____

Address: _____
(No. & Street Name) (City) (State) (Zip Code)

6. Land Surveyor: _____ Phone: _____

Address: _____
(No. & Street Name) (City) (State) (Zip Code)

7. Attorney: _____ Phone: _____

Address: _____
(No. & Street Name) (City) (State) (Zip Code)

8. Postal Delivery Area: _____

9. School District: _____

10. Total Acreage: _____

11. Zoning: _____

12. Number of Lots: _____
13. Fee Required at \$200 plus \$2.00 per Lot: _____
14. Is any open space being offered as part of this subdivision application?

15. Has the City Commission granted any variance, exception, or special use permit concerning this property? If yes, please describe:

16. Is any variance to the Subdivision Regulations being requested?
If yes, please describe and attach a Variance Checklist and Variance Application:

17. Proposed Classification of Subdivision: _____
(Major or Minor)
18. Proposed Type of Subdivision: _____
(Commercial or Residential)
19. Provide
- Hard copy of Plat (18" x 36", paper)
 - Legal description and deed(s)
 - Subdivision Plat in electronic format (ArcGIS or Autocad)

The applicant hereby consents to the provisions the subdivision regulations providing that the decision of the City Commission shall be made within thirty (30) days after the close of the public hearing on final plat approval.

List all contiguous holdings in the same ownership (as defined in the Subdivision Regulations).

Section _____ Lot(s) _____

Attached hereto is an affidavit of ownership indicating the dates the respective holdings of land were acquired, together with the book and page of each conveyance into the present owner as recorded in the San Juan County Clerk's Office. This affidavit shall indicate the legal owner of the property, the contract owner of the property, and the date the contract of sale was executed.

IN THE EVENT OF CORPORATE OWNERSHIP: A list of all directors, officers, and stockholders of each corporation owning more than five percent (5%) of any class of stock must be attached.

STATE OF NEW MEXICO
COUNTY OF SAN JUAN, SS:

I, _____ hereby depose and say that all of the above statements and the statements contained in the papers submitted herewith are true.

Signature

Mailing Address _____
(Street) (City) (State) (Zip Code)

Subscribed and sworn to before me this _____ day of _____.

Notary Public

MY COMMISSION EXPIRES:



CITY OF AZTEC

CONCURRENT PRELIMINARY-FINAL PLAT REQUIREMENTS

1. General

The Preliminary Plat shall be prepared by a licensed land surveyor at a convenient scale not more than one (1") inch equals one hundred feet (100'). The Plat shall be drawn in ink on reproducible Mylar. The Plat shall be no longer than 18" X 36". In conjunction with the Plat the developer will provide (if required by City Planner):

- 1) A Subdivision Development Agreement explaining how and when the developer proposes to provide and install all required improvements.

2. Features

The Plat shall show the following:

- 1) The legal description of the areas being platted and location of property with respect to surrounding property and streets, the names of all adjoining property owners of record, or the names of adjoining developments; the names of adjoining streets.
- 2) The location and dimensions of all boundary lines of the property to be expressed in feet and decimals of a foot.
- 3) The location of existing streets, existing utilities, easements, water bodies, streams, irrigation ditches and other pertinent features such as swamps, railroads, buildings, parks, cemeteries, drainage ditches, culverts and bridges, within fifty feet (50') of any perimeter boundary of the subdivision.
- 4) The location and width of all existing and proposed streets, utilities and easements, alleys, and other public ways, and easements and proposed street rights-of-way and building set-back lines.
- 5) The locations, dimensions, and areas of all proposed or existing lots and the acreage of the land to be subdivided with the intended zoning classification and proposed use for the area being platted.
- 6) The location and dimensions of all property proposed to be set aside because of unsuitable character of the land or for park or playground use, or other public or private reservation, with designation of the purpose of those set asides, and conditions, if any, of the dedication or reservations.
- 7) The name and address of the owner or owners of land to be subdivided, the name and address of the developer of other than the owner, and the name of the land surveyor.

- 8) The date of the map, approximate true north point, scale, and title of the subdivision.
- 9) Sufficient data acceptable to the City Planner to determine readily the location, bearing, and length of all lines, and to reproduce such lines upon the ground; the location of all proposed monuments.
- 10) Names of the subdivision and all new streets to be approved by the City Commission.
- 11) Indication of the use of any lot (single-family, two-family, multi-family, townhouse) and all uses other than residential proposed by the subdivider.
- 12) Blocks shall be consecutively numbered or lettered in alphabetical order.
- 13) Subsurface conditions on the tract, including such information as the location and results of tests made to ascertain subsurface soil, rock and ground water conditions, depth to ground water; soil percolation and any other subsurface conditions.
- 14) Vicinity map showing streets and other general development of the surrounding area.
- 15) Such information and material as may be applicable or required by ordinance, rules, policy or regulations pertaining to utilities.



CITY OF AZTEC CONCURRENT PRELIMINARY & FINAL PLAT CHECKLIST

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- _____ 1. Subdivision Application and supporting materials
 - _____ 2. Payment for \$_____ (\$200 plus \$2 per _____ lots)
 - _____ 3. Plat(s) and Construction Plan Documentation - one 24" x 36" paper copy and one electronic copy (ArcGis or Autocad) showing the following information:
 - _____ Legal Description (Lot, Section, Township, City, County)
 - _____ Name of Proposed Subdivision
 - _____ Graphic Scale
 - _____ North Arrow
 - _____ Date of Survey Work
 - _____ Property Owner's Name and Address
 - _____ Conveyance (Book and Page) to Owner
 - _____ Name and Address of Licensed Professional Engineer and/or Surveyor preparing the Preliminary Plat
 - _____ Location of Property Lines
 - _____ Existing Easements and/or Right-of-Ways
 - _____ Burial Grounds and/or Archaeological Sites
 - _____ Roads
 - _____ Water courses/Washes/Arroyos/Special Flood Hazard Boundaries
 - _____ Existing Wooded Areas and Wetlands
 - _____ Location, width, and names of all existing and/or proposed streets or other public ways in the proposed subdivision and within fifty feet (50') of any perimeter boundary of the subdivision.
 - _____ Location, sizes, elevations and slopes of existing AND proposed sewer water, and electric infrastructure; gas lines; culverts and storm drainage infrastructure (to include retention ponds), and any other utilities (underground or aboveground) within the tract and immediately adjacent thereto.
 - _____ 4. Covenants, Liens and Encumbrances
 - _____ 5. Copies of legal deeds of property, easements, right-of ways, etc.
 - _____ 6. Location of existing water bodies, streams, ditches, oil and gas sites (to include

required building setbacks), permanent and temporary buildings, and other pertinent features such as wetlands, roads, parks, cemeteries, drainage ditches, irrigation ditches (to include laterals), bridges, etc.

7. Utility poles on or immediately adjacent to the site and utility right-of-way.

8. Approximate Topography, at the same scale as the Preliminary Plat, to include the elevation of the highest and lowest lots (as proposed).

9. The approximate location and widths of proposed streets.

10. Location, size, and invert elevations of existing and proposed sanitary sewers, stormwater drains, and fire hydrants, showing connection to any existing and proposed utility systems.

11. The approximate location, dimensions, and areas of all proposed or existing lots.

12. The location and dimensions of all property proposed to be set aside because of unsuitable character of the land or for park or playground use, or other public or private reservation, with designation of the purpose of those set asides and conditions, if any, of the dedication or reservations.

13. Whenever the Preliminary Plat covers only a part of an applicant's contiguous holdings, the applicant shall submit, at the scale of no more than two hundred feet (200') to the inch, a sketch in pen or pencil of the proposed subdivision area, together with its proposed street systems and an indication of the probable future street and drainage system for the remaining portion of the tract.

14. Location of all proposed and existing monuments.

15. Indication of the use of any lot and all uses other than residential.

16. Blocks consecutively numbered or lettered.

17. Lots consecutively numbered.

18. Explanation of drainage easements.

19. Explanation of site easements.

20. Construction Plans (at a scale of not more than 1"=50')

1) Profiles showing existing and proposed elevations along centerlines of all roads. Where a proposed road intersects an existing road or roads, the elevation along the centerline of the existing road or roads within one hundred feet (100') of the intersection shall be shown. Plan profiles must be accompanied by a traffic impact study identifying estimated average daily traffic counts generated by the proposed subdivision and impacts to traffic volumes and level of service on existing roadways.

2) Approximate radii of all curves, lengths of tangents, and central angles on all streets.

- _____ 3) Plans and profiles showing the locations and typical cross-sections of street pavements including curbs and gutters, manholes, and catch basins.
- _____ 4) Location of streetlights and signs.
- _____ 5) If the subdivision borders a lake, river, or stream, the distances and bearings of a meander line established not less than twenty feet (20') back from the ordinary high water mark of such waterways.
- _____ 6) Site-grading plan and site drainage plan for the entire subdivision; drainage plans must be accompanied by a drainage study prepared for a 100 year storm event of six hour duration.
- _____ 7) Subsurface conditions on the tract, including such information as the location and results of tests made to ascertain subsurface soil, rock and ground water conditions, depth to ground water; soil percolation and any other subsurface conditions.
- _____ 8) Title, name, address and signature of professional engineer and surveyor.
- _____ 9) Date and notation of approval.

City Staff Use Only

- _____ 21. Has applicant or agent discussed the Preliminary Plat with the Community Development Director prior to filing the Application?
- _____ 22. Referred to the following agencies, as applicable:
(Any reports or protests attached?)

OFFICIAL, AGENCY OR LOCAL GOVERNMENT	DATE
NM Department of Transportation	_____
NM State Engineer's Office	_____
NM Environment Department	_____
Aztec Fire Chief or County Fire Marshall	_____
Metropolitan Planning Organization	_____
City of Bloomfield	_____
San Juan County Subdivision Office	_____
Soil and Water Conservation District	_____
US Army Corps of Engineers	_____

Aztec or County Floodplain Manager

Aztec Water or Water User Association

Aztec School District

CenturyLink Telephone

New Mexico Gas Company

Comcast

Enterprise

NM State Historic Preservation Office

NM State Land Office

Bureau of Land Management

National Park Service

Environmental Protection Agency

23. Conditions, remarks and recommendations by Plan App: (Attach Report).

24. Disclosure Statements