



**CITY OF LAS VEGAS  
REGULAR  
SUBDIVISION  
APPLICATION**

# CITY OF LAS VEGAS COMMUNITY DEVELOPMENT DEPARTMENT

505-454-1401 ext. 276

## Applicants Guide to Submitting for a REGULAR SUBDIVISION

### PROCEDURES FOR REVIEW AND APPROVAL OF SUBDIVISION COMMERCIAL DEVELOPMENT AND/OR MOBILE HOME PARK

#### Subdivision

The division of a lot, tract, or parcel of land into two or more lots, tracts, parcels or other divisions of land for sale, development, or lease. The decision to approve the subdivision must be brought before the City's Planning & Zoning Commission with recommendations to City Council who will make the final approval.

#### Application Process

Regular Subdivision applications can be obtained from the City Community Development Department, 1700 North Grand Ave. or downloaded from the City of Las Vegas website at [www.lasvegasnm.gov](http://www.lasvegasnm.gov) under Community Development Forms. All subdivision applications must be filed with Community Development staff the first week of the month, or earlier if request involves commercial or industrial development. If deadline is not met for filing, proposals will be subject to a continuation to the following month's Planning and Zoning Commission meeting.

- Consultation shall take place between developer and Community Development Department to discuss proposal, acquire setback requirements for zone being requested and of street parking standards. All subdivision applications must be submitted to Land Use Specialist to submit for review and approval of subdivision, commercial and/or Mobile Home Parks development by the **Planning and Zoning Commission**. Section 4.30 of the City of Las Vegas Community Master Plan suggests that all developments go through the **Development Review Team (DRT)** for review prior to the Planning and Zoning Commission meeting.
- The application should include:
  - Location/address
  - Zoning classification
  - Property size / Survey – Legal description
  - Current use of property
  - Proposed use of property
  - Surrounding land use
  - Impact Statement
  - Letter of intent
  - Sketch plat of the current property along with proposed sketch plat. (2)

#### Application Review Process

- Completed application may be reviewed by the **\*Development Review Team** where recommendations will be made to insure compliance of Development Standards for presentation to the **Planning and Zoning Commission**.

\*The **Development Review Team (DRT)** is comprised of representation from various municipal and local utilities departments. Their purpose is to provide the developer with technical input from staff. The review is conducted to consolidate the efforts of the DRT agencies regarding projects that utilize all or part of the services each agency provides to residents and proposed businesses of the City of Las Vegas and County of San Miguel. The actions of the DRT further assist the **Planning and Zoning Commission** and the **City Council** in evaluating those projects submitted for public hearings. The DRT is committed to helping the applicant as much as possible to develop a successful proposal.

- Developer is then asked to make changes based on DRT recommendations.
- Following the DRT review, developer will submit a preliminary/or final plat to (Community Development) Zoning and Licensing Supervisor for review. Submittal of Preliminary and Final Plat shall be in accordance with the City of Las Vegas Land Subdivision Regulations. Community Development staff may assist with this information.
- Zoning and Licensing Supervisor routes plat to municipal and local utility departments for review and comments.
  - A. City departments which review plats are as follows:
    1. Water/Gas Dept. – Director – 454-1401, ext. 265
    2. Wastewater Dept. – Director – 454-1401, ext. 270
    3. Solid Waste Dept. – Director – 426-0349
    4. Fire Dept. – Fire Chief – 425-6321
    5. Public Works Dept. – Director – 454-1401, ext. 243
    6. Police Dept – Police Chief – 425-7504
    7. Community Development Dept. – 454-1401
    8. US Qwest Communications – Representative – (505) 473-2194
    9. Comcast Communications (Cable) – Technical Forman – 425-7531
    10. Public Service Company of New Mexico – 426-6320
    11. NM Environment Dept. – 425-6764
  - B. Other entities required to review plat *if applicable*:
    1. New Mexico State Highway Dept. – Highway R/W Agent 454-3600
    2. Tierra Y Montes
    3. Acequia Association
  - C. Review of Plats within the Extraterritorial Zone:  
(May be subject to City of Las Vegas Water Ordinance)
    1. County Commission, if applicable
    2. County Planning & Zoning Commission, if possible
    3. State Police Dept, if applicable
    4. Extraterritorial Commission, if applicable
    5. Extraterritorial Authority, if applicable
- Community Development Dept./Zoning/Licensing Supervisor will receive feedback from each department or entity, regarding utility certification and provisions for utility easement. Land Subdivision Regulations 15-5-1(R).
- When the proposal has met DRT recommendations, the Developer may proceed with Planning and Zoning procedures for presentation and approval by the **Planning & Zoning Commission**.
- Approval by the **Commission** results in scheduling of project for a public hearing before the Las Vegas City Council the following month where the final approval or denial will take place.

10 working days should be allowed for review & comments!

**The Development Review Team \*DRT meets the second Tuesday of each month at 10:00 a.m., and the Planning and Zoning Commission meets the last Monday of each month (excluding holidays) at 4:00 p.m. in City Council Chambers 1700 North Grand Ave.**

## **Planning & Zoning Commission Meeting**

All applicants shall be present at meetings and are encouraged to speak on behalf of their request. Failure of attendance by applicant may result in a continuation of the request. Application approvals from the Commission shall be adopted by not less than a two-thirds (2/3) affirmative vote of the total voting membership of the Commission. The approval of the request is a *recommendation* to Mayor and Council who make *final* decisions for subdivision approvals. Such hearings before Council are heard the following month. When an application for a subdivision denied by the Commission, the decision is final and conclusive. However, an appeal may be filed with the City Clerk within twenty (20) days of said Commission Hearing (meeting) and then forwarded to the City Council for review.

### **From Updated City of Las Vegas City Zoning Ordinance Manual 2005:**

#### **ARTICLE VI**

##### **SECTION 12-6-4 APPEALS FROM BOARD ACTION**

Any person or persons, or any board, taxpayer, department or bureau of the City aggrieved by any decision of the Board of Adjustment may file a written notice of appeal to the City Council in the manner specified in Article 10 of this Ordinance. **\*A fee of fifty (\$50.00) dollars shall be paid to the City of Las Vegas through the Community Development Department upon the filing of the written appeal to defray the cost of advertising.** \*Amended by Ord. No. 04-13 8/18/04

#### **ARTICLE X**

##### **Section 12-10-15 APPEAL OF PLANNING AND ZONING COMMISSION DENIAL OF APPLICATION**

The action of the Planning and Zoning Commission in denying an application for amendment to the boundaries of a zone or classification of property used herein shall be final and conclusive, unless with twenty (20) days following the date of decision of said Commission, an appeal in writing is filed with the City Council through the Community Development Department by the applicant. **A fee of fifty (\$50) dollars shall be paid to the City of Las Vegas through the Community Development Department upon the filing of the written appeal to defray the cost of advertising.**

# ***APPLICATION FOR SUBDIVISION***

Name of Owner(S) \_\_\_\_\_

Address of Owner(S) \_\_\_\_\_

Phone Number: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Subdivision Name \_\_\_\_\_

Location or Address of Subdivision \_\_\_\_\_

Amount of Acreage \_\_\_\_\_

Total Lots Requested For Subdivision \_\_\_\_\_

Character of the Development

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

**FOR OFFICAL USE ONLY**

APPROVED BY \_\_\_\_\_

DATE \_\_\_\_\_

RECEIPT NO. \_\_\_\_\_