



CITY OF LAS VEGAS SUMMARY PLAT PACKET

CITY OF LAS VEGAS
COMMUNITY DEVELOPMENT DEPARTMENT
505-454-1401 ext. 276

Applicants Guide to Submitting for a
SUMMARY PLAT SUBDIVISION
TWO LOT SPLIT

PROCEDURES FOR REVIEW AND APPROVAL OF SUMMARY PLAT
SUBDIVISION TWO LOT SPLIT

Summary Plat Subdivision Two Lot Split

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

Summary Plat 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 under **Community Development Forms**. All Summary Plat applications must be filed with Community Development staff the first day of the month, or earlier if request involves commercial or industrial development. *If deadline is not met for filing, proposals may be subject to a continuation to the following month’s Planning and Zoning Commission meeting.*

1. Consultation shall take place between developer and Community Development Department to discuss proposal, acquire setback requirements for zone being requested and off street parking standards. All subdivision applications must be submitted to the Land Use Specialist for review and approval of subdivision, commercial and/or Mobile Home Parks development by the Planning & 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 & Zoning Commission** meeting.

2. The application should include:
 - Location/address
 - Zoning classification
 - Property size / Survey – Legal description
 - Current use of property/Proposed use of property
 - Copy of the deed/and or purchase agreement
 - Letter of intent
 - Sketch plat of the current property along with proposed sketch plat.
 - A fee of \$229

3. Applicant must have a certified land surveyor complete a survey with the lot split.
4. The survey should then be brought to the Land Use Specialist (staff) for review. In the event that any information is not included in this survey, it shall be identified by staff, and returned requesting necessary information. When staff receives the revised survey it should be ready for review by the **Development Review Team (DRT*)**. (The *DRT meets the second Tuesday of each month at 10:00 a.m. In City Council Chambers, 1700 Grand Ave.*) Applicants will be given notice of the DRT meeting so they may attend.
5. Completed application shall be reviewed by the **Development Review Team** for accuracy to insure compliance of Development Standards for presentation to the Planning and Zoning Commission. The **Development Review Team** will review the Plat for any last changes before it is signed. Applicant is then asked to make changes, if any, based on DRT recommendations.

*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.

6. When the proposal has met DRT recommendations, the Developer may proceed to **Planning and Zoning (*P & Z)** for presentation and approval by the Planning & Zoning Commission.

***Planning & Zoning Commission Meeting:** All applicants shall be present at meetings and are encouraged to speak on behalf of their request. Failure to attend 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 some requests 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 is 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.

7. Approval by the **Commission** may result in scheduling of project for a public hearing before the Las Vegas City Council the following month, where the final approval or denial may take place.
8. When the Plat is approved and signed, Land Use Specialist will take it to the San Miguel County Clerk's office to register. The owner will then be notified that the Plat has been registered and can pick up copies and receipts.

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.

City of Las Vegas
2 lot split Subdivision Summary Plat

Please print or type

Legal description: Lot _____ Block _____ Subdivision _____

Location or address of subject property: _____

Zoning on subject: _____ Current land use: _____

Size of subject lot: _____ Acres/sq ft: _____

Number of lots created by split: _____ Proposed use: _____

Property owner's name: _____

Phone # work: _____ Phone # home: _____ Fax: _____

Mailing address: _____

Engineer/surveyor's name(s): _____

Business phone #: _____ Fax: _____

Address: _____

Note: Two (2) copies of a summary plat done by a surveyor, which depicts the lots, structures and existing utility easements located on any part of the lot being split, together with the precise nature, location, dimensions and legal descriptions of the new lots to be created shall be submitted.

This application must be signed by all property owners. All public and/or private utility providers and city manager must sign plat before it is approved.

Signature of property owner: _____

Date: _____

FOR OFFICIAL USE ONLY
APPROVED BY: _____
DATE: _____
RECEIPT NO.: _____

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.**