



**CITY OF LAS VEGAS  
ANNEXATION  
APPLICATION  
PACKET**

Annexation in New Mexico Is Governed by NMSA  
(1998supp.) Sections 3-7-let. Seq. "Annexation of Territory"

- E. Annexation will require additional recording fees, to be determined by the San Miguel County Clerk and also fees applicable to zone change requirements as required by §450-100A

## **ANNEXATION PROCESS (PETITION METHOD)**

- **Contact the City of Las Vegas Community Development Department 1700 N Grande Avenue at (505) 454-1401 to inquire about policy, petition and application forms. In order to be considered for annexation the subject property must be contiguous to the municipality. City staff will determine whether the property to be annexed is contiguous to the current boundaries of the City of Las Vegas.**
- **If it is determined that the area to be annexed is contiguous, city staff will commence the processing of the petition and the annexation application. This application requires that additional documents as indicated on said application accompany the request.**
- **Upon the petition and application found to be complete, Community Development staff will then provide an informational package on the request to the Development Review Team (e.g. water, waste water, gas, solid waste, clerk, finance, streets, police, fire and judicial departments etc.) for a comprehensive review and a feasibility analysis, which will include department impacts showing estimated future impact costs.**
- **A meeting before the Development Review Team to discuss and review the application will then be held. The applicant will be required to make a presentation regarding the request.**
- **The annexation petition shall then be presented to the Planning & Zoning Commission for a recommendation of approval or denial. The commission will also recommend the appropriate zoning at this time. The meetings are subject to a 15 day notification period and assessed filing fees. The commission's regular schedule meetings are held on the last Monday of each month.**
- **Upon receipt of the recommendation(s) from P&Z the request shall then be submitted to the City Council for acceptance of the petition and introduction of the annexation and rezoning ordinance and authorizing staff to publish such ordinance(s). City Council may at the following meeting adopt the ordinance(s) and set the effective date of the annexation and rezoning. Council meetings are subject to a 15 day public notification period(s).**
- **If the ordinance consents to the annexation of the contiguous territory, a copy of the ordinance, with a copy of the plat of the territory so annexed shall be filed in the office of the county clerk, filing fees is the responsibility of the applicant. After the filing, the contiguous territory is part of the municipality. The clerk of the municipality shall also send copies of the ordinance annexing the territory and of the plat of the territory so annexed to the secretary of finance and administration and to the secretary of taxation and revenue.**
- **Within thirty days after the filing of the copy of the ordinance in the office of the county clerk, any person owing land within the territory annexed to the municipality may appeal to the district court questioning the validity of the annexation proceedings. If no appeal to the district court is filed within thirty days after the filing of the ordinance in the office of the county clerk of it (or if) the court renders judgment in favor of the municipality, the annexation shall be deemed complete.**
- **All future annexations will be considered upon submittal of a water plan consistent with Chapter §440-25 and approved only after water rights or water supply payment have been transferred to the City of Las Vegas in the amounts determined necessary to provide municipal water services in the said areas to be annexed.**

*This information is provided for general review purposes only and is not intended to be a comprehensive guide. Annexation may be subject to further conditions as warranted by the Planning & Zoning Commission and the Las Vegas City Council.*

**Please include with the application the following:**

- 1. Executed "Petition for Annexation" into the Corporate Limits of the City of Las Vegas", herein attached.**
- 2. Proof of ownership (deed) and copy of latest tax statement**
- 3. A complete narrative legal description and total acreage of the area proposed for annexation prepared by a licensed land surveyor.**
- 4. A copy of the Annexation Survey Plat. The boundary survey shall be prepared by a New Mexico registered licensed Land Surveyor. (two mylar originals and six copies)**
- 5. If a development is proposed, please attach a site plan of the proposed development: including, but not limited to the following:**
  - a. number of proposed lots, phases and/or units**
  - b. size and type of existing and proposed structures to be built**
  - c. any special land uses, i.e.: parks, buffer areas, etc.**
  - d. the course, distance, and description of all street, all necessary easements, lot lines, and utilities, both proposed and existing.**
- 6. A detailed statement describing the proposed development and schedule for development of the project**
- 7. Names of all developers, engineers, and surveyors.**

**The statement should identify any factors that could influence water and sewer uses,**

**WATER:**

**Total anticipated water demand: Residential use \_\_\_\_\_ gallons per day**

**Industrial/commercial use \_\_\_\_\_ gallons per day**

**Agriculture use \_\_\_\_\_ gallons per day**

**Distance and location for connection to City Main Water Line \_\_\_\_\_**

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**SEWER:**

**Total estimated flows from anticipated development or demand: \_\_\_\_\_ gallons per day**

**Distance and location for connection to City Main Sewer Line. \_\_\_\_\_**

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**PETITION FOR ANNEXATION**

I (We), the undersigned, being the owner(s) of a majority of the number of the following described contiguous property, hereby petition the City of Las Vegas to annex the following described property into the corporate limits of the City of Las Vegas:

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This petition is pursuant to Section 3-7-17, NMSA 1978 (1985 Repl.). The undersigned are the owner(s) of a majority of the number of acres of the above described property, and said property is contiguous to the municipal boundaries of the City of Las Vegas, San Miguel County, New Mexico.

Attached, is a map showing the external boundaries of the territory proposed for annexation and the relationship of the said territory to the existing boundaries of the City of Las Vegas.

The undersigned understand and agree that the annexation shall include dedication of required easements and rights-of-way located within the area proposed for annexation. The undersigned further agree to provide a survey plat of the proposed territory of annexation is approved.

**PETITIONERS**

Name (s) (print): \_\_\_\_\_  
\_\_\_\_\_ (second owner if applicable)

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

Phone: \_\_\_\_\_

Estimated # of acres: \_\_\_\_\_

County Assessors  
Property Code No. \_\_\_\_\_

Lot# \_\_\_\_\_ Block \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_

Deed Book \_\_\_\_\_ Page \_\_\_\_\_, (Please provide copy of said Deed)

Signature (s): \_\_\_\_\_  
\_\_\_\_\_ (second owner if applicable)

Name (s) (print) : \_\_\_\_\_  
(second owner if applicable)

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

Phone: \_\_\_\_\_

Estimated # of acres: \_\_\_\_\_

County Assessors  
Property Code No. \_\_\_\_\_

Lot# \_\_\_\_\_ Block \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_

Deed Book \_\_\_\_\_ Page \_\_\_\_\_, (Please provide copy of said Deed)

Signature (s): \_\_\_\_\_  
(second owner if applicable)

Name (s) (print): \_\_\_\_\_  
\_\_\_\_\_  
(second owner if applicable)

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

Phone: \_\_\_\_\_

Estimated # of acres: \_\_\_\_\_

County Assessors  
Property Code No. \_\_\_\_\_

Lot# \_\_\_\_\_ Block \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_

Deed Book \_\_\_\_\_ Page \_\_\_\_\_, (Please provide copy of said Deed)

Signature (s): \_\_\_\_\_  
(second owner if applicable)

Name (s) (print) : \_\_\_\_\_  
\_\_\_\_\_ (second owner if applicable)

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

Phone: \_\_\_\_\_

Estimated # of acres: \_\_\_\_\_

County Assessors  
Property Code No. \_\_\_\_\_

Lot# \_\_\_\_\_ Block \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_

Deed Book \_\_\_\_\_ Page \_\_\_\_\_, (Please provide copy of said Deed)

Signature (s): \_\_\_\_\_  
\_\_\_\_\_ (second owner if applicable)