



APPLICATION # V \_\_\_\_\_

**VALENCIA COUNTY VARIANCE REQUEST APPLICATION**

**CHECK TYPE:**

|                          |                  |                          |        |
|--------------------------|------------------|--------------------------|--------|
| <input type="checkbox"/> | Setbacks         | <input type="checkbox"/> | Area   |
| <input type="checkbox"/> | Mobile Home Size | <input type="checkbox"/> | Height |

**Applicant Name:** \_\_\_\_\_

**Agent (if Applicable):** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Property Address (Site Location):** \_\_\_\_\_

**Property Owner(s):** \_\_\_\_\_

**Brief Description of Request:** \_\_\_\_\_

.....  
**Legal Description:**

**Township:** \_\_\_\_\_ **Range:** \_\_\_\_\_ **Section:** \_\_\_\_\_ **Map:** \_\_\_\_\_

**Book/Cabinet:** \_\_\_\_\_ **Page:** \_\_\_\_\_

**Lands of (if applicable):** \_\_\_\_\_

**Tract(s):** \_\_\_\_\_

or

**Subdivision (if applicable):** \_\_\_\_\_

**Block:** \_\_\_\_\_ **Unit:** \_\_\_\_\_ **Lot(s):** \_\_\_\_\_

**Zoning:** \_\_\_\_\_ **Property ID#:** \_\_\_\_\_

**Present Use of Property:** \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Application Received By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**P&Z Hearing Date:** \_\_\_\_\_

\*Application must be accompanied by a non-refundable Review Fee of \$100, a Site Plan, Proposal Letter, a printout from the County Assessor's Office, and a current Assessor Map showing the property and general vicinity.



## Valencia County Planning & Zoning Department

Community Development Department

444 Luna Ave, Room 103 • P.O. Box 1119 Los Lunas, NM 87031

Phone (505) 866-2050 • Fax (505) 866-2424

[www.co.valencia.nm.us](http://www.co.valencia.nm.us)

### VARIANCE INFORMATION

To apply for a Variance, you will need to provide:

1.  A completed application, on the form provided by the Planning Department;
2.  Proof of ownership of the property (a copy of your deed or other conveyance) or written permission from the record owner;
3.  A site plan showing the property, surrounding properties, and details such as distances, proposed buildings/structures, access, etc.;
4.  A proposal letter that details the proposed use, the reason for needing the Variance, and how the request meets the criteria of Section 4.4 of the Valencia County Zoning Ordinance;
5.  A printout from the Assessor's Office which displays legal description.
6.  A map from the Assessor's Office showing the property and general vicinity.
7.  A check or money order for \$100.00
8. You will need to attend ONE public hearing before the Planning & Zoning Commission, at the hearing, **you** will be responsible to show, through written evidence or oral testimony, that:
  - a. the request satisfies all applicable requirements of the Zoning Ordinance;
  - b. the proposed Variance is appropriate considering the surrounding land uses, the density and pattern of development in the area, any changes which may have occurred in the vicinity to support the proposed use and the availability of utilities and services likely to be needed by the anticipated uses;
9. The P&Z Commission will decide whether to approve your application.
10. You will receive notice of the decision after the P&Z Commission Hearing; the decision will be final 15 days after the date on the written notice.

**Charles Eaton, Chair, District IV** ♦ **Alicia Aguilar, Vice-Chair, District III** ♦

**Mary Andersen, District I** ♦ **Lawrence R. Romero, District III** ♦ **Jhonathan Aragon, District V**



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### SITE PLAN REQUIREMENTS

All site plans submitted as a part of any zoning application (zone change applications, conditional use applications, variance applications, etc.) must include the following:

#### A. Existing Conditions

##### 1. Site Details

##### a. Configuration of Site/Property

- i. Parcel Size (in acres)
- ii. Property lines

##### b. Utilities

- i. Water/Well
- ii. Sewer/Septic Tank
- iii. Electric
- iv. Gas

##### c. Natural Features

##### i. Drainage

1. Arroyos, ponds, or large areas of standing water
2. Potential flooding and soil or geologic hazards
- ii. Major trees that are 8 inches in diameter at a height of 5 feet
- iii. Large areas of natural vegetation.

##### 2. All existing structures and/or improvements such as drainage features

##### 3. Existing roadway access and/or easements affecting the property

#### B. Proposed changes and improvements including:

##### 1. All proposed structures, including setbacks;

##### 2. Changes in boundary lines or dimensions and proposed topographical changes;

##### 3. Site drainage plan,

##### a. Location of Drainage Ponds;

##### 4. Vehicular and pedestrian circulation patterns

##### a. Parking, Loading Docks and Service Areas;

##### 5. Proposed utilities

##### 6. Proposed access to public roads and Proposed Easements

##### 7. Proposed landscape plan, including appropriate visual screening and noise buffering where necessary, to ensure compatibility with the surrounding properties and uses.

##### 8. Proposed signs, fencing or other barriers, including their heights and setbacks.

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### PROPOSAL LETTER REQUIREMENTS

**All proposal letters submitted as a part of any zoning application (zone change applications, conditional use applications, variance applications, etc.) must include the following:**

1. Proposed use
2. Reason(s) why the request is being made
3. How this request meets the criteria listed in the applicable ordinance
4. Site (property) Details:
  - a. Total Acreage
  - b. Access (driveways, etc)
  - c. Utilities
    - i. Septic/Sewer
    - ii. Water Lines
    - iii. Gas
  - d. Drainage
    - i. Proposed drainage management plan
      1. drainage precautions and/or facilities
5. Potential Impacts (both positive and negative) that may result from proposed use:
  - a. Noise
  - b. Odors
  - c. Traffic
  - d. Potential Health impacts
  - e. Quality of life impacts
6. For Proposed Commercial Uses and Home Occupation Requests:
  - a. Type of Business (Retail, Wholesale, Manufacturing, etc.)
  - b. Hours and Days of Operation
  - c. Number of Employees
  - d. Anticipated Traffic/Clientele
6. Any other facts that may be relevant to the request

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