



APPLICATION # ZC _____

VALENCIA COUNTY ZONE CHANGE/AMEND MASTER PLAN REQUEST APPLICATION

CHECK TYPE: **AMEND ZONING MAP (ZONE CHANGE):**
From: _____ To: _____
 AMEND MASTER PLAN

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: _____

Applicant Signature: _____ **Date:** _____

Application Received By: _____ **Date:** _____

P&Z Hearing Date: _____ **County Commission Hearing Date:** _____

***Application must be accompanied by a non-refundable Review Fee of \$250, 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

ZONE CHANGE INFORMATION

Any landowner may request a change to a zone designation for their land. You will need to provide:

1. A completed application, on the form provided by the Planning Department;
2. A legal description of the property;
3. Proof of ownership of the property (a copy of your deed or other conveyance) or written permission from the record owner;
4. A site plan showing the property, surrounding properties, and details such as distances, proposed buildings/structures, access, etc.;
5. A proposal letter that details the proposed use, the reason for needing the Conditional Use, and how the request meets the criteria of Section 4.3 of the Valencia County Zoning Ordinance;
6. A printout from the Assessor's Office; and
7. A map from the Assessor's Office showing the property and general vicinity.
8. You will need to attend TWO public hearings, one before the Planning & Zoning Commission, and another before the Board of County Commissioners. At the hearings, **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 change is consistent with the goals, policies and any other applicable provisions of the Comprehensive Plan (you can look at the Comprehensive Plan on-line at <http://www.co.valencia.nm.us>);
 - c. the proposed change 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 amendment and the availability of utilities and services likely to be needed by the anticipated uses in the proposed district, and
 - d. the proposed change enhances the County's protection of the public health, safety and welfare of Valencia County;
9. The P&Z Commission will make a recommendation to the Board whether to approve your application.
10. The Board will have a public hearing, and at its regular meeting after the public hearing will render a decision.
11. After the minutes have been approved, the Board approves a written decision detailing the factual and legal basis for its decision (called the "Findings of Fact, Conclusions of Law, and Decision").
12. After the Findings and Conclusions are filed with the County Clerk, the decision is final, and you, or your neighbors who received notice, can appeal the decision to district court.

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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APPLICATION REQUIREMENTS

All zoning applications (zone change applications, conditional use applications, variance applications, etc.) must include the following. Any applications that fail to include the following will be deemed incomplete.

1. Completed Application Form
2. Proposal Letter
3. Site Plan
4. Printout from Assessor's Office/Proof of Ownership
5. Current Assessor Map Showing Subject Property and General Vicinity
6. Administrative Fees

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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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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Section 4.7. Quasi-judicial Zone District Changes.

4.7.1. Procedure.

A quasi-judicial zone map boundary change is processed as follows:

- A. An amendment may be initiated by the Commission, the P&Z, or by application of an owner of land.
- B. An application for such a change by an owner of land shall be made in accordance with the Type C application procedure, Section 5.3.
- C. Such amendments shall be made only by the Commission, after review and recommendation by the P&Z, pursuant to a Type C application procedure set forth in Section 5.3. of this Ordinance. The zone map amendment shall not be final until the Commission has adopted the amendment by Ordinance pursuant to NMSA 1978, Section 3-21-6(B), as the same may be amended from time to time.
- D. A decision approving a boundary change shall include written findings of fact and conclusions of law satisfying the criteria in 4.7.2. or 4.7.3. as appropriate, and address applicable Comprehensive Plan goals and policies. Such written findings of fact and conclusions of law shall be prepared promptly by the Commission and shall be included with the minutes of the meeting of the Commission at which the decision was made.
- E. Changes to the applicable zoning maps shall be made and become effective upon filing of record the changed map with the County Clerk.

4.7.2. Review Criteria for Quasi-Judicial Zone Changes (except from AP).

A quasi-judicial zone change to a zoning map may be authorized, pursuant to Subsection Section 4.7., provided that the request satisfies all applicable requirements of this Ordinance, and also provided that the applicant demonstrates compliance with the following criteria, except as provided in Subsection 4.7.3.:

- A. The proposed change is consistent with the goals, policies and any other applicable provisions of the Comprehensive Plan.
- B. The proposed change 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 amendment and the availability of utilities and services likely to be needed by the anticipated uses in the proposed district;
- C. The proposed change enhances the County's protection of the public health, safety and welfare of Valencia County.