



Rio Arriba County

Planning & Zoning Department

SUMMARY REVIEW PROCEDURE

This application form is used by the County of Rio Arriba pursuant to Appendix P, Section F, Subsection 1, and Appendix Q of the County's Land Subdivision Regulations Ordinance.

The purpose of this application form is to:

- 1) Ensure compliance with the above-stated regulation, and
- 2) Provide applicants with a flexible format for presenting the most relevant information regarding the appropriateness of applying the Summary Review Procedure to the proposed division of land.

NOTE that the Board of County Commissioner's review of this application form is PRELIMINARY, and ONLY allows the Summary Review Procedure to be applied by the Planning and Zoning Department to the proposed division of land. FINAL approval of the applicant's proposed division of land will proceed in accordance with the County's Land Subdivision Regulations Ordinance. (See attached flow chart)

APPLICANT INFORMATION

(PLEASE PRINT)

NAME OF APPLICANT: _____
LAST FIRST MIDDLE

BUSINESS NAME (if D/B/A): _____

MAILING ADDRESS: _____
STREET OR P.O. BOX CITY STATE ZIP

TELEPHONE NUMBER: _____
BUSINESS HOME MOBILE (optional)

PROPERTY INFORMATION (required)

LEGAL DESCRIPTION OF PROPERTY: SEC: _____ TWN: _____ RNG: _____

PROPERTY LOCATION (VICINITY): _____

STATE ROAD: _____ COUNTY ROAD: _____ PRIVATE DRIVE: _____

DIRECTIONS TO PROPERTY: _____

SURFACE WATER RIGHTS, IF ANY (identify source): _____

SIZE OF PARCEL TO BE SUBDIVIDED (in acres): _____

NUMBER OF LOTS TO BE CREATED: _____

SIZE OF EACH LOT TO BE CREATED (in acres): _____

SURVEYOR USED: _____

NAME

COMPANY NAME

ADDRESS

TELEPHONE

STATEMENT OF REASONS JUSTIFYING THE SUMMARY REVIEW PROCEDURE FOR PROPOSED DIVISION OF LAND (additional TYPEWRITTEN pages may be attached as needed)

IDENTIFY THE LOCATION OF PREVIOUS SUMMARY REVIEW AND ALL OTHER LAND DIVISIONS FOR OTHER PROPERTIES APPROVED BY THE COUNTY OF RIO ARRIBA FOR THIS APPLICANT, IF ANY (additional pages may be attached as needed)

***A PROPOSED SURVEY OF THE PROPERTY TO BE DIVIDED (THE "SUBJECT PROPERTY") MUST BE CLEARLY LABELED AND ATTACHED TO EACH COPY OF THIS APPLICATION FORM THAT IS SUBMITTED**

SUPPORTING DOCUMENTATION (recommended)

This section may be used by the applicant for presenting to the Board of County Commissioners information in support of applying the Summary Review Procedure to the subject property. The applicant may attach such supporting documentation as he/she deems necessary for proper review of his/her application for Summary Review Procedure. All supporting documentation **must** be clearly labeled and organized to facilitate prompt review by the Board of County Commissioners. Examples of supporting documentation may include, but are not limited to:

(please check if submitted)

- OWNERSHIP DOCUMENTS AND DEEDS FOR SUBJECT PROPERTY
- WATER RIGHTS DOCUMENTATION FOR SUBJECT PROPERTY, IF WATER RIGHTS EXIST
- DOCUMENTATION OF PERMANENT EASEMENTS FOR ROADS AND UTILITIES TO ALL PROPOSED LOTS
- DOCUMENTATION OF SOLID AND LIQUID WASTE DISPOSAL OPTIONS FOR SUBJECT PROPERTY (INCLUDING THEIR LOCATION) FOR EACH LOT TO BE CREATED
- DOCUMENTATION OF WATER AVAILABILITY, WATER QUALITY AND EXISTENCE OF COMMUNITY WATER SYSTEM OPTIONS FOR SUBJECT PROPERTY
- DOCUMENTATION OF AVAILABILITY OF OTHER UTILITIES FOR SUBJECT PROPERTY, INCLUDING ELECTRICITY, TELEPHONE AND NATURAL GAS
- COMPUTER-GENERATED DESIGN PLANS FOR DEVELOPMENT OF SUBJECT PROPERTY
- PHOTOGRAPHS OF SUBJECT PROPERTY
- RESTRICTIVE COVENANTS FOR USE AND DEVELOPMENT OF SUBJECT PROPERTY, IF ANY
- OTHER DOCUMENTS THE APPLICANT DEEMS RELEVANT IN DETERMINING THE APPROPRIATENESS OF APPLYING THE SUMMARY REVIEW PROCEDURE TO THE SUBJECT PROPERTY (please identify)

APPLICANT SHALL SUBMIT:

ONE (1) ORIGINAL AND TWO (2) COPIES OF THIS APPLICATION FORM WITH ALL REQUIRED AND RECOMMENDED DOCUMENTATION ATTACHED TO EACH APPLICATION TO:

Board of County Commissioners
Rio Arriba County
Re: Summary Review Application
P.O. Box 1256
Española, NM 87532

IT IS HEREBY CERTIFIED BY THE APPLICANT, _____
THAT ALL STATEMENTS AND DOCUMENTS SUBMITTED HEREWITH ARE TRUE AND
CORRECT TO THE BEST OF MY KNOWLEDGE.

APPLICANT SIGNATURE

DATE

ADMINISTRATIVE USE ONLY

APPLICATION COMPLETED _____ DATE _____

SUPPORTING DOCUMENTATION ATTACHED _____

APPLICATION REVIEWED _____

THIRTY (30) DAY NOTICE REQUIREMENT _____

FURTHER INFORMATION/INQUIRY NECESSARY FOR REVIEW _____

IF MARKED, INDICATE WHAT INFORMATION OR INQUIRY IS NECESSARY FOR REVIEW

TO BE FILLED IN BY LAND USE STAFF:

APPROVED__

DENIED__

SIGNATURE

DATE

PLEASE SEE ATTACHED FOR FEES