

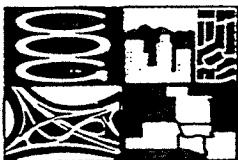
Subdivision Regulations



for the

Village of Tijeras

New Mexico



Middle Rio Grande Council of Governments of New Mexico
924 Park Avenue S.W. • Albuquerque • NM. 87102 • (505) 766-7836

SPR-175

SUBDIVISION REGULATIONS
FOR THE
VILLAGE OF TIJERAS, NEW MEXICO

Adopted by
Tijeras Village Council

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financed, in part, through a compre-
hensive planning grant from the U.S.
Department of Housing and Urban
Development

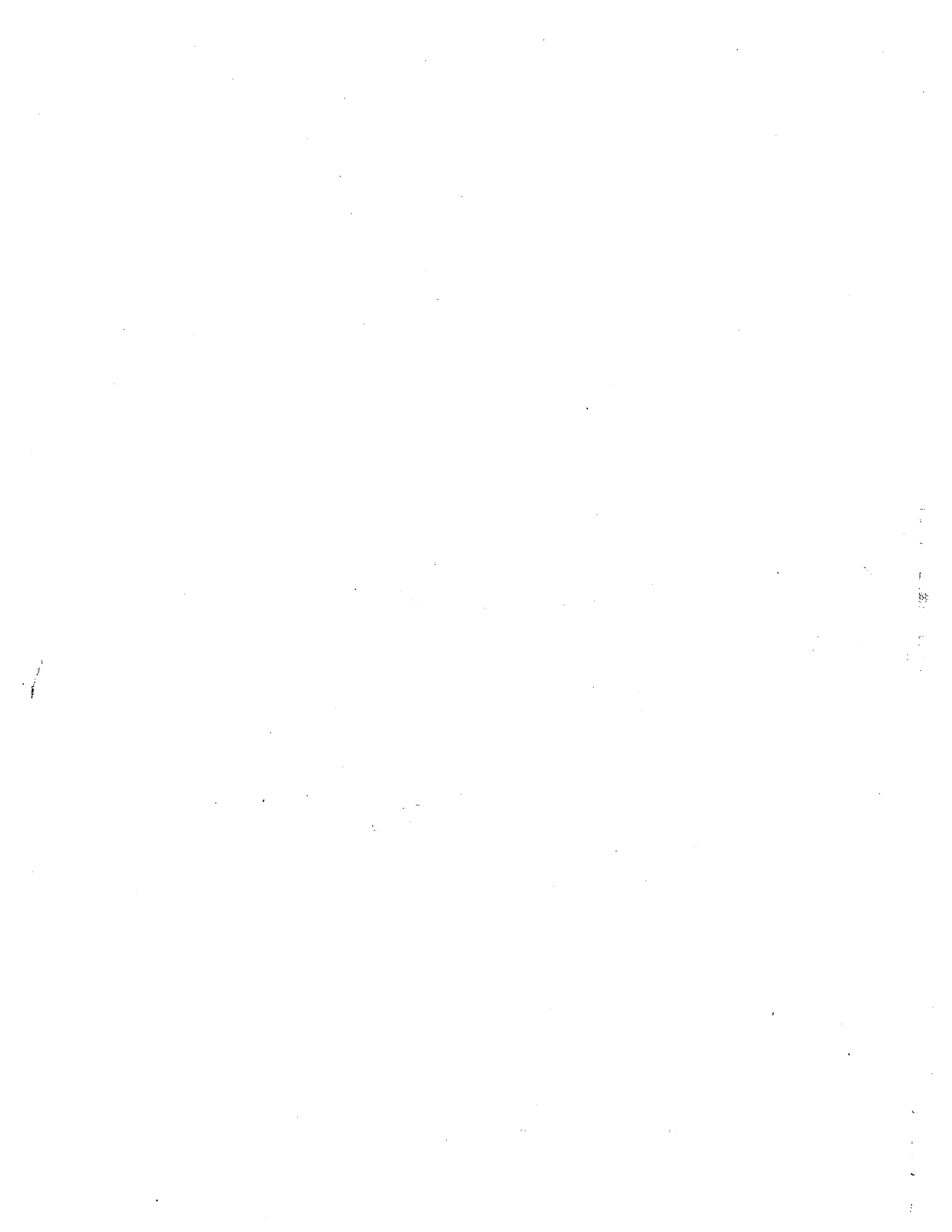
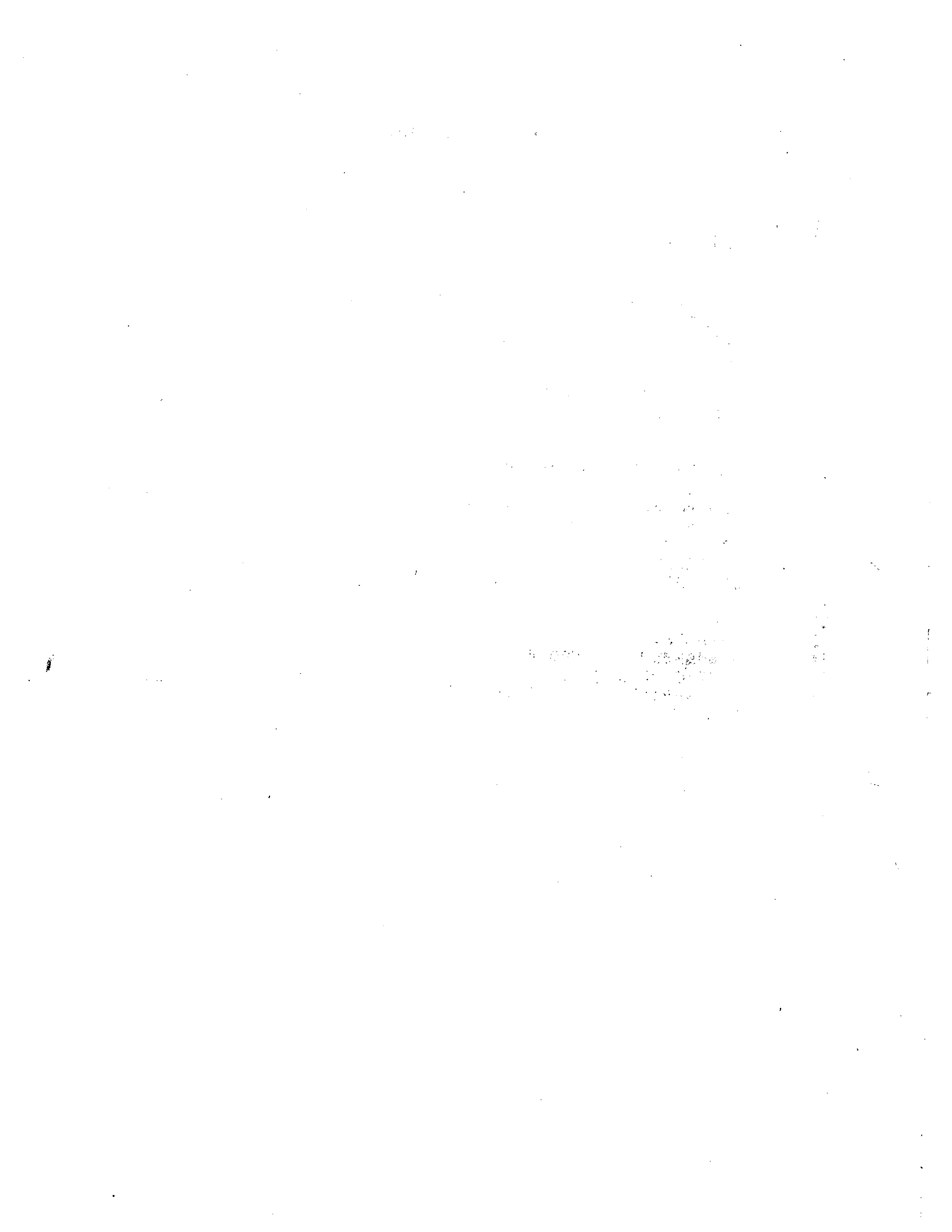


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EXHIBIT A - DISCLOSURE STATEMENT



AN ORDINANCE REGULATING SUBDIVISION, VACATION AND DEVELOPMENT OF LAND WITHIN THE JURISDICTION OF THE VILLAGE OF TIJERAS.

BE IT ORDAINED BY THE VILLAGE COUNCIL, THE GOVERNING BODY OF THE VILLAGE OF TIJERAS, NEW MEXICO AS FOLLOWS:

SECTION 1. TITLE

This Ordinance shall be known as "The Subdivision Regulations of the Village of Tijeras" and is referred to elsewhere herein as "these Regulations." The Village of Tijeras shall hereinafter be referred to as "the Village".

SECTION 2. AUTHORITY AND JURISDICTION

A. Authority. These Regulations are created pursuant to enabling legislation Section 3-19-6 New Mexico Statutes Annotated, 1978.

B. Jurisdiction. These Regulations are designed to accomplish the procedures for the processing, consideration, and filing of plats lying within the corporate boundaries of the Village and/or within a radius of three miles from the Village boundaries, which area is the Village planning and platting jurisdiction pursuant to Section 3-19-5 and Section 3-20-5 N.M.S.A., 1978. No subdivision of any land shall hereinafter be effected within the Village area of jurisdiction except in accordance with the provisions of these Regulations.

SECTION 3. PURPOSE

These Regulations are intended to create orderly, harmonious, and economically sound development of land in order to establish conditions favorable to the health, safety, convenience, and general welfare of citizens of the Village and its area of jurisdiction. More specifically, provisions of these Regulations are designed to achieve adequate provision for light and air, public open spaces, water supply, drainage, sanitation including sewer facilities; economy in governmental expenditures and efficiency in governmental operations; safe convenient circulation of people, goods, and vehicles; accurate and complete surveying, and preparation and recording of plats thereof; safety and suitability of land for contemplated development; and coordination of land development in accordance with orderly physical patterns as stated in official plans, policies, and such

1 ordinances and codes in furtherance of plans and policies as
2 may have been or may be hereafter adopted by the Village.
3

4 SECTION 4. INTERPRETATION
5

6 These Regulations are held to be minimum requirements to
7 carry out the purpose stated herein and are not intended to
8 interfere with any other laws, covenants, or ordinances.
9 Whenever any of the provisions of these Regulations are more
10 or less restrictive than other laws, covenants, or ordin-
11 ances, then whichever is more restrictive shall govern.
12

13 SECTION 5. DEFINITIONS
14

15 A. Word Forms. Unless a contrary intention clearly
16 appears, words used in the present tense include the
17 future tense, and words used in the future tense
18 include the present tense; the singular includes the
19 plural, and the plural includes the singular; the word
20 "may" is permissive, and the words "shall" and "will"
21 are mandatory, subject to specific exceptions allowed
22 by these Regulations.
23

24 B. Definitions. The following definitions apply:
25

26 1. ALLEY means a public thoroughfare which affords
27 only a secondary means of access to abutting
28 property.
29

30 2. BLOCK means property bounded on one side by a
31 street and on the other sides by a street, rail-
32 road right-of-way, waterway, unsubdivided areas,
33 or other definite barriers.
34

35 3. CENTERLINE means the line halfway between the
36 street right-of-way lines.
37

38 4. VILLAGE CLERK means the chief administrative offic-
39 er of the Village as so designated by the Village
40 Council.
41

42 5. CUL DE SAC means a short street intersecting another
43 street and terminating in a vehicular turn-
44 around.
45

46 6. EASEMENT means an acquired or granted right of use
47 which one person may have in the land of another.
48

49 7. ENGINEER means an engineer registered in accor-
50 dance with the laws of New Mexico, and authorized
51 by the Village to perform work as necessary.
52

53 8. FUTURE STREET LINE means a line, established by
54 the Village Council, running more or less parallel
55 to the centerline of an existing or proposed

1 street for the purpose of delineating the future
2 boundaries of public right-of-way.

3
4 9. LOT means a tract or parcel of land platted and
5 placed on the Bernalillo County Clerk's record in
6 accordance with the laws and ordinances, generally
7 as a portion of a subdivision intended for develop-
8 ment purposes.

9
10 10. MASTER PLAN means a comprehensive plan or any of
11 its parts, adopted by the Village Council, for the
12 physical development of the area within the
13 planning and platting jurisdiction of the Village
14 for the general purpose of guiding and
15 accomplishing coordinated and harmonious
16 development.

17
18 11. MONUMENT means one or more of the following:

19 a. BENCHMARK--a brass cap, set in a base which
20 meets Village standards, with the elevation
21 (mean sea level datum, 1929) and the land sur-
22 veyor's registration number inscribed thereon.

23 b. PERMANENT SURVEY MONUMENT--a brass cap set in
24 a base which meets Village standards, or a
25 standard B.L.M. monument marking sectionalized
26 corners, containing coordinates referenced to
27 the New Mexico Coordinate System and the land
28 surveyor's registration number inscribed
29 thereon.

30 c. SUBDIVISION CONTROL MONUMENT--a metal stake or
31 pipe which meets Village standards, with the
32 land surveyor's registration number affixed
33 thereto.

34
35 12. PERSON means any individual, estate, trust, receiv-
36 er, association, club, corporation, company, firm,
37 or other entity.

38
39 13. PLANNING COMMISSION means the Planning and Zoning
40 Commission of the Village.

41
42 14. PLAT means a map, chart, survey, plan, or replat
43 certified by a registered land surveyor which con-
44 tains a description of subdivided land with ties
45 to permanent survey monuments, said plat to be
46 placed on record.

47
48 15. REPLAT means to prepare and record a new plat
49 replacing all or a portion of a previously record-
50 ed plat that has been vacated.

51
52 16. SKETCH PLAN means a preliminary sketch drawing of
53 a subdivision plat conforming with the require-
54 ments stated herein, and used in the
55
56
57

1 preapplication procedure prior to submission of
2 the preliminary plat.
3

4 17. STREET means property acquired or dedicated to and
5 accepted by the Village as right-of-way, other
6 than an alley, for the principal means of public
7 access to abutting property. The term includes
8 the following:
9

10 a. ARTERIAL STREET--a street which is designed
11 and used primarily for serving large volumes
12 of traffic.
13

14 b. COLLECTOR STREET--a street which carries traf-
15 fic from local streets to the arterial streets
16 and highways.
17

18 c. LOCAL STREET--a street which is primarily for
19 access to abutting properties and carries low
20 volume traffic.
21

22 18. SUBDIVIDER means any person creating a subdivi-
23 sion, including the owner, equitable owner, or any
24 authorized representative.
25

26 19. SUBDIVISION means the division of any lot or tract
27 of land into two or more parts for the purpose,
28 whether immediate or in the future, of sale,
29 lease, or development. Subdivision does not
30 include the following:
31

32 a. Any residual land retained by the subdivider
33 after subdivision but which has not been divid-
34 ed for subdivision purposes.
35

36 b. The sale or lease of apartments, offices,
37 stores or similar space within a building.
38

39 c. Any division of land in which only gas, oil,
40 mineral or water rights are severed from the
41 surface ownership of the land.
42

43 d. Any division of land created by court order,
44 except court orders involving land grant adjud-
45 ications.
46

47 e. The leasing of land for grazing or farming
48 activities.
49

50 20. VACATION OF PLAT means to formally remove a plat
51 from record, as recorded in the office of the
52 Bernalillo County Clerk.
53

54 SECTION 6. GENERAL INFORMATION AND GUIDANCE
55

1 A. GENERAL. Every person who desires to subdivide land
2 into two or more parts shall furnish a plat of the pro-
3 posed subdivision prepared by a surveyor, registered
4 and licensed by the State of New Mexico and shall
5 comply with the requirements of these Regulations Upon
6 request, the Village Clerk shall furnish the subdivider
7 with basic informatioun on the requirements
8

9 B. SUBDIVISION WITHIN CORPORATE LIMITS OF THE VILLAGE

10 Any proposed subdivision, replat or vacation of plat
11 occurring within the corporate limits of the Village
12 shall conform to the requirements of these regulations,
13 and shall be submitted for review and approval by the
14 Planning Commission and Village Council prior to filing
15 with the Bernalillo County Clerk and before beginning
16 improvement activities or negotiating sale or lease of
17 any lot within the proposed subdivision.
18

19 C. SUBDIVISION OUTSIDE CORPORATE LIMITS OF THE VILLAGE.

20 Any proposed subdivision, replat, or vacation of plat
21 occurring outside the corporate limits of the Village,
22 but within the planning and platting jurisdiction of
23 the Village shall conform to the requirements of these
24 regulations as well as the provisions of the Bernalillo
25 County Land Subdivision Regulations, and shall be
26 submitted for concurrent review and approval by the
27 Village Council and the Board of County Commissioners
28 prior to filing with the Bernalillo County Clerk,
29 before beginning improvement activities or negotiating
30 sale or lease of any lot within the proposed
31 subdivision.
32

33 D. CONSIDERATIONS FOR GOOD SUBDIVISION PLATTING. In
34 order to provide guidance to subdividers concerning ac-
35 ceptable proposed plats, the following matters are fun-
36 damental:
37

38 1. Geographic Suitability

39 a. With reference to any officially adopted plans
40 of the Village, an area shall not be unsuited
41 to the purposes for which it is to be
42 subdivided.
43

44 b. The availability of adequate paved streets,
45 fire protection, police protection, refuse ser-
46 vice, public schools, parks and recreation
47 facilities, and utility services shall all be
48 weighed in considering the subdividing of
49 land. They are not all necessarily required.
50

51 c. Land with the following types of problems
52 shall have subdivision approval withheld until
53 it is demonstrated that such hazards have been
54 or will be eliminated:
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- (1) Special drainage conditions.
- (2) Difficult topography.
- (3) Soil conditions which are unusually limiting.
- (4) Other geographic hazards to life, health, or property.

2. Grading

- a. No subdivider shall proceed with any grading specifically in relation to a proposed subdivision before conditional approval has been given for the preliminary plat by the Village Council. Such grading shall be consistent with the recommendations of an approved drainage plan, if any have been required pursuant to these Regulations.
- b. The subdivider shall preserve major trees, scenic points, historic places, and other community landmarks wherever feasible or required.

3. Area Plan

- a. If the subdivider owns or controls land contiguous to the land he wishes to subdivide immediately, the Village Council may require the subdivider to submit a proposed master plan for the total area to be approved or approved in modified form by the Village Council prior to approval of the preliminary plat. Any plat submitted shall be a reasonable planning unit in relation to the approved area plan. The proposed area plan shall show proposed use type and densities as well as proposed arterial, collector and local street alignments.
- b. If the Planning Commission finds that the area plan will significantly alter the provisions of any officially adopted plans of the Village, it shall make a recommendation to the Village Council. The Village Council shall approve, approve it in modified form, or reject it.
- c. All proposed street alignments shown in the area plan or any preliminary plat related thereto shall extend, complement, or otherwise conform to existing municipal streets and to

1 officially designated proposed street
2 alignments. Likewise, shall all proposed
3 sewer, water and drainage systems be made to
4 extend, complement and conform to existing and
5 proposed municipal facilities.
6

7 SECTION 7. PRE-APPLICATION PROCEDURE
8

- 9 A. SUBMISSION. All proposed subdivisions, replats or
10 plat vacations shall comply with the requirements of
11 these Regulations. Whenever there is no need for dedi-
12 cation of streets or easements, the Village Council may
13 waive the requirements for topography, street, utility,
14 and storm drainage as set forth herein. However, sub-
15 mittal of a series of two-lot subdivisions on a tract
16 of land will be considered a subterfuge to defeat the
17 purpose of these Regulations and such plats shall not
18 be approved.
19

20 Previous to the filing of an application for approval
21 of the preliminary plat, the subdivider shall submit to
22 the Planning Commission a sketch plan and data as speci-
23 fied herein. This step does not require formal applica-
24 tion, payment of fee, or filing of a plat with the
25 Village Council.
26

- 27 B. Advice. The pre-application procedure affords the
28 subdivider the opportunity to avail himself of the
29 advice and assistance of the Planning Commission early
30 and informally before preparation of the preliminary
31 plat, and before formal application for its approval.
32 The Planning Commission may assist the subdivider in
33 analyzing the development and plan for its sound inte-
34 gration with the Village, and may give informal
35 guidance to the development at a stage when potential
36 points of difference can be more easily resolved, thus
37 simplifying official actions and saving unnecessary
38 expense and delay to the subdivider. The Planning Com-
39 mission shall not assume any liability for possible
40 lack of understanding on the part of the subdivider.
41

- 42 C. Review. The Planning Commission, within 30 working
43 days of sketch plan submittal, shall inform the subdivi-
44 der whether the sketch plan and data meet the intent of
45 these Regulations. If the sketch plan and data do not
46 meet the intent, the Planning Commission shall express
47 the reasons therefore and advise the subdivider in
48 bringing the proposed plan into conformance.
49

50
51 SECTION 8. PLANS AND DATA FOR PRE-APPLICATION
52

- 53 A. Location Map. A location map shall show the relation-
54 ship of the proposed plat to existing community

1 facilities which serve it; all abutting streets,
2 shopping centers, schools, and parks; and north arrow.
3

4 B. Sketch Plan. A simple sketch plan on a current topo-
5 graphic survey shall show the proposed layout of
6 streets, lots, and other features in relation to exist-
7 ing conditions. The sketch plan may be freehand pencil
8 sketch made directly on a print of the topographic
9 survey.

10
11 C. Written Information. General plat information shall
12 list the name and address of the subdivider and his
13 agent, if any, the total area of the proposed plat, the
14 area of each proposed use, and a description of the
15 existing conditions of the site and the proposed devel-
16 opment as necessary to supplement the sketch plan. This
17 information may include data on existing covenants and
18 land characteristics including surface drainage, grad-
19 ing, landfill areas, and available private and municip-
20 al utilities. This information may also describe the
21 subdivision proposal, such as the number and typical
22 lot width and depth of residential lots, business area,
23 public areas, and proposed utilities.
24

25
26 SECTION 9. PRELIMINARY PLAT PROCEDURE

27
28 A. Application. Upon reaching a general understanding
29 established by the pre-application review, the subdivid-
30 er shall submit to the Planning Commission a written ap-
31 plication on prescribed forms, together with the origin-
32 al and 7 copies of the preliminary plat, improvement
33 plans and other supplementary material as specified
34 herein. The application package shall be submitted at
35 least 10 days prior to the regular meeting of the Plan-
36 ning Commission at which the plat is to be presented
37 for review.

38
39 B. Review. The Planning Commission shall review the
40 required preliminary plat and supplementary material
41 and shall request comments from Village staff and other
42 governmental agencies as may be appropriate.
43

44 C. Annexation and/or Re-Zoning. If annexation and/or re-
45 zoning is proposed or required to accomplish the devel-
46 opment envisioned in connection with the plat, the Vil-
47 lage Council shall withhold conditional approval of the
48 preliminary plat until such time as annexation and/or
49 rezoning shall be officially adopted by the Village
50 Council. The Village Council shall have a written
51 report available containing its recommendation prior to
52 the public hearing on the annexation or rezoning.
53

54 D. Decision. Following review of the required prelimin-
55 ary plat and other material, and following negotiations

1 with the subdivider on changes as may be deemed advis-
2 able, the Village Council shall, within 35 working days
3 of receipt of the application package act thereon as
4 submitted, or modified. However, if it is found that
5 any agency other than the staff of the Village should
6 be requested to review the submitted materials, the
7 time period within which the Village Council must act
8 may require reasonable extension. After the last opin-
9 ion requested of an agency is received, the Village
10 Council shall act on the preliminary plat within 21
11 working days. If the preliminary plat is approved, the
12 Village Council shall express its conditional approval
13 and state the conditions of such approval, if any. If
14 the plat is disapproved, the Village Council shall
15 express its disapproval and its reasons therefor. The
16 action of the Village Council shall be noted on two
17 copies of the preliminary plat, referenced and attached
18 to any condition determined. One copy shall be return-
19 ed to the subdivider and the other retained by the
20 Village Council.

21
22 Conditional approval of a preliminary plat shall not
23 constitute approval of the final plat. Rather, it
24 shall be deemed an expression of approval to the layout
25 submitted on the preliminary plat as a guide to the
26 preparation of the final plat.

27
28 E. Public Hearing. No plat shall be acted upon without
29 a public hearing. Public notice of the application
30 shall be given in a newspaper of general circulation in
31 the Village at least 15 days prior to the day of the
32 hearing. The notice shall be published at the
33 subdivider's expense and shall indicate the location of
34 the proposed subdivision as well as where interested
35 persons may examine the preliminary plat and file
36 comments. Notice of the time and place of the hearing
37 on the preliminary plat shall be sent by certified
38 mail, at the subdivider's expense, to the subdivider
39 and all property owners with property abutting the
40 proposed subdivision not less than 15 days before the
41 date of the hearing.

42
43 F. Longevity. Approval of a preliminary plat is effec-
44 tive for one year unless extended by the Village Coun-
45 cil, based on a finding that the delay has been unavoid-
46 able and that extension is in the public interest.

47 48 49 SECTION 10. PLANS AND DATA FOR PRELIMINARY APPROVAL

50
51 A. Preliminary Plat. The subdivider shall submit the
52 original and 7 copies of the preliminary plat to the
53 Planning Commission. The preliminary plat shall
54 include all land owned or controlled by the subdivider,
55 which is or may be suitable for or susceptible to

1 subdivision or development, and adjoins the land
2 proposed to be subdivided. The preliminary plat shall
3 be drawn to a scale of 1 inch to 200 feet for the
4 purpose of showing all details clearly. An adequate
5 number of sheets, no larger than 24 by 36 inches, shall
6 be used to show the proposed subdivision in its
7 entirety. Where more than one sheet is required, each
8 sheet shall be numbered in relation to the total number
9 of sheets involved, and each sheet shall have a small
10 key map showing its relationship to the whole.

11
12 B. Information. The preliminary plat shall contain the
13 following information:

- 14
15 1. Name of proposed subdivision, name and address of
16 subdivider and agent; name and certification of
17 registered licensed surveyor and any other princi-
18 pal persons preparing the preliminary plat.
- 19
20 2. Scale and north arrow.
- 21
22 3. Proposed benchmark locations, proposed location of
23 and method of tie to permanent survey monuments,
24 and proposed location and type of subdivision con-
25 trol monuments. Descriptions of all monuments
26 found or set.
- 27
28 4. Plat boundary lines: bearing in degrees, minutes,
29 and seconds, with basis for bearings noted or
30 shown: distances in feet and hundredths.
- 31
32 5. Existing conditions of the site and its environs
33 including the following:
 - 34
35 a. Present site designation or subdivision name.
 - 36
37 b. Easements on site: Location, width, and pur-
38 pose.
 - 39
40 c. Public right of way on and within 150 feet of
41 the site; name, width, type and dimensions of
42 paving.
 - 43
44 d. Utilities on and adjacent to the site: loca-
45 tion and, if applicable, size of water wells,
46 water reservoirs, water lines, sanitary and
47 storm sewers; location of gas lines, fire
48 hydrants, electric and telephone lines and
49 poles, and street lights.
 - 50
51 e. Ground elevation on the site based on mean sea
52 level datum as established by the U.S. Coast
53 and Geodetic Survey.
 - 54

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- (1) For land that slopes less than 1 percent, contour lines at intervals of not more than one foot.
- (2) For land that slopes between 1 percent to 5 percent, contour lines at intervals of not more than two feet.
- (3) For land that slopes more than 5 percent, contour lines at intervals of not more than five feet.

- f. Existing storm drainage facilities on and adjacent to the site.
- g. Other significant conditions on the site: major rock outcrops, trees, structures, etc.
- h. Conditions on adjacent land significantly affecting design of the subdivision: approximate direction and gradients of ground slope; character and location of development.
- i. Zoning on and adjacent to the site.
- j. Total area of the proposed plat to the nearest one-tenth acre.

- 6. Location map showing location of the site in relation to well known landmarks, abutting property owners, and municipal boundaries.
- 7. Proposed lot lines and public right-of-way and street widths; indicate roadways intended to be private; locations of planned water wells, reservoirs, and pump stations; locations, dimensions, and purpose of all easements, public or private; rights-of-way for public services or utilities, and any limitations thereof.
- 8. Number of letter to identify each proposed lot and block.
- 9. Locations, dimensions, approximate areas, and purposes of lots proposed to be dedicated or reserved for the public.
- 10. Sites and approximate area for any multi-family dwellings or nonresidential use.
- 11. Proposed changes to ground elevations, to standards specified herein.

C. Storm Drainage Management. For the purpose of minimizing or eliminating damage resulting from storm

1 water runoff, the subdivider shall be required to
2 furnish a plan for storm drainage management if the
3 subdivision lies within a designated flood hazard area.
4 Preparation of the drainage plan shall be done by a
5 registered professional engineer and shall include the
6 following information:
7

8 1. Location of proposed lots, streets, bridges, water
9 and erosion control structures, and utility
10 easements in relation to the existing contours;
11 these shall also be shown in relation to the
12 finished contours proposed to be implemented in
13 development of the subdivision.
14

15 2. Storm drainage computations showing the estimated
16 runoff from the subdivision prior to and following
17 completion of development.
18

19 3. Storm drainage computations on the surrounding
20 areas contributing runoff that may affect the sub-
21 division or may be affected by the subdivision.
22

23 4. All appropriate design details necessary to clear-
24 ly explain the construction of all water control
25 structures, utility installations and buildings as
26 they shall be made flood proof to the extent
27 necessary.
28

29 5. Conformity to the regulations, procedures and
30 standards as may be prescribed by local, state or
31 federal laws.
32

33 D. Soils Analysis. The subdivider shall provide a pre-
34 liminary soils analysis by a qualified soil scientist
35 to determine the adequacy of the soil for the proposed
36 construction. Subdivisions reviewed by the summary pro-
37 cedure of these regulations may be exempt from this
38 paragraph unless the Planning Commission determines the
39 analysis to be in the public interest.
40

41 E. Schedule of Development. The subdivider shall pro-
42 vide an estimated schedule of lot development. In par-
43 ticular, the schedule shall indicate when improvements
44 will be provided.
45

46 F. Special Problems Analysis. For land with difficult
47 topography or other geographic hazards to life, health,
48 or property, a report and proposed solution shall be
49 prepared satisfactory to the Planning Commission.
50

51 SECTION 11. FINAL PLAT PROCEDURE

52

53 A. Submission. Application for approval of the final
54 plat shall be submitted on prescribed forms to the Plan-
55 ning Commission at least 10 days prior to the meeting

1 at which it is to be considered. An original and 2
2 copies of the final plat and other required exhibits
3 shall be submitted to the Planning Commission within 12
4 months following approval of the preliminary plat;
5 otherwise such approval shall become null and void
6 unless an extension of time has been granted by the
7 Village Council. The final plat shall conform
8 substantially to the preliminary plat as approved.
9

10 B. Review. The Planning Commission shall review the
11 final plat and other exhibits submitted for conformity
12 to these Regulations, and shall insure that the condi-
13 tions of the preliminary plat as approved have been
14 met.
15

16 C. Decision. If the final plat is in conformance with
17 the preliminary plat as approved and conforms with
18 these Regulations, it shall be approved by the Village
19 Council.
20

21 Should the final plat be disapproved, the Village Council
22 shall express in writing the reasons for disapproval.
23 The reasons for disapproval shall be referenced
24 and attached to two (2) copies of the final plat. One
25 (1) of said copies shall be returned to the subdivider
26 and the other shall become a part of the files of the
27 Village Clerk's office.
28

29 Approval or disapproval shall be given within 35 work-
30 ing days of the date of final plat submission, unless
31 the subdivider agrees in writing to a deferral.
32

33 If the final plat is approved by the Village Council,
34 such approval shall be recorded on the face of the orig-
35 inal drawing of the final plat and on two copies there-
36 of and shall be dated and verified by the signature of
37 the Mayor or designated representative of the Village
38 Council.
39

40 D. Recording. The final plat is in full force and ef-
41 fect only after having been duly recorded in the office
42 of the Bernalillo County Clerk and copies filed with
43 the Village Clerk. Approval of the final plat shall be-
44 come null and void if the plat is not so recorded with-
45 in six months after the date of approval, unless an
46 extension of time is granted by the Village Council.
47 Submittal for recording is the subdividers
48 responsibility.
49

50 In the case of a replat, the subdivider shall request
51 the Bernalillo County Clerk to mark the original plat
52 with the words "replatted" or "partially replatted" and
53 refer on the original plat to the filed location of the
54 replat. The Village Council shall mark the copies of

1 the original plat on file in the offices of the Village
2 in a similar manner.
3

4 After having filed the original drawing of the final
5 plat with the Bernalillo County Clerk, which copy shall
6 be the official copy, the subdivider shall submit to
7 the Village 2 copies of the final plat as recorded and
8 properly stamped by the Bernalillo County Clerk. No
9 building permits shall be issued until copies of the re-
10 cording of the final plat have been placed on file with
11 the Village.
12

13 E. Replat. After final approval of any plat, no lot or
14 block shall be further subdivided or the area of any
15 platted lot diminished, and no change shall be made in
16 the platting of any street, alley or easement establish-
17 ed by said plat except upon the filing of a replat,
18 showing such proposed change, or changes, with the Vil-
19 lage Council and securing its approval in accordance
20 with the procedures herein established. The provisions
21 of this paragraph shall apply to all proposed replats
22 or changes in lot lines, dimensions of lots, streets,
23 alleys and easements in any platted area within the Vil-
24 lage planning and platting jurisdiction.
25

26 F. Acceptance of Land. Approval of the final plat by
27 the Village Council shall be deemed to constitute accep-
28 tance by the Village of dedication of public rights-of-
29 way, other proposed public easements, and public areas
30 shown on the plat, provided the final plat is properly
31 recorded with the Bernalillo County Clerk and the Vil-
32 lage Clerk.
33

34 SECTION 12. PLANS AND DATA FOR FINAL APPROVAL

35
36 A. Final Plat. The subdivider shall submit the original
37 and 2 copies of the final plat to the planning commis-
38 sion for review in accordance with the following
39 provisions.
40

41 B. Size, Scale, Material. The final plat shall be
42 drawn, scribed or photo-reproduced in black ink on trac-
43 ing cloth or stable-base polyester material, on sheets
44 no larger than 24 by 36 inches, and shall be at a scale
45 of 1 inch to 200 feet. Enough sheets shall be used to
46 show the subdivision in its entirety, with each sheet
47 numbered in relation to the total number of sheets in-
48 volved, and each shall have a small key map showing its
49 relationship to the whole.
50

51 C. Information. The final plat shall contain the follow-
52 ing information:
53

54 1. Name of subdivision.
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2. Title, scale, north arrow, and date of survey.
3. Location and description of all monuments found or set within the plat area, and all these referred to, including bench marks with elevation shown, and property corners.
4. Plat boundary lines: bearing in degrees, minutes, and seconds, with basis for bearings noted or shown; distances in feet and hundredths, or other functional reference system; both the record and measured bearings and distances.
5. Reference the plat to the New Mexico State Plane Coordinate System. Total acreage of subdivision, to four decimal places.
6. Lot lines, and right-of-way lines, existing and proposed; lines to be eliminated shown as dashed lines. Names of streets, right-of-way widths, and centerline data and all streets and alleys, including private streets and alleys. The length, central angle, and radius of all curves.
7. Location, dimensions, and purpose of all easements existing or proposed, and any limitations thereof.
8. Number or letter to identify each lot and block.
9. Location, dimensions, areas, and purposes of lots proposed to be dedicated or reserved for the public.
10. Reference to recorded subdivision plats of adjoining platted land by recorded name, date, book, and page number in the office of the Bernalillo County Clerk.
11. Mileage of streets created: (a) total, (b) full width streets; and (c) half-width streets.
12. Certification by the Bernalillo County Treasurer or by a duly qualified abstract company that the previous ten year's property taxes due and payable have been paid in full.
13. Statement that the subdivision is with the free consent and in accordance with the desire of the undersigned owner of the land, acknowledged in a manner required for acknowledgement of deeds.
14. Signed statements by the subdivider dedicating public rights-of-way, any sites for public use, and granting the shown easements for public use.

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15. Certification and seal by a registered land surveyor, in accordance with the laws of the State of New Mexico, certifying the accuracy of the survey and plat, that he prepared or supervised preparation of the plat, that he has shown all easements of record, and that it meets Design Standards for Surveying.
 16. Certification that all monuments are in place.
 17. Such other certificates, affidavits, endorsements, or dedications as may be required by the Village Council in the enforcement of these Regulations.

SECTION 13. SUMMARY PROCEDURE

In accordance with the alternate summary procedures authorized by Section 3-20-8 N.M.S.A., 1978, the Village Council may approve a subdivision as a combined preliminary and final plat in any case where no public purpose would be served by separate steps. Such summary approval shall be given only when one or both of the following conditions exist:

The subdivision contains no more than 2 lots.

Re-subdivisions, where the combination or recombination of portions of previously platted lots does not increase the total number of lots.

In all cases the subdivision plat being considered for approval under this summary procedure shall be prepared according to the standards for plans and data for both preliminary and final plats as contained herein.

SECTION 14. REQUIRED IMPROVEMENTS

- A. Authorization. Receipt of the signed copy of the preliminary plat is authorization for the subdivider to proceed with the minimum improvements required by these Regulations. Prior to the construction of any improvements or to the submission of any bond, the subdivider shall furnish the Village Council with all plans and data necessary for the construction of said improvements. These plans shall be examined by the Village Council and will be approved if in accordance with the following requirements. Following the approval, construction can be started or the amount of bond determined.
- B. Installation Assurance. Plans for improvement shall be prepared by an engineer registered in accordance with the laws of New Mexico. The Village is to be assured of the installation of these improvements in a

1 satisfactory manner by one or more of the following
2 methods:

- 3
4 1. Complete installation of the improvements prior to
5 approval of the final plat.
6
7 2. Submission of a satisfactory bond, either a perfor-
8 mance bond or a cash bond, or the establishment of
9 an escrow account in an amount and with surety and
10 conditions satisfactory to the Village Clerk provi-
11 ding for and securing to the Village the actual
12 construction and installation of such improvements
13 and utilities within a period not to exceed one
14 year.
15
16 3. Completion of an approved assessment procedure
17 whereby the Village is put in an assured position
18 to do said work and make said installations at the
19 cost of the owners of the property within the sub-
20 division.
21
22 4. Submission of an approved assessment procedure for
23 the surfacing of streets together with an agree-
24 ment between the subdivider and the Village for a
25 cash payment for other improvements with payment
26 to be made as the work is completed.

27
28 C. Installation of Improvements. The subdivider may pre-
29 pare and secure approval of the preliminary plat and
30 then install improvements in the area covered by the
31 preliminary plat. Improvements must be installed only
32 in that part of the area for which a final plat will be
33 submitted for approval and filing. The improvements to
34 be installed shall include the following:

- 35
36 1. Permanent Markers. All subdivision boundary corn-
37 ers, and the four corners of all street intersec-
38 tions shall be marked with permanent monuments. A
39 permanent monument shall be deemed to be concrete
40 with a minimum dimension of four inches, extending
41 three feet below the surface of the ground.
42 Should conditions prohibit the placing of monu-
43 ments on line, offset marking will be permitted;
44 provided, however, that offset courses and dis-
45 tances are shown on the plat. A permanent bench-
46 mark shall be accessibly placed within the subdivi-
47 sion, the elevation of which shall be referred to
48 the U.S.G.S. datum and accurately noted on the sub-
49 division plat.
50
51 2. Street Improvements. All streets shall be graded
52 and the roadway improved by surfacing under the
53 supervision of the Engineer, as defined in these
54 Regulations, and subject to his approval in accord-
55 ance with standard specifications of the Village.

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- 3 3. Sidewalks. Sidewalks may be constructed under the
- 4 supervision of the Engineer and subject to his
- 5 approval in accordance with standard specifica-
- 6 tions of the Village.
- 7
- 8 4. Water and sewer. The subdivider shall present evi-
- 9 dence that adequate water and sewer service to
- 10 each lot will be provided in compliance with the
- 11 requirements of the New Mexico Environmental
- 12 Improvement Division and in conformity to the stan-
- 13 dard specifications of the Village. Construction
- 14 of all water and sewer lines shall be under the
- 15 supervision and approval of the Engineer.
- 16
- 17 5. Drainage. Construction of drainage improvements
- 18 and other means of storm water management shall be
- 19 under the supervision and approval of the
- 20 Engineer.

21 SECTION 15. DESIGN STANDARDS

22
23 All subdivisions within the Village planning and platting
24 jurisdiction shall conform to minimum design standards estab-
25 lished by the Village.

26
27 A. Street standards. The character, extent, width and
28 location of all streets shall conform to any master
29 plan or policies established by the Village Council and
30 shall be consistant and appropriate in their relation-
31 ship to existing and planned streets, topographic condi-
32 tions, public convenience, safety, and the proposed
33 uses of the land to be served by such streets.

- 34
- 35 1. Where an arterial or collector street is not shown
- 36 and defined in a master plan of the Village and
- 37 there is not an adopted future street line, the
- 38 arrangement of streets in a subdivision shall
- 39 either:
- 40
- 41 a. Provide for the continuation or appropriate
- 42 projection existing principal situation where
- 43 topographic or other conditions make continu-
- 44 ance of, or conformance to, existing streets
- 45 impractical.
- 46
- 47 b. Conform to a plan for the neighborhood proper-
- 48 ly approved by the Village to meet a particu-
- 49 lar situation where topographic or other condi-
- 50 tions make continuance of, or conformance to,
- 51 existing streets impractical.
- 52
- 53 2. Minor streets shall be so laid out that their use
- 54 by through traffic will be discouraged.
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3. Where a subdivision borders on or contains a railroad right-of-way or limited access highway right-of-way, the Village Council may require a street approximately parallel to such right-of-way. This distance shall be suitable for the appropriate use of the intervening land and shall also be determined with due regard for the requirements of approach grades and future grade separations.
4. Reserve strips controlling access to streets shall be prohibited except where their control is definitely placed in the Village under conditions approved by the Village Council.
5. Half streets shall be prohibited, except where used as an addition to another half street which was platted and filed before the effective date of these Regulations.
6. No street names shall be used which will duplicate or be confused with the names of existing streets within the jurisdiction of the Village. Street name changes shall be subject to the approval of the Village Council upon the recommendation of the Planning Commission. A street name shall only be changed if the applicant shows that there will be a public benefit which clearly outweighs the public confusion which would be created by the name change.
7. Streets shall be laid out to intersect as nearly as possible at 90 degree angles, and no street shall intersect any other street as less than 60 degrees.
8. Street jogs with centerline offsets shall be avoided, but where necessary shall have a minimum offset of 125 feet.
9. A minimum tangent 100 feet long shall be introduced between reverse curves on major streets.
10. When connecting street lines deflect from each other at any one point by more than 10 degrees, they shall be connected by a curve with a radius adequate to insure a sight distance of not less than 200 feet and of such greater radius as may be set by the Village Council for special cases.
11. Property lines at street intersections shall be rounded with a radius of ten feet, or of greater radius where the Village Council may deem it necessary. Comparable cut-offs or chords in place of round corners may be permitted.

1 12. Dead end streets (cul-de-sacs), designed to be so
2 permanently, shall not be longer than 500 feet and
3 shall be provided at the closed end with a turn-
4 around having an outside roadway diameter of at
5 least 100 feet.

6
7 13. All street gradients shall be subject to approval
8 of the Engineer. Minimum street gradient shall
9 not be less than 1/2 percent, and the maximum not
10 more than 10 percent. Within 100 feet of any
11 intersection the maximum gradient shall be 5 per-
12 cent to provide adequate and safe sight distance
13 and the intersection itself shall have a maximum
14 gradient of 3 percent.

15
16 14. Streets and alleys shall be provided in accordance
17 with the following minimum standards:

<u>Street Type</u>	<u>Right of Way Width</u>	<u>Pavement Width</u>
Arterial	86 feet	48 feet
Collector	60 feet	42 feet
Local	50 feet	32 feet
Alleys	20 feet	20 feet
Cul-de-sac	40 feet	30 feet

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28 15. All streets shall be gravelled or paved in accor-
29 dance with standard specifications of the Village
30 and with the supervision and approval of the
31 Engineer.

32
33 16. Alleys shall be provided in commercial districts,
34 except that the Village Council may waive this
35 requirement where other definite and assured provi-
36 sion is made for service access, such as off-
37 street loading, unloading and parking, adequate
38 for the uses proposed. Alleys may be provided in
39 residential areas at the option of the subdivider,
40 but are to be discouraged where they would serve
41 no useful purpose or where easements would better
42 serve the purpose.

43
44 17. Curbs and gutters may be provided on both sides of
45 the street and constructed to standard specifica-
46 tions of the Village under the supervision of the
47 Engineer and subject to his approval.

48
49 18. Sidewalks may be provided along paved streets.
50 They shall have a minimum width of 42 inches and
51 shall be constructed under the supervision and
52 approval of the Engineer in accordance with stan-
53 dard specifications of the Village.

1 19. Walkways, bike path, bridle paths, and water
2 courses shall provide a minimum right-of-way width
3 of 10 feet and a minimum pavement width, if any of
4 10 feet.
5

6 B. Drainage. Adequate provision shall be made for drain-
7 age of storm water subject to the approval of the Engi-
8 neer in accordance with the master drainage plan and re-
9 quirements pursuant to the National Flood Insurance Pro-
10 gram of the Federal Emergency Management Agency.
11

12 C. Easements. Easements of at least five feet in width
13 shall be provided and dedicated on each side of all
14 rear lot lines where necessary for poles, wires,
15 conduits, storm, sanitary sewer, gas, water, and other
16 mains. An adequate easement shall be dedicated along
17 all important water courses for the purpose of
18 widening, deepening, sloping, improving or protecting
19 the channel for drainage purposes. Where a cut or fill
20 road slope is outside the normal right-of-way of the
21 street, then a slope easement shall be provided of suf-
22 ficient width to permit maintenance of the slopes.
23

24 D. Blocks. The lengths, widths and shapes of blocks
25 shall be determined with due regard to provision of ade-
26 quate building sites suitable to the special needs of
27 the type of use contemplated; to zoning requirements as
28 to lot sizes and dimensions; to needs for convenient ac-
29 cess, circulation, control and safety of street traf-
30 fic; and to limitations and opportunities to
31 topography.
32

33 E. Lots. The lot arrangement and design shall be such
34 that all lots will provide satisfactory and desirable
35 building sites properly related to topography and the
36 character of adjacent development. All side lines of
37 lot shall be at right angles to straight street lines
38 or radial to curved street lines unless a variation of
39 this rule will give a better street and lot plan. Lots
40 of double frontage shall not be permitted.
41

42 F. Public Sites and Open Spaces. Where a proposed park,
43 playground, school or other public use shown in the
44 master plan is located in whole or in part in a subdivi-
45 sion, the Village Council may require the dedication or
46 reservation of such area within the subdivision in
47 those cases in which the Village Council deems such re-
48 quirements to be reasonable.
49
50

1 SECTION 16. CHARACTER OF DEVELOPMENT

2
3 The Planning Commission shall confer with the subdivider re-
4 garding the type and character of development that will be
5 permitted in the subdivision, and may agree with the subdiv-
6 ider as to certain minimum restrictions to be placed upon
7 the property (1) to prevent the construction of substandard
8 buildings, and (2) to control the type and use of structures
9 and the use of lots which, unless so controlled, would clear-
10 ly depreciate the character and value of the proposed subdiv-
11 ision and of adjoining property. The Village Council shall
12 have power to agree with the subdivider upon the use,
13 height, area or bulk restrictions governing building and
14 premises, providing that in the case of subdivisions beyond
15 the corporate limits the Village Council may require the sub-
16 divider to conform to the land use plans adopted by the
17 Village. Deed restrictions and covenants shall not contain
18 reversionary clauses wherein any lot shall return to the sub-
19 divider because of a violation of the terms of the restric-
20 tions and covenants.

21
22 SECTION 17. MODIFICATIONS AND EXCEPTIONS

23
24 Whenever the tract to be subdivided is of such unusual size
25 or shape and/or surrounded by such development or unusual
26 conditions that the strict application of these Regulations
27 would result in real difficulties and substantial hardships,
28 the Council may vary or modify the requirements, so that the
29 subdivider is allowed to develop his property in a reason-
30 able manner, but at the same time so that the public welfare
31 and interests of the Village are protected and the general
32 intent and spirit of these Regulations are preserved. How-
33 ever, such relief may not be granted if it is detrimental to
34 the public good or impairs the intent and purpose of these
35 Regulations or the desirable development of the community in
36 accordance with plans and policies of the Village Council.
37 Any modification granted shall be entered in the records of
38 the Village Council setting forth the reasons which justi-
39 fied the modification. Further, in grant in modifications
40 and exceptions, the Village Council may place conditions
41 which will in its judgement substantially secure the objec-
42 tives of the standards or requirements involved.

43
44 SECTION 18. VACATION OF A PLAT

45
46 A. Necessity. Nothing in this section requires that a
47 vacation be undertaken if a replat, accomplishing the
48 elimination of lots lines, is duly approved. A
49 vacation is required when no replatting is undertaken
50 by elimination of lot lines, right-of-way, or easement
51 lines dividing a parcel to be accomplished.

1 B. Application Procedure. Any plat filed in the office
2 of the Bernalillo County Clerk and within the planning
3 and platting jurisdiction of the Village may be vacated
4 according to the following procedures:
5

6 1. The subdivider of land proposed to be vacated,
7 exclusive of public rights-of-way, shall sign a
8 duly acknowledged statement declaring the plat or
9 a portion of the plat is to be vacated and shall
10 apply to the Village Council for approval.
11

12 2. Where a public right-of-way is proposed to be
13 vacated:
14

15 a. The Village Clerk shall mail letters to fran-
16 chised utilities and to the owner (s) of
17 record of all lots adjacent to the public
18 right-of-way to be vacated, informing them of
19 the nature of the proposed vacation, and noti-
20 fying them of the date, time, and place of the
21 hearing. At least 15 days shall be allowed for
22 such comments before a decision is reached.
23

24 b. If the public right-of-way proposed for vaca-
25 tion is paved, or if the entire width of the
26 right-of-way is proposed for vacation, the ap-
27 plicant shall post and maintain one or more
28 signs, as provided and where instructed by the
29 Village Council at least 15 days prior to the
30 date of the hearing. The applicant is responsi-
31 ble for removing such signs within five days
32 after the hearing is completed. Failure to
33 properly post signs is grounds for deferral of
34 the request. No one except the applicant, the
35 agent of the applicant, or the Village shall
36 remove or tamper with any such required sign
37 during the period it is required to be main-
38 tained under this paragraph.
39

40 c. In considering the vacation of all or part of
41 a public right-of-way, the Planning Commission
42 shall determine whether or not the vacation
43 will adversely affect the interests of persons
44 owning contiguous land or land within the
45 subdivision being vacated.
46

47 3. The rights-of-way of any public or private
48 utility, including drainage, existing prior to the
49 vacation, total or partial, of any plat are not
50 affected by the vacation of a plat unless an
51 authorized representative of the utility involved
52 agrees in writing to have the rights vacated.

1 C. Public Hearing. A decision on approval and
2 endorsement shall be made at a hearing by the Village
3 Council. Public notice in a newspaper of general
4 circulation in the Village shall be published at least
5 15 days before the date of the hearing; the notice
6 shall indicate the location of the proposed vacation,
7 where a map of the proposed vacation may be viewed and
8 information on the hearing. If approved by the Village
9 Council, the statement of vacation is endorsed
10 "approved". Such endorsement shall be within 10 days
11 of the conclusion of the hearing.
12

13 D. Recording. The vacation is in full force and effect
14 only after the approved statement declaring the vaca-
15 tion has been recorded in the office of the Bernalillo
16 County Clerk shall be requested to mark the original
17 plat with the words "vacated" or "partially vacated"
18 and refer on the plat to the volume and page on which
19 the statement of vacation is recorded. Submittal for
20 recording is the applicant's responsibility. The
21 applicant shall also provide certified proof of the
22 recording by the Bernalillo County Clerk to the Village
23 Clerk.
24

25 SECTION 19. DISCLOSURE STATEMENT

26
27 Prior to selling or leasing any land in a subdivision, the
28 subdivider must provide a disclosure statement to the
29 prospective purchaser or lessee as prescribed by the
30 Village. (See EXHIBIT A).
31

32 SECTION 20. CONSTRUCTION VIOLATIONS

33
34 Construction which violates any provision of these Regula-
35 tions is strictly prohibited and no building permit shall be
36 authorized, except in those cases where modifications or ex-
37 ceptions have been granted by the Village Council prior to
38 start of construction. Violations without authorization by
39 the Village Council shall bring cause for legal action by
40 the Village to have the construction violation stopped, cor-
41 rected and/or removed, and a penalty assessed.
42

43 SECTION 21. FEES

44
45 A. General Subdivision Fee. To cover general expenses
46 related to processing subdivisions, a subdivision fee
47 will be charged prior to the preliminary plat approval.
48 The subdivision fee shall be \$100.00, or \$5.00 per
49 lot, which ever is greater.
50

51 B. Vacation and Replat Fees. To cover general expenses
52 related to processing, any replat or vacation or plat
53 shall require a fee of \$25.00 for each such action.
54

1 C. Method of Payment. Fees shall be made payable to the
2 Village. All fees shall be paid at the time of
3 application for approval. Fees are non-refundable,
4 except that plats not approved shall be returned with
5 filing fee to the person submitting the plat.
6

7 SECTION 22. PENALTIES
8

9 A. Transferring Lots in Unapproved Subdivision. Any
10 owner or agent of the owner, of any land located within
11 the planning and platting jurisdiction of the Village,
12 who leases, transfers, sells, agrees to sell, or nego-
13 tiates to sell land by reference to or exhibition of a
14 plat of such land before being duly approved by the Vil-
15 lage Council and duly recorded in the office of the
16 Bernalillo County Clerk shall upon conviction be sub-
17 ject to a fine of one hundred dollars (\$100) per
18 offense. Each and every lot or portion thereof so leas-
19 ed, transferred, sold, agreed to be sold, or negotiated
20 to be sold shall be prosecuted and treated as a sep-
21 arate offense. The description by metes and bounds in
22 the instrument of transfer or other document used in
23 the process of selling or transferring shall not exempt
24 the transaction from such penalties.
25

26 B. Improper Recording. Any person who records with the
27 Bernalillo County Clerk any plat in violation of these
28 Regulations shall upon conviction be subject to a fine
29 not exceeding the maximum according to state law.
30

31 SECTION 23. APPEALS
32

33 Any person aggrieved with any determination of the Village
34 Council acting under these Regulations may file an appeal to
35 the District Court of the 2nd Judicial District by submit-
36 ting a written application within 15 days of the Village
37 Council's decision. The District Court may overrule or modi-
38 fy any ruling of the Village Council and make such findings
39 as are not consistent with the provisions of these Regula-
40 tions. Appeals shall be filed with the Village Clerk, and
41 the District Court.
42

43 SECTION 24. AMENDMENT PROCEDURE
44

45 The Village Council may, from time to time, amend or modify
46 these Regulations after public hearing, due notice of which
47 shall be given as required by law.
48

49 SECTION 25. PUBLIC RECORDS
50

51 The Village Clerk shall keep public records of findings,
52 decisions, and recommendations concerning all subdivision
53 plats filed for review, including such actions as may be
54 taken by the Village Council through appeals or amendments
55 to these Regulations.

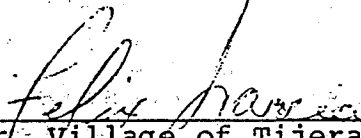
1 SECTION 26. SEPARABILITY OF PROVISIONS

2
3 If any section, subsection, sentence, clause or phrase of
4 these Regulations is for any reason held to be unconstitu-
5 tional or invalid, such decision shall not affect the valid-
6 ity of the remaining portions of these Regulations, it being
7 the intent of the Village Council to enact each section, sub-
8 section, sentence, clause or phrase of these Regulations sep-
9 arately and independently of each other section, subsection,
10 sentence, clause or phrase.

11
12 SECTION 27. WHEN EFFECTIVE

13
14 This ordinance shall be in full force and effect from and
15 after its passage as provided by law. Effective immediately
16 upon its passage.

17
18 PASSED, APPROVED AND ADOPTED THIS 8th day of February,
19 1982.

20
21
22 
23 _____
24 Mayor, Village of Tijeras

25
26
27 (Village Seal)

28
29
30
31
32
33 ATTEST:

34
35
36 _____
37 Village Clerk

EXHIBIT A

PLEASE READ THIS DISCLOSURE STATEMENT
BEFORE YOU
SIGN ANY DOCUMENTS OR AGREE TO ANYTHING

DISCLOSURE STATEMENT

THIS DISCLOSURE STATEMENT IS INTENDED TO PROVIDE YOU WITH ENOUGH INFORMATION TO PERMIT YOU TO MAKE AN INFORMED DECISION ON THE PURCHASE OR LEASE OF PROPERTY DESCRIBED IN THIS STATEMENT. YOU SHOULD READ CAREFULLY ALL OF THE INFORMATION CONTAINED IN THIS STATEMENT BEFORE YOU DECIDE TO BUY OR LEASE THE DESCRIBED PROPERTY. YOU SHOULD BE AWARE OF THE FACT THAT VARIOUS STATE AGENCIES HAVE ISSUED OPINIONS ON BOTH THE SUBDIVISION PROPOSAL AND WHAT IS SAID IN THIS DISCLOSURE STATEMENT ABOUT THE PROPOSAL. THESE OPINIONS, WHETHER FAVORABLE OR UNFAVORABLE, ARE CONTAINED IN THIS DISCLOSURE STATEMENT AND SHOULD ALSO BE READ CAREFULLY.

THE VILLAGE OF TIJERAS HAS EXAMINED THIS DISCLOSURE STATEMENT TO DETERMINE WHETHER THE SUBDIVIDER CAN SATISFY WHAT HE HAS SAID IN HIS DISCLOSURE STATEMENT. HOWEVER, THE VILLAGE DOES NOT VOUCH FOR THE ACCURACY OF WHAT IS SAID IN THIS DISCLOSURE STATEMENT. FURTHER, THIS DISCLOSURE STATEMENT IS NOT A RECOMMENDATION OR ENDORSEMENT OF THE SUBDIVISION BY EITHER THE VILLAGE OR THE STATE. IT IS INFORMATIVE ONLY.

FINALLY THE VILLAGE OF TIJERAS RECOMMENDS THAT YOU SEE THE PROPERTY PRIOR TO PURCHASING OR LEASING IT. YOU HAVE SIX MONTHS FROM THE TIME OF PURCHASE OR LEASE TO INSPECT THE PROPERTY. UPON INSPECTING THE PROPERTY, YOU HAVE THREE DAYS FROM THE DATE OF INSPECTION TO RESCIND THE TRANSACTION AND RECEIVE ALL OF YOUR MONEY BACK FROM THE SUBDIVIDER. YOU MUST GIVE THE SUBDIVIDER NOTICE OF YOUR INTENT TO RESCIND WITHIN THREE DAYS OF YOUR INSPECTION OF THE PROPERTY.

ALL SUBDIVISIONS MUST COMPLETE EACH ITEM SET FORTH
IN PARENTHESIS BELOW

1. NAME OF SUBDIVISION:

2. NAME AND ADDRESS OF SUBDIVIDER

(name)

(address)

3. NAME AND ADDRESS OF PERSON IN CHARGE OF SALES OR LEASING
IN NEW MEXICO

(name)

(address)

4. WATER USE

Include here whether or not there will be water for
domestic use, commercial use or recreational use and
include any limitation, physical or legal, anticipated
for each use indicated.

(indicate whether
the subdivider or
owner will provide
the water

(domestic use)

(limit, if any)

(commercial use)

(limit, if any)

(residential use)

(limit, if any)

5. AMOUNT OF WATER

If the subdivider is to provide water for any use, he shall
provide the following information:

(minimum daily quantity of water to be provided for
each parcel and for each proposed use)

(the date on which water will be made available to
each parcel and for each proposed use)

6. WATER DELIVERY*

(describe the means of water delivery within the
subdivision)

* Not applicable if the subdivider does not intend to provide
water for domestic use.

7. WATER SYSTEM EXTENSION*

(state what the prospective owner will be required to pay for the extension of water to his parcel if he wants water prior to the date scheduled by the subdivider)

8. LIFE EXPECTANCY OF THE WATER SUPPLY

Include the life expectancy of each source of water supply under full development of the subdivision.
(source) (life expectancy)

9. WELLS** NOTE: PROSPECTIVE OWNERS MUST PROVIDE THEIR OWN WELLS.

(average, maximum and minimum depth to water in the subdivision if water is available from subterranean sources.)

(recommended total depth of well)

(estimated yield in gallons per minute of wells completed to recommended total depths)

(recommended pump settings and size)

(lithological characteristics of formations through which well is to be completed)

10. SURFACE WATER **

(state the source and yield of the surface water supply)

11. WATER QUALITY

(describe any quality which would make the water unsuitable for use within the subdivision)

(state each maximum allowable water quality parameter that has been exceeded with council approval and the name of the element, compound, or standard that has exceeded that parameter)

12. LIQUID WASTE DISPOSAL

(describe the precise type of liquid waste disposal system that is proposed and that has been approved by the council for use within the subdivision)

NOTE: NO OTHER LIQUID WASTE DISPOSAL SYSTEM MAY BE USED IN A SUBDIVISION OTHER THAN THE SYSTEM APPROVED BY THE TIJERAS VILLAGE COUNCIL.

* Not applicable if the subdivider does not intend to provide water for domestic use.

** Not applicable if the subdivider intends to provide water for domestic use.

13. SOLID WASTE DISPOSAL

(describe the means of solid waste disposal that is proposed for use within the subdivision)

14. TERRAIN MANAGEMENT

(describe the suitability of the soils in the subdivision for residential use whether permanent or seasonal)

(give the location of all lots within floodways, flood fringes, and flood plains)

(give the location of all lots located on slopes in excess of 8%)

(describe the subsurface drainage for all lots)

(describe the surface drainage for all lots)

(describe all storm drainage systems including the completion date of any required to be constructed)

15. SUBDIVISION ACCESS

(describe the width and type of surfacing of all roads)

(give the date on which all roads will be completed)

(state the date on which all roads and parking areas will be surfaced)

16. MAINTENANCE

(state the owner's maintenance and construction responsibilities including road maintenance)

VILLAGE OF TIJERAS, NEW MEXICO

Felix Garcia
Mayor

Theresa Jaramillo
Village Clerk

VILLAGE COUNCIL

Matt Armenta

Eloisa Garcia

Theresa Jaramillo

George Nuanez

Ethel Sandoval

PLANNING AND ZONING COMMISSION

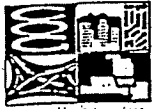
George Nuanez, Chairman

Felix Garcia

Ernestine Gonzales

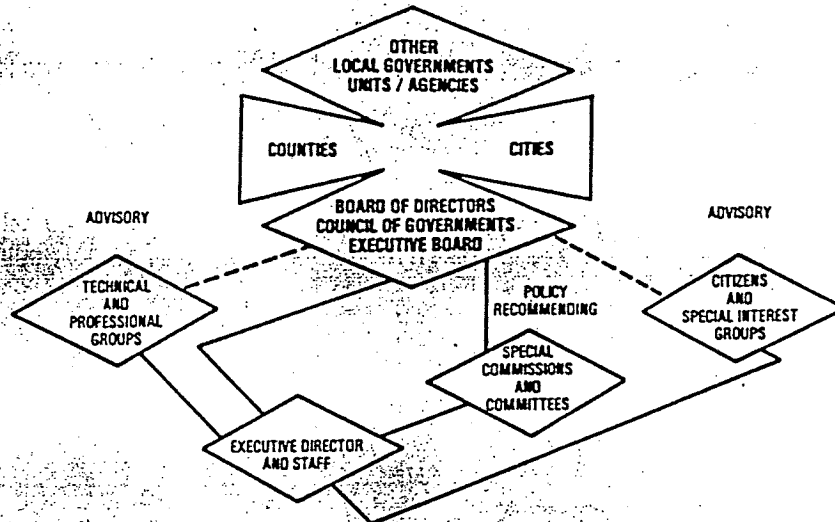
Jimmy Chavez

Anthony Griego



Middle Rio Grande Council of Governments of New Mexico

An association of local government entities working cooperatively toward desirable areawide development



MEMBERS AND REPRESENTATIVES

*Executive Board

BERNALILLO COUNTY

Lenton Malry
*Wray Simmons
Orlando Vigil

County Commissioner
County Commissioner
Chairman, County Commission

SANDOVAL COUNTY

John J. Kelly

County Commissioner

TORRANCE COUNTY

J.B. Timms

County Commissioner

VALENCIA COUNTY

Jullian Luna

County Commissioner

ALBUQUERQUE

David Rusk
*Marion M. Cottrell
Pat Baca
Nadyne Bicknell
Fran Hill
*Thomas W. Hoover

Mayor
Council President
Councillor
Councillor
Councillor
Councillor, Chairman of COG

ALBUQ. METROPOLITAN ALBUQ. METROPOLITAN FLOOD CONTROL AUTHORITY

R. Ward Hunnicutt

AMAFCA Board Member

ALBUQUERQUE PUBLIC SCHOOLS

Lawrence German

Member,
Albuq. Board of Education
Board President,
Albuq. Board of Education

*Meg O'Keefe

BELEN

*Ida Oliver

Councillor

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Division Administrator, Federal
Highway Administration

Herbert C. Bohannon, Jr.

Kirtland Air Force Base

Jack Cranston

President, University of Albuquerque

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President, University of New Mexico

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Exec. Director, N.M. Municipal
League

J.J. Hewett

Chief Highway Administrator,
N.M. Highway Department

Anita Hisenberg

State Planning Division,
Dept. of Finance & Administration

Phillip Larragoite

Exec. Secretary, N.M. Assn of
Counties

Sosimo Padilla

State Highway Commission

Keith Pfefferle

Forest Service, U.S.D.A.

PROGRAM ADMINISTERED BY:

Albert I. Pierce

Executive Director

BERNALILLO

*H.J. Torres

Mayor

BOSQUE FARMS

Sharon Eastman

Mayor

CORRALES

Ann Dunlap

Mayor

CUBA

Randolph Velarde

Mayor

GRANTS

W. Kelly Cregger

Councillor

LOS LUNAS

Emiliano Castillo

Mayor

LOS RANCHOS DE ALBUQUERQUE

Helen Spuhler

Mayor

MIDDLE RIO GRANDE CONSERVANCY DISTRICT

*Arturo Sais

MRGCD Member
Vice-Chairman of COG

MILAN

*Eddie Jaramillo

Mayor

MUNICIPALITIES, TORRANCE COUNTY

*Elaine Pogue

Mayor, Moriarty

RIO RANCHO

William Howden

Mayor

TIJERAS

Ethel Sandoval

Village Clerk

ASSOCIATE MEMBERS

Public Service Co. Of N.M.

Joseph M. Zanetti, Represent

Rio Rancho Estates

Jim Wall, Representative

"Hub" RC & D

W.R. "Bill" Humphries

Horizon Community

Improvement Association

of New Mexico, Inc.

Bob Davey, Representative

SPECIAL ADVISORY COMMISSIONS TO THE BOARD OF DIRECTORS

Transportation

Coordinating Committee

Gerald Davenport

Chairman

Open Space &

Recreation Committee

Dr. O.C. Graves

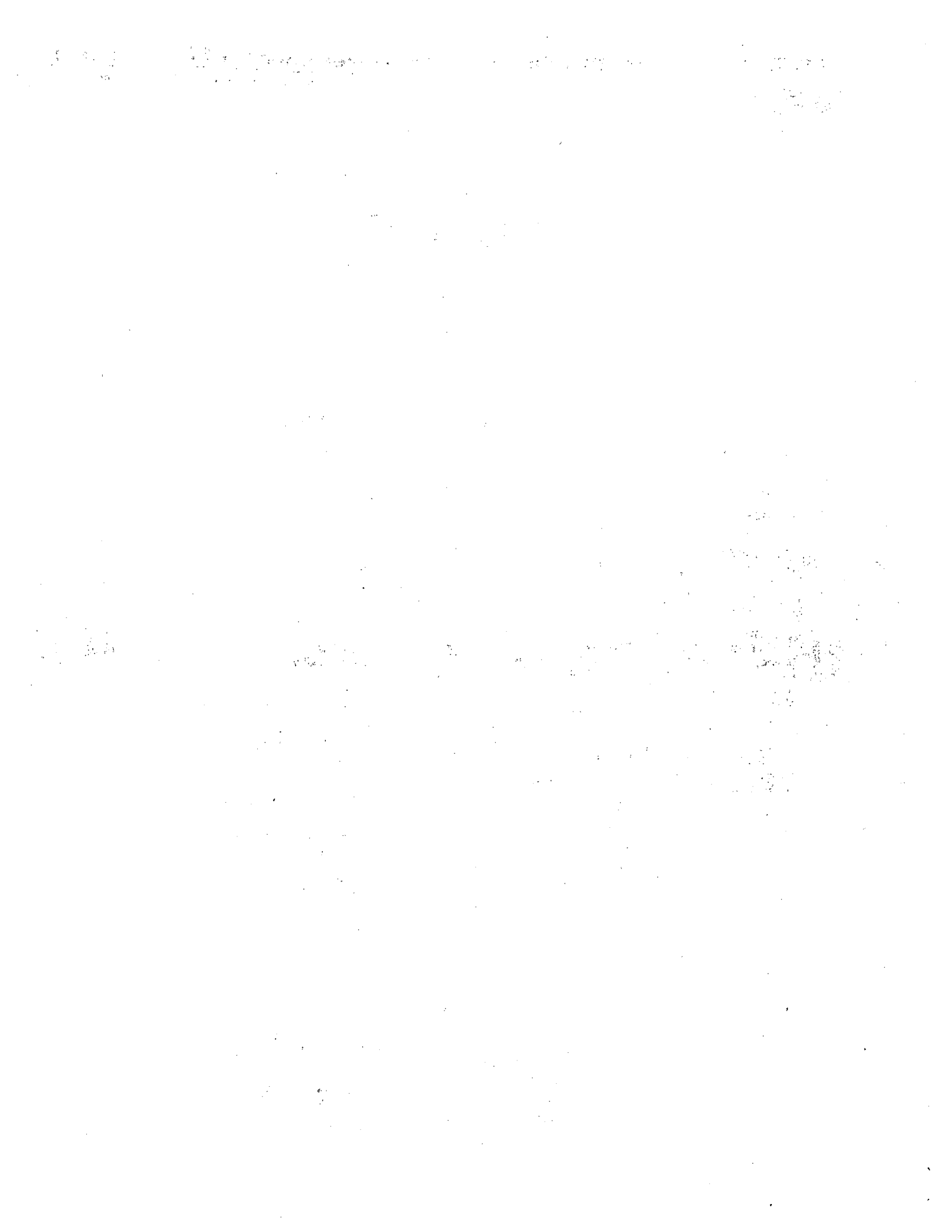
Chairman

Older American

Advisory Council

David Bechtel

Chairman



CRIDER, CALVERT & BINGHAM, P.C.
ATTORNEYS AT LAW

LILLIAN G. APODACA
WAYNE E. BINGHAM
CARL A. CALVERT
CHARLES J. CRIDER
M. DWIGHT HURST
STEVAN D. LOONEY
JAMES J. LOUGHREN
DAVID G. REYNOLDS

3908 CARLISLE BOULEVARD, N.E.
ALBUQUERQUE, NEW MEXICO 87107
TELEPHONE (505) 881-4545
FAX NO. (505) 889-0988

May 25, 1993

Mr. George Nuanez, Chairman
Planning & Zoning Commission
Village of Tijeras
P. O. Box 9
Tijeras, New Mexico 87059

Via Telefax
(505) 281-0948

RE: Legal Descriptions of Property to be Annexed into the Village

Dear Mr. Nuanez:

You have inquired regarding what is required as far as legal descriptions of property to be annexed into the village.

§§3-7-1 et seq. N.M.S.A. 1978 govern annexations of territory by municipalities generally. There are three methods of annexing territory to a municipality:

- (1) The arbitration method as provided in §3-7-5 through §3-7-10 N.M.S.A. 1978;
- (2) The boundary commission method as provided in §3-7-11 through §3-7-16 N.M.S.A. 1978; and
- (3) The petition method as provided in §3-7-17 N.M.S.A. 1978.

§3-7-5 N.M.S.A. 1978, of the arbitration method, calls for attachment of "a copy of a plat of the territory proposed to be annexed".

§3-7-13 N.M.S.A. 1978, of the boundary commission method, calls for a petition which shall "describe the territory proposed to be annexed" accompanied by "a map of the territory proposed to be annexed which shall show:

- (a) the external boundary of the territory proposed to be annexed;
- (b) any federal, state, or county highways which may exist in the territory proposed to be annexed; and
- (c) the relationship of the territory proposed to be annexed to the existing boundary of the municipality."

May 25, 1993
Mr. George Nuanez
Village of Tijeras
Page 2

§3-7-17 N.M.S.A. 1978, of the petition method for annexation, requires that the petition be accompanied by "a map which shall show the external boundary of the territory proposed to be annexed and the relationship of the territory proposed to be annexed to the existing boundary of the municipality". If the governing body of the municipality by ordinance consents to the annexation, a copy of the ordinance "with a copy of the plat of the territory so annexed" must be filed in the office of the county clerk.

The purpose of each of these methods of annexation is to delineate clearly the boundaries of the territory to be annexed into the municipality and to show that it is contiguous to the existing municipal boundaries. Additionally, the provisions of §3-7-13 N.M.S.A. 1978 call for location of federal, state, or county highways within the territory to be annexed in addition to the requirements of the other two methods.

My recommendation would be that the village require a plat of the territory proposed to be annexed prepared by a surveyor showing the items called for in §3-7-13 N.M.S.A. 1978 to consider an annexation under any of the three methods. It may be that if the property has already been platted, there is an adequate plat of record which could be used for this purpose by obtaining a copy of the plat from the county clerk and delineating on it the boundaries of the territory proposed to be annexed and their relationship to the existing boundary of the municipality.

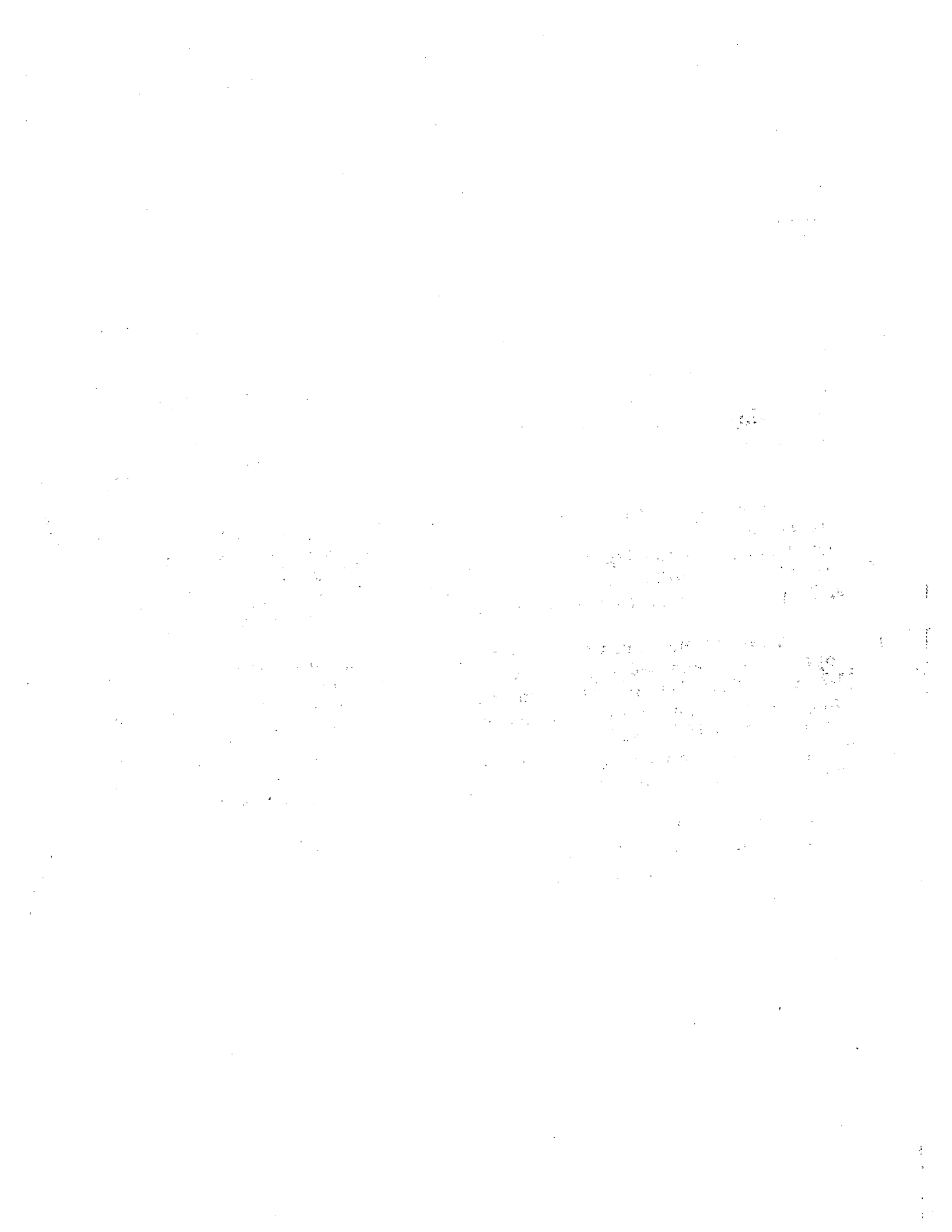
I hope this answers your question. If you have any further questions or require further assistance, please don't hesitate to call.

Sincerely,

CRIDER, CALVERT & BINGHAM, P. C.

By:


CHARLES J. CRIDER



3-7-17. Annexation; petition by owners of contiguous territory; duty or [of] governing body; ordinance; appeal.

A. Whenever a petition:

- (1) seeks the annexation of territory contiguous to a municipality;
- (2) is signed by the owners of a majority of the number of acres in the contiguous territory;
- (3) is accompanied by a map which shall show the external boundary of the territory proposed to be annexed and the relationship of the territory proposed to be annexed to the existing boundary of the municipality; and
- (4) is presented to the governing body,
the governing body shall by ordinance express its consent or rejection to the annexation of such contiguous territory.

B. 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. 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.

C. Within thirty days after the filing of the copy of the ordinance in the office of the county clerk, any person owning 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.

History: 1953 Comp., § 14-7-17, enacted by Laws 1965, ch. 300; 1981, ch. 204, § 9.

Cross-references. — As to examinations of signatures, purging and judicial review of petitions, see 3-1-5 NMSA 1978.

Section does not violate "one man-one vote" principle of the equal protection clause of the United States constitution, even though it does not provide for annexation by a petition of a majority of the landowners in the area without regard to the number of acres each owns. Torres v. Village of Capitan, 92 N.M. 64, 582 P.2d 1277 (1978).

Purpose in affixing plat or survey to annexation petition is to notify interested persons of land which is included, as well as to make definite what the corporate limits are and to permit officials to ascertain who are residents within the municipality and to help determine if a sufficient number of signatures of property owners from within the area

appear on the petition. Hughes v. City of Carlsbad, 53 N.M. 150, 203 P.2d 995 (1949).

Consideration of unplatted land. — Unplatted land, which was held for sale as urban property to accommodate reasonably expected development within eight years, could properly be considered in determining whether annexation petition was adequate. Hughes v. City of Carlsbad, 53 N.M. 150, 203 P.2d 995 (1949).

Annexation of special zoning district. — When all or a portion of a special zoning district is annexed by an incorporated municipality, the special zoning district loses all of its zoning jurisdiction over the annexed territory to the municipality. 1983 Op. Att'y Gen. No. 83-6.

Law reviews. — For note, "Annexation of Unincorporated Territory in New Mexico," see 6 Nat. Resources J. 83 (1966).

3-7-18. Annexation to include streets.

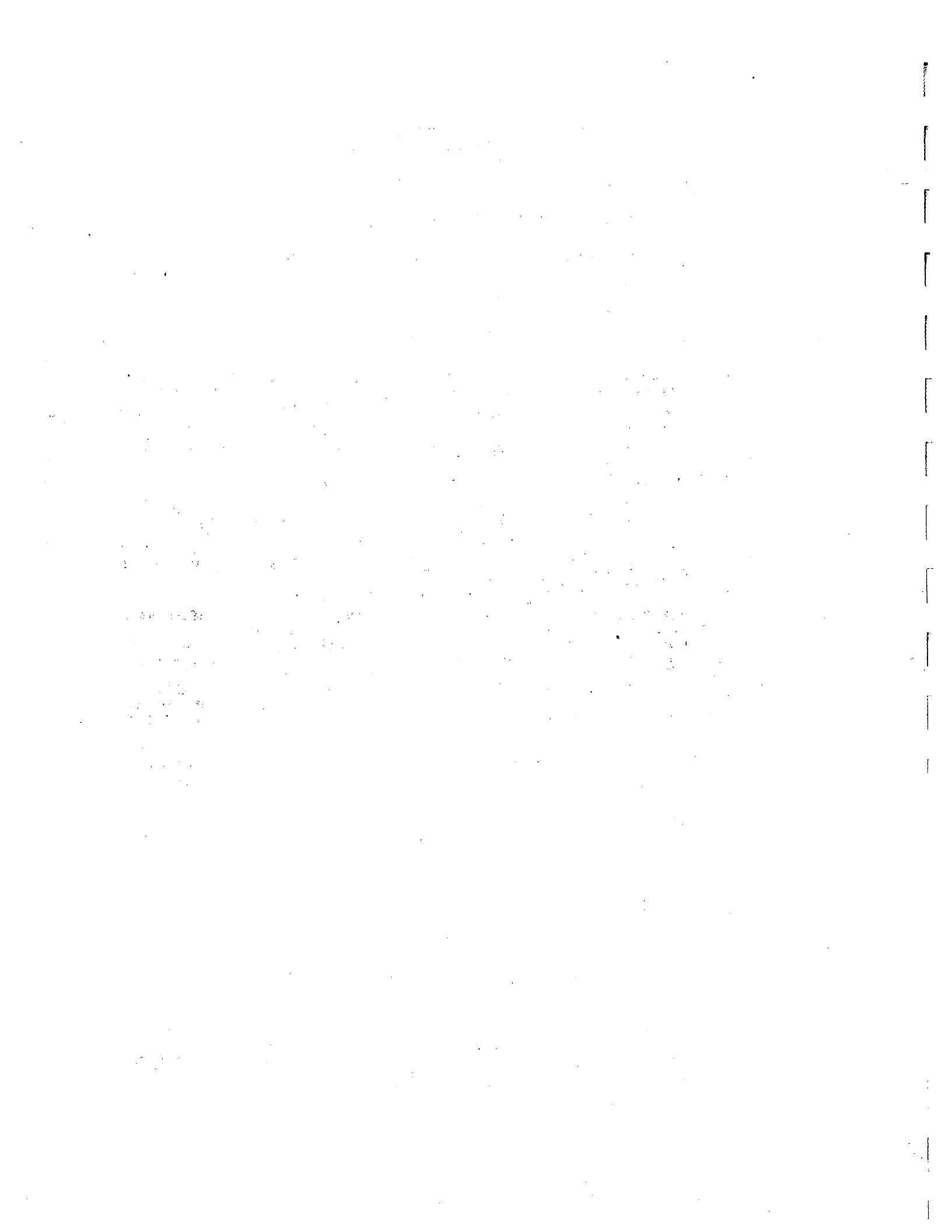
Any municipality annexing any territory shall include in the annexation any streets located along the boundary of the territory being annexed. As used in this section, "street" means any thoroughfare that is open to the public and has been accepted by the board of county commissioners as a public right-of-way.

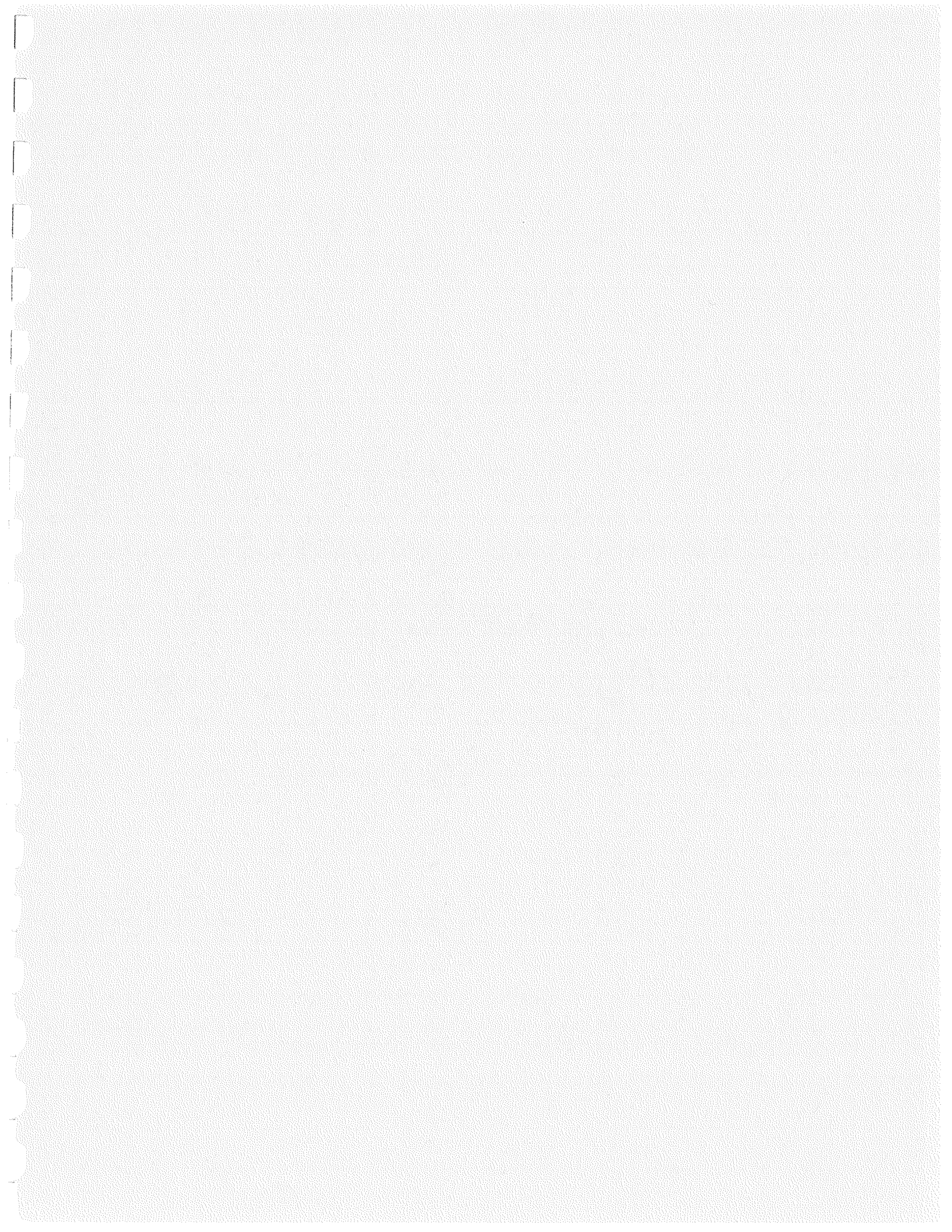
History: 1953 Comp., § 14-6-22, enacted by Laws 1965, ch. 75, § 1, and recompiled as 1953 Comp., § 14-7-18.

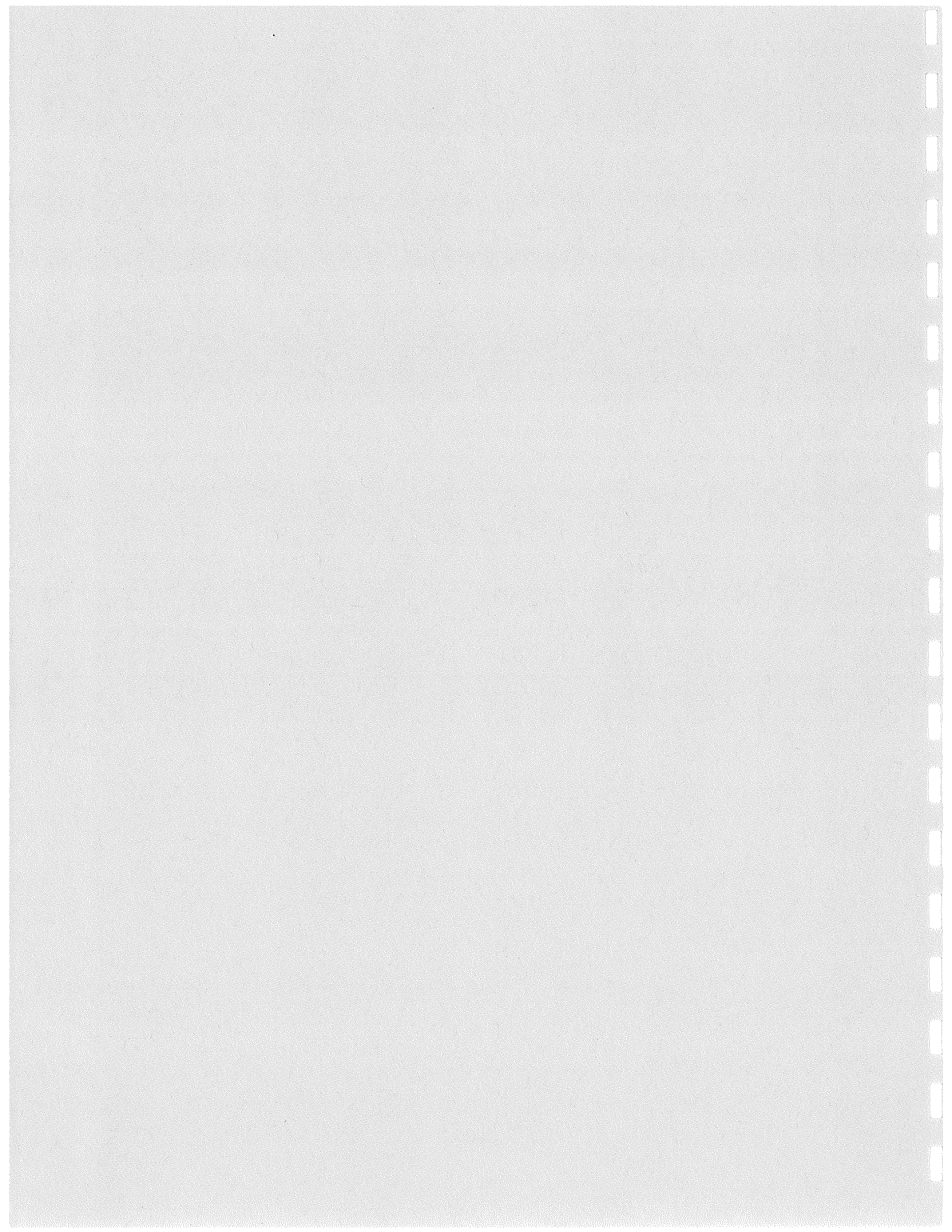
Cross-references. — As to powers of municipali-

ties regarding streets, sidewalks, curbs and gutters and public grounds, see 3-49-1 NMSA 1978.

Law reviews. — For note, "Annexation of Unincorporated Territory in New Mexico," see 6 Nat. Resources J. 83 (1966).







SPR-174

SUMMARY OF PROCEDURES
FOR
SUBDIVISION REVIEW AND APPROVAL
Tijeras, New Mexico

MIDDLE RIO GRANDE COUNCIL OF GOVERNMENTS OF NEW MEXICO
924 PARK AVENUE S.W. ALBUQUERQUE, NEW MEXICO 87102

JANUARY 1982

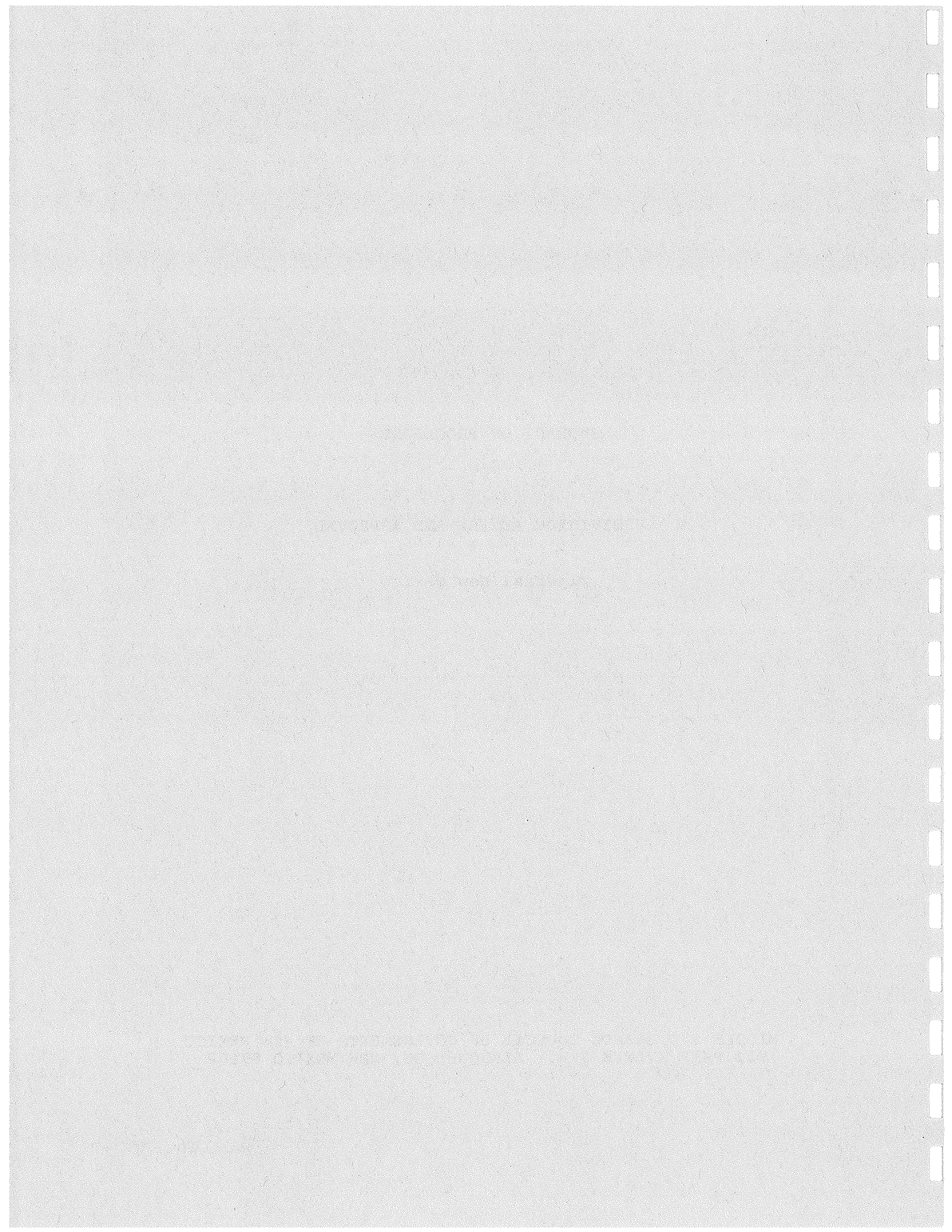


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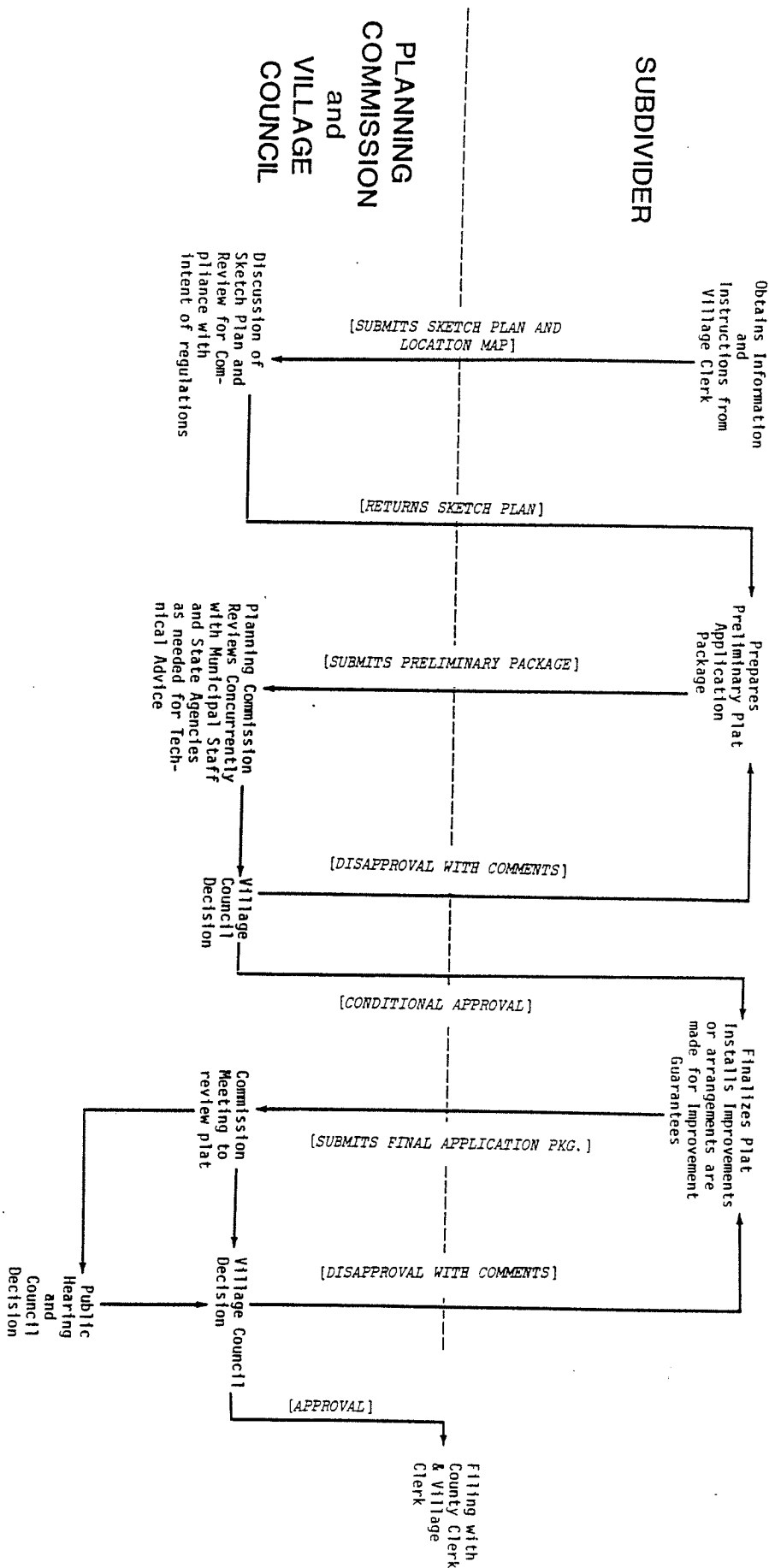
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INTRODUCTION

The purpose of this document is to summarize the administrative procedures associated with the Subdivision Regulations of the Village of Tijeras, New Mexico, and provide a ready reference for the elected officials, their Planning Commissioners, other community officials, and interested citizens in the administration and enforcement of the subdivision regulations.

The procedures identified as: 1) Pre-Application, 2) Preliminary Plat review and approval; and 3) Final Plat review and approval are categorized and outlined in FIGURE 1 and TABLES I, II, and III, according to the various steps needed to accomplish specific actions required or permitted by the subdivision regulations. The primary responsibility for ensuring that procedures are properly and fully carried out is that of the Tijeras Planning and Zoning Commission.

The exercise of authority by the Tijeras Village Council on the approval of all subdivision plats extends beyond the corporate boundaries of the Village of Tijeras to include the surrounding three mile planning and platting jurisdiction. Within the Village limits, the Tijeras Village Council has authority for plat approval. Outside the Village, but within the planning and platting jurisdiction, the Village must only share concurrent plat approval with Bernalillo County.



Village of Tijeras

Subdivision Review Process

TABLE I

PRE-APPLICATION

STEP 1

<u>PROCESS</u>	<u>SUBMITTALS FROM SUBDIVIDER</u>
1. Subdivider obtains information and instructions from Village Clerk on requirements he/she must conform to.	1. Sketch plan
2. Subdivider submits sketch plan, location map and supporting material.	2. Location Map
3. Planning Commission discusses proposed plans with subdivider at regular Commission meeting.	3. Any supporting material
4. Planning Commission reviews plan for compliance with intent of subdivision regulations.	
5. Sketch plan returned to subdivider with advisement of conformance and steps to be taken for future submittal.	

TABLE II

PRELIMINARY PLAT REVIEW - APPROVAL

STEP II

<u>PROCESS</u>	<u>SUBMITTALS FROM SUBDIVIDER</u>
1. Subdivider submits Preliminary Plat application package to Planning Commission.	1. Original and (7) copies of Preliminary Plat at the scale of 1" - 200' subdivision.
2. Planning Commission reviews plat.	2. Cashier's Check for Sub-division Fee.
3. Concurrent review by Municipal staff and State agencies as needed for technical advice.	3. Application for Approval.
4. Planning Commission recommends approval, conditional approval or disapproval to Village Council.	4. Disclosure statement.
5. Public Hearing	5. Any necessary Supplemental plans requested.
6. Village Council will make a decision within 35 working days of receipt of application package.	a. Water Supply Plan b. Liquid Waste Management Plan c. Solid Waste Management Plan. d. Water Quality Plan e. Terrain Management Plan
7. The original Preliminary Plat and one copy, is returned to subdivider for final plat compliance or resubmittal of amended Preliminary Plat.	

TABLE III

FINAL PLAT REVIEW - APPROVAL

STEP III

<u>PROCESS</u>	<u>SUBMITTALS FROM SUBDIVIDER</u>
1. Subdivider finalizes plans and installs improvements; or agreement is made between the Village and subdivider to provide improvements as specified in SECTION 14 of the <u>Village of Tijeras Sub-division Regulations.</u>	1. Final Plat and 2 copies 2. Application for Approval. 3. Certificates as Required.
2. Subdivider submits application package for approval of final plat ten working days prior to Planning Commission meeting.	
3. Planning Commission reviews plat and makes recommendation to Village Council.	
4. Village Council makes decision within 35 working days.	
5. Copy of final plat is returned to subdivider if approved. Original returned to subdivider if not approved.	
6. Original, approved final plat is filed with County Clerk and two copies of final plat are kept in Village files.	

SUMMARY OF PROCEDURES

Pre-Application Procedure:

The Pre-Application process is beneficial to a subdivider as well as a planning commission. It gives the subdivider the opportunity to secure guidance as to what will be required of them before they have gone to great expense in making detailed plans. It is at this time the subdivider will become aware of the submittals required by the subdivision regulations.

After the subdivider has acquired the necessary information and instructions from the Village, they must submit a sketch plan along with a map of the general location and other supporting material for Planning Commission review (APPENDIX B). This gives the Planning and Zoning Commission an opportunity to become aware of the size and location of the proposed subdivision. The Planning and Zoning Commission will review and discuss the proposed plans with the subdivider at a regular Commission meeting. The sketch plan will then be returned to the subdivider with advisement of conformance and steps to be taken to continue the process.

Preliminary Plat Review and Approval:

The submission of a Preliminary Plat (see APPENDIX C) is the first formal action required of the developer for approval by the Village Council. The decision made on the Preliminary Plat is one of the most important steps in the approval process because on the basis of this decision, work may begin on opening and constructing streets and installing any necessary utility systems or other required improvements.

The developer must submit the original and seven copies of the Preliminary Plat, and a written application for approval of the Preliminary Plat to the Planning Commission along with a cashier's check made payable to the Village of Tijeras in the amount of \$100 or \$5.00 per lot, whichever is greater for the subdivision fee. In addition, the developer must submit a disclosure statement and any necessary supplemental plans as requested by the Planning Commission.

When the required submittals have been reviewed by the Planning Commission, it will recommend approval, conditional approval or disapproval to the Village Council. Within 35 days, the Village Council will meet with the subdivider and approve, subject to stated conditions, or disapprove the plat.

Approval or conditional approval of a Preliminary Plat does not constitute approval of the Final Plat.

Final Plat Review and Approval:

The Final Plat represents the final stage of the plat approval procedure. At this time the intention is to assure that the recorded plat will be in accordance with the plans approved earlier and that construction has taken place in accordance with the plans, or an agreement has been made between the Village and subdivider to provide improvements as specified in SECTION 14 of the Subdivision Regulations. The Plat Format and Requirements can be found on page 14 of the Tijeras Subdivision Regulations.

Application for approval of the Final Plat (See APPENDIX D) shall be submitted in writing to the Planning Commission not less than 10 working days prior to the Planning Commission meeting at which it will be considered.

The Tijeras Planning and Zoning Commission shall then submit the Final Plat to the Village Council. The Village Council will then make a decision within 35 days and prepare a written report of its findings together with the approval or disapproval of the plat. If the Final Plat is approved, it will be recorded on the face of the original drawing of the Final Plat and on two copies along with the date of approval and the signature of both the Mayor and Village Clerk or designated representative of the Village Council.

The original plat will then be filed with the County Clerk and two copies placed in the Village files. Final Plats must be recorded within six months after the acceptance by the Village Council.

APPENDIX A
TECHNICAL REVIEW AGENCIES

New Mexico State Highway Department
Design Division
P.O. Box 1149
Santa Fe, New Mexico 87503

New Mexico State Engineer's Office
Technical Division
Bataan Memorial Building
Santa Fe, New Mexico 87503

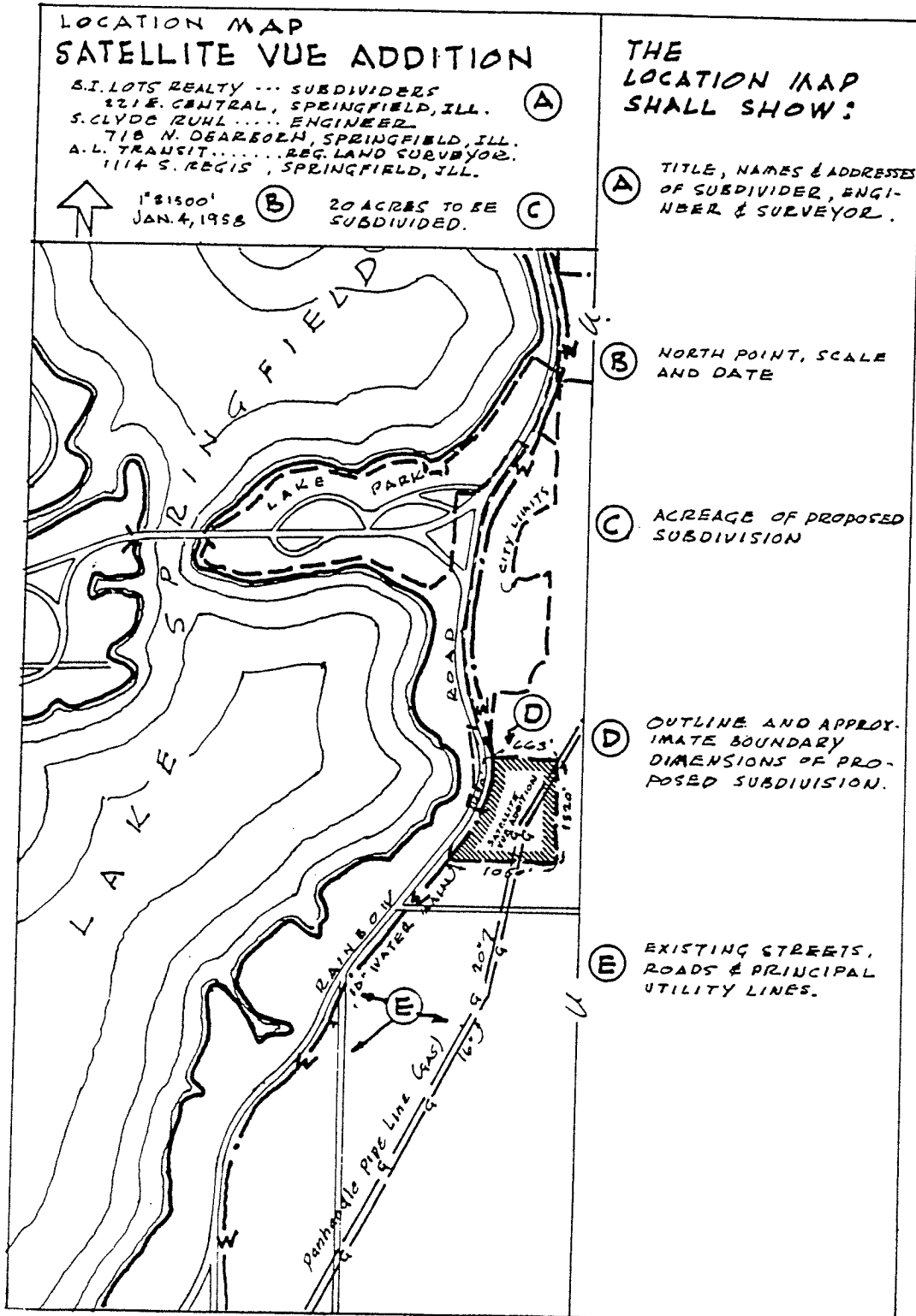
Central Rio Grande Soil and Water Conservation District
3520 Pan American Highway N.E.
Albuquerque, New Mexico 87107

New Mexico Environmental Improvement
Division
4219 Montgomery N.E.
Albuquerque, New Mexico 87109

APPENDIX B

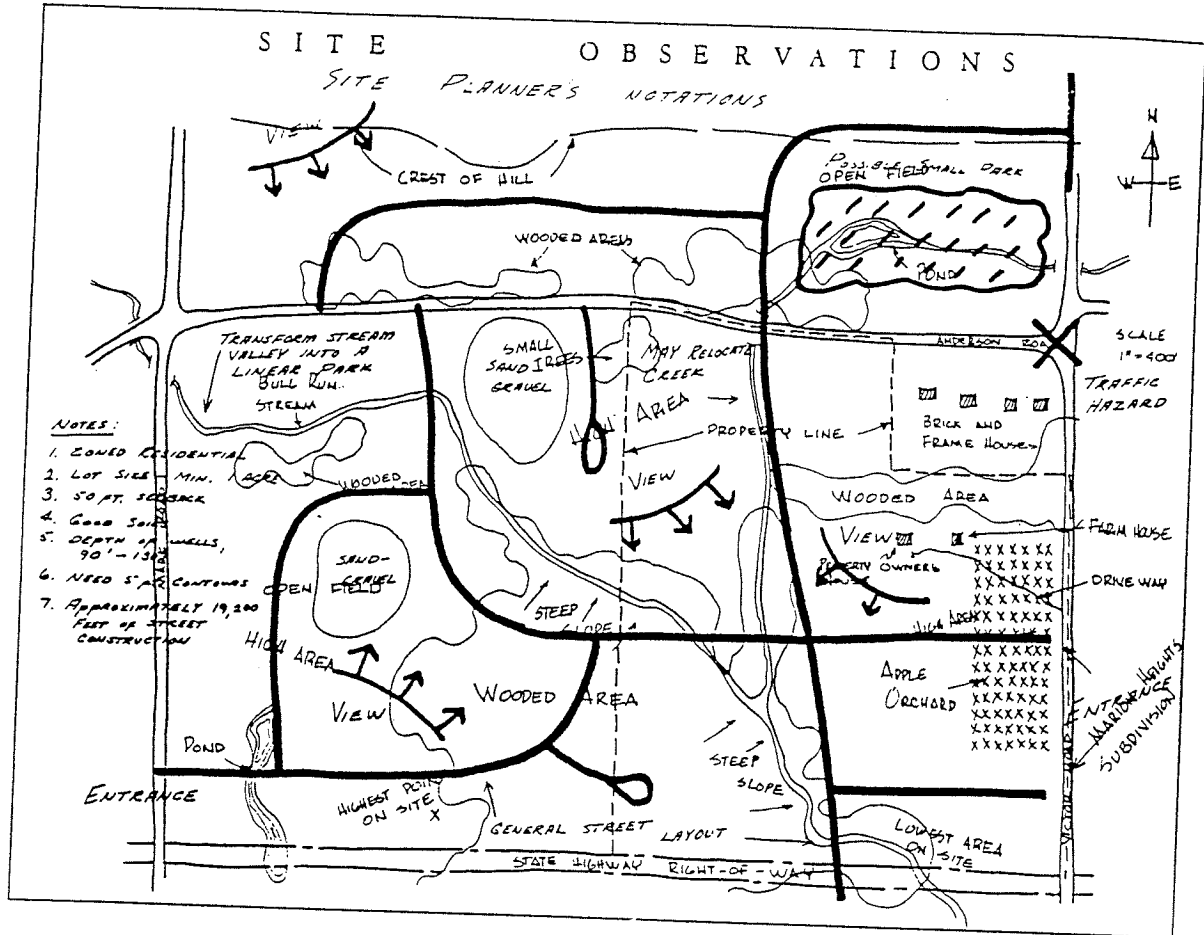
EXAMPLES OF LOCATION MAP AND SKETCH PLAN

PRINCIPLES AND PRACTICE OF URBAN PLANNING



Example Location Map

PRINCIPLES AND PRACTICE OF URBAN PLANNING

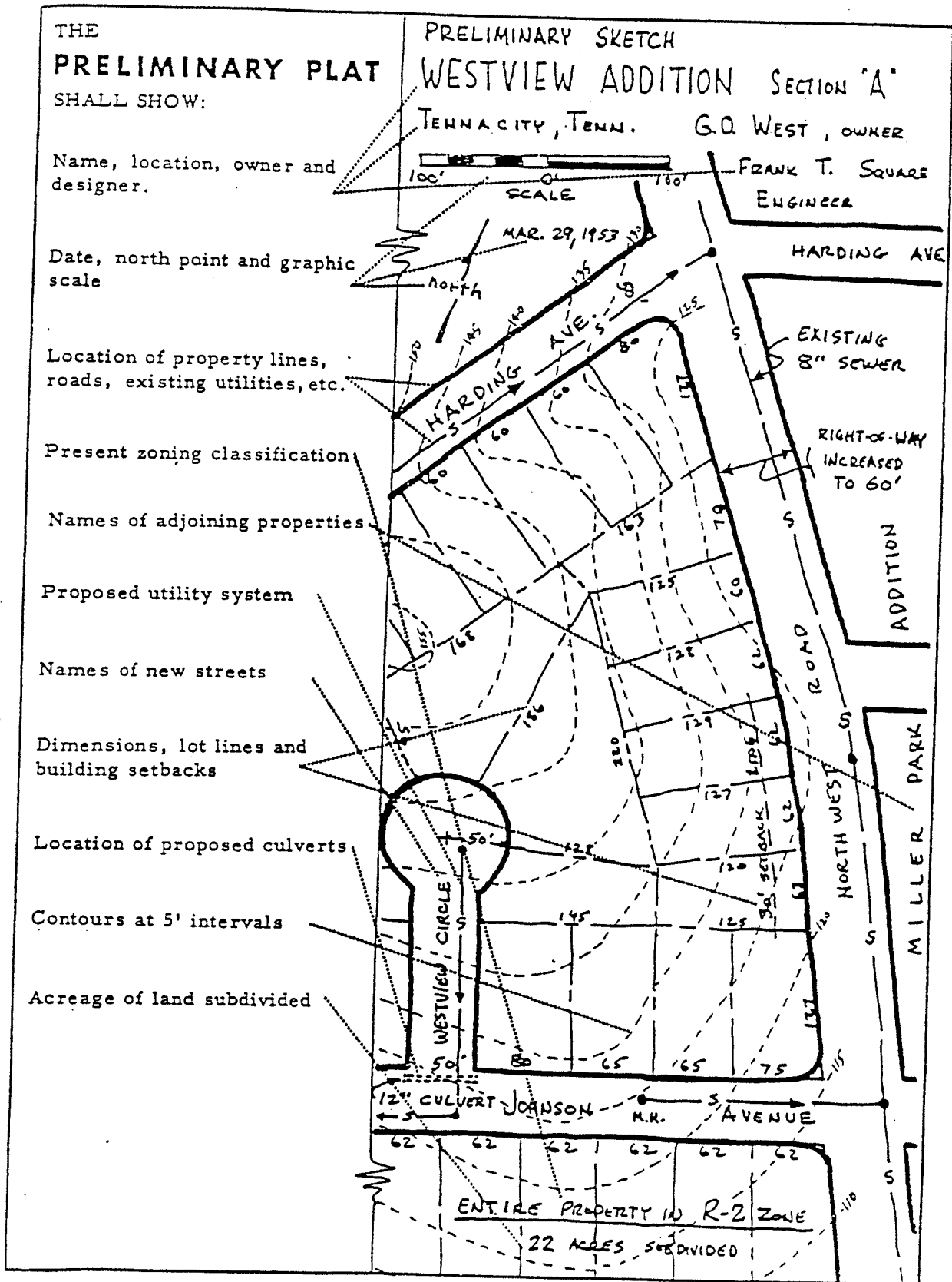


Example Sketch Plan

APPENDIX C

PRELIMINARY PLAT APPLICATION PACKAGE

EXAMPLE OF PRELIMINARY PLAT



VILLAGE OF TIJERAS

PRELIMINARY PLAT - CHECK LIST

Name of Proposed Subdivision _____
Location _____ Zoning District _____
Owner _____ Address _____ Tel. _____
Agent/Subdivider _____ Address _____ Tel. _____
Surveyor or Engineer _____
Address _____ Tel. _____

Date application submitted for Preliminary Plat Approval _____

Cashier's Check made payable to Village of Tijeras for
the amount of \$ _____ for Subdivision Fee.

CHECK LIST

- _____ 1. Original and seven copies of Preliminary Plat submitted to Planning Commission.
- _____ 2. Original drawn to scale (1-200) in black, waterproof ink upon heavy duty matte mylar.
- _____ 3. Title, Scale, north arrow, date of survey, location (Range Township, Section).
- _____ 4. Proposed location of benchmarks, method of tie to permanent survey monuments and subdivision control monuments. Description of all monuments found or set.
- _____ 5. Plat boundary line with dimensions.
- _____ 6. Existing conditions of site:
 - _____ Present site designation or subdivision name.
 - _____ Easements on site: Location, dimensions and purpose.
 - _____ Public right-of-way on and within 150 feet of site: name, width, type and width of paving, if any.
 - _____ Utilities on and adjacent to site: Location and size.
 - _____ Ground elevation in contour symbols.
 - _____ Existing storm drainage facilities on and adjacent to site.
 - _____ Other significant conditions on site (explain in detail).
 - _____ Conditions on adjacent land significantly affecting design of proposed subdivision (explain in detail).
 - _____ Zoning on and adjacent to site.
 - _____ Total acreage of proposed subdivision.

- _____ 7. Location map. Names and addresses of adjoining property owners.
- _____ 8. Proposed lot lines and lot numbers.
- _____ 9. Proposed street layout (widths, cross-section, grades)
- _____ 10. Proposed easements, purpose; rights-of-way for public services or utilities and any limitations thereof.
- _____ 11. Public dedications and reservations of land, if any.
- _____ 12. Sites and approximate area for any multi-family dwelling or non-residential uses.
- _____ 13. Proposed ground elevations in contour symbols.
- _____ 14. Water supply plan.
- _____ 15. Liquid waste management plan.
- _____ 16. Solid waste management plan.
- _____ 17. Water quality plan.
- _____ 18. Terrain management plan.
- _____ 19. Disclosure statement.
- _____ 20. Schedule of development.
- _____ 21. Copies sent to:

- a. State Highway Department _____ (Date)
- b. Environmental Improvement Division _____ (Date)
- c. Soil and Water Conservation District _____ (Date)
- d. State Engineers Office _____ (Date)

- _____ 22. Public Hearing
- _____ 23. Signed original and copy of Preliminary Plat returned to subdivider.

Approved _____ to proceed to Final Plat.
(Date)

Conditional Approval _____, subject to following
(DATE)

modifications: _____

Variances granted: _____

Disapproved _____ for the following reasons:
(Date)

Signed: _____
Mayor, Village of Tijeras

VILLAGE OF TIJERAS

APPLICATION FOR APPROVAL OF PRELIMINARY PLAT

(Please print or type)

Application is hereby made for tentative approval of the subdivision of land described below:

Proposed Name of Subdivision: _____

Brief Description of Land: _____

Area: _____ acres.

Number of Lots: _____

Name of Owner(s) _____

Accompanying this application are an original and seven (7) copies of a Preliminary Plat of the proposed subdivision.

I have examined and am familiar with the regulations governing the subdivision of land, as adopted by the Village. I understand the Village Council will not assume any liability for possible lack of understanding on my part.

Submitted this _____ day of _____, 19____.

(Signed) _____

Name: _____

Address: _____

(For use by Planning Commission)

This will acknowledge receipt of _____

Dollars (\$ _____) in payment of the subdivision fee required by the Land Subdivision Regulations of the Village of Tijeras.

(Date)

(Authorized Representative)

APPENDIX D
FINAL PLAT APPLICATION PACKAGE

VILLAGE OF TIJERAS
FINAL PLAT - CHECK LIST

Name of Proposed Subdivision _____

Location _____ Zoning District _____

Owner _____ Address _____ Tel. _____

Agent/Subdivider _____ Address _____ Tel. _____

Surveyor or Engineer _____

Address _____ Tel. _____

Preliminary Plat Approval Granted: _____
(Date)

Date Application Submitted for Final Plat Approval: _____

- ____ 1. Original and two prints (drawn to scale) submitted to Planning Commission not less than 10 days prior to Planning Commission meeting.
- ____ 2. Title, scale, north arrow, date of survey, location (Range, Township, Section).
- ____ 3. Location and description of all monuments found or set.
- ____ 4. Plat boundary lines with accurate bearings and lengths.
- ____ 5. Total acreage of subdivision.
- ____ 6. Lot and right-of-way lines, street and alley lines, widths and street names. Length, central angle and radius of all curves.
- ____ 7. Location, dimensions, purpose of all easements and any limitations thereof.
- ____ 8. Lots and blocks numbered.
- ____ 9. Location, dimensions, area, and purposes of lots proposed to be dedicated or reserved for public use.
- ____ 10. Building setback lines, where required.
- ____ 11. Reference to recorded subdivision plats of adjoining platted land - recorded name, date, book, page number in County Clerk's office.
- ____ 12. Mileage and function of streets created.
- ____ 13. Key map showing location of subdivision.
- ____ 14. Certification of payment of taxes (previous ten years).
- ____ 15. Certificate of consent of owner to subdivide.
- ____ 16. Certificate of dedication.
- ____ 17. Certificate of accuracy and seal by a land surveyor.
- ____ 18. Certification of accuracy of monuments.
- ____ 19. Other certificates, affidavits, endorsements, etc., as required.
- ____ 20. Completion of improvements or improvements agreement made between subdivider and the Village as specified in SECTION 14 of the Village of Tijeras Regulations.

- ____ 21. Clearance with all necessary agencies. Certification of approval of water quality and supply, sewage systems, terrain management, solid waste disposal, streets and any other utilities.
- ____ 22. Certificate of approval for recording.

Approved for recording _____ Variances granted _____
(Date)

Disapproved _____ for following reasons: _____

Signed: _____

____ 23. Recorded in County Clerk's Office on _____

**THE
FINAL PLAT
SHALL SHOW:**

Streets, lots, setback lines,
lot numbers, etc.

Sufficient engineering data to
reproduce any line on the
ground.

Dimensions, angles, and
bearings.

Monuments

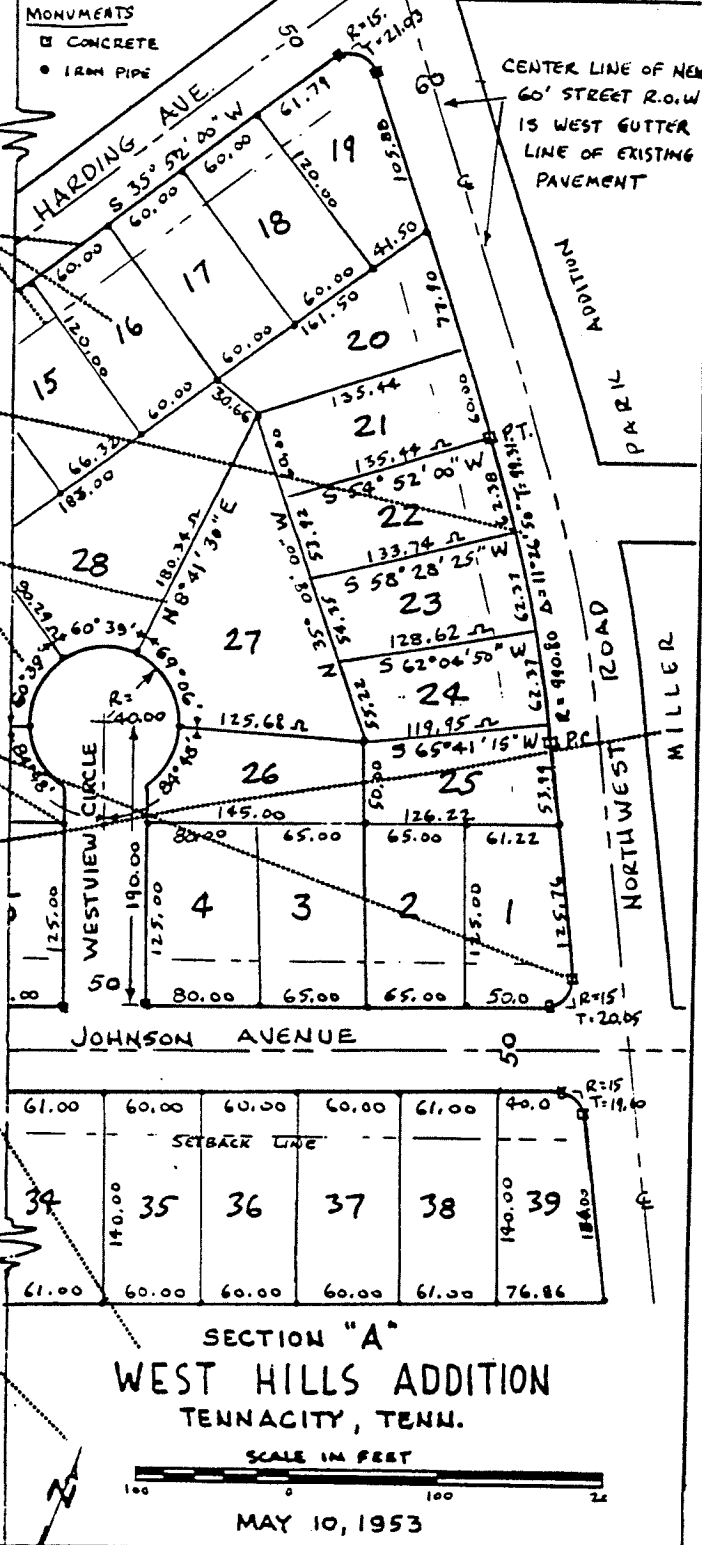
Names of adjoining properties

Date, title, name and location
of subdivision

Graphic scale and true north
point

MONUMENTS

- CONCRETE
- IRON PIPE



CENTER LINE OF NEW
60' STREET R.O.W.
IS WEST GUTTER
LINE OF EXISTING
PAVEMENT

NOTION
PARK

ROAD
MILLER

**SECTION "A"
WEST HILLS ADDITION
TENNACITY, TENN.**



MAY 10, 1953

VILLAGE OF TIJERAS
APPLICATION FOR APPROVAL OF FINAL PLAT

(Please type or print)

Application is hereby made for final approval of the subdivision described below: _____

Area: _____ acres.

Number of Lots: _____

Name of Owner(s): _____

Preliminary Approval by Village council was given on _____

_____.

Accompanying this application are original and two copies of the proposed Final Plat of the subdivision.

Submitted this _____ day of _____, 19_____.

(Signed) _____

Name: _____

Address: _____

