



Project Property Address: _____

City Planning & Zoning Coordinator: Crystal R. Ball, CFM

Email- cball@lovington.org

Phone: (575) 396-9301

City Subdivision Approval

The following check list provides additional requirements for your specific application. Please attach all of the requested documentation, sign, and date.

Approval Requirements

- 1) Submit a completed Planning and Zoning Application. All fields must be completed and legible in order to process the application. This document provides the basic information required for all permitting applications.
- 2) Payment of the appropriate subdivision fee \$_____ Date paid_____
- 3) Provide proof of ownership or interest in the property. A deed with a legal description or property lease will meet this requirement. If the applicant is not the owner, an Affidavit by Property Owner(s) is required.
- 4) Submit a sketch plan and schedule an appointment with the Development Review Committee. The Committee is comprised of the Planning & Zoning Coordinator, Water Superintendent, Wastewater Superintendent, Fire Chief, Code Enforcement Officer and the City Manager. Each member will review the sketch plan and provide recommendations to ensure the preliminary plat conforms to the City's zoning and subdivision regulations.
- 5) If necessary, submit a variance request with the following information:
 - Reason(s) why the request is being made
 - Potential impacts (positive and negative) that may result from the variance, including those related to noise, odors, traffic, health, quality of life, and property values
- 6) Submit two copies of the preliminary plat and supplemental information in conformance with Chapter 16.03 of the Lovington Code of Ordinances and applicable New Mexico Surveying Law.
- 7) Representation at two scheduled public hearings to present the preliminary plat and answer questions, one before the Planning and Zoning Commission and a second with the City Commission.
- 8) Develop the property in accordance with the preliminary plat. Staff will perform an inspection after the property is fully developed to ensure it conforms to the approved preliminary plat.

- 9) Submit two copies of the final plat and supplemental information in conformance with Chapter 16.03 of the Lovington Municipal Code and applicable New Mexico Surveying Law.
- 10) Representation at two scheduled public hearings to present the final plat and answer questions, one before the Planning and Zoning Commission and a second with the City Commission.
- 11) Unless difficulties or unusual circumstances exist, alternate summary applications only require the completion of steps 1-6 and a certification of approval on the plat.

Applicant Name: _____ **Date:** _____

Applicant Signature: _____

Preliminary Plat Approval
Planning, Zoning Staff Name: _____
Signature: _____ Date: _____
Water Superintendant Name: _____
Signature: _____ Date: _____
Sewer Superintendant Name: _____
Signature: _____ Date: _____
Code Enforcement Officer Name: _____
Signature: _____ Date: _____
Public Works Director Name: _____
Signature: _____ Date: _____
Final Plat Approval
Planning, Zoning, Code, or Staff Name: _____
Signature: _____ Date: _____

Notes or recommendations to applicant from City Staff on additional pages if required.