



# ADMINISTRATIVE LOT SPLIT, PLAT VACATION, AND LOT LINE ADJUSTMENT APPLICATION

Date: \_\_\_\_\_

Case No. \_\_\_\_\_

ADMINISTRATIVE LOT SPLIT       PLAT VACATION       LOT LINE ADJUSTMENT

PHYSICAL ADDRESS OF SUBJECT PROPERTY: \_\_\_\_\_

PROPERTY OWNER(S): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE NUMBER(S): \_\_\_\_\_

AGENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER(S): \_\_\_\_\_

ZONING OF SUBJECT PROPERTY: \_\_\_\_\_      ACREAGE OF SUBJECT PROPERTY: \_\_\_\_\_

ACREAGE OF PARCELS AFTER ADJUSTMENTS: \_\_\_\_\_

RETAINED BY OWNER

REASON FOR ADJUSTMENT: \_\_\_\_\_

### REQUIRED SUBMITTALS:

- \_\_\_\_\_ Legal description of property & registered deed
- \_\_\_\_\_ Survey plat showing proposed division
- \_\_\_\_\_ Attach evidence that property has not been divided within past five years
- \_\_\_\_\_ County approval for proposed subdivision within ETZ and Town Planning and Platting Jurisdiction
- \_\_\_\_\_ Review fee (\$50.00)

### SUBMITTAL CERTIFICATION

I hereby certify that the documentation submitted for review and consideration by the Town of Taos Planning Department has been prepared in accordance with Article VI of the Town of Taos Land Use Development Code and the required submittals. Failure to include the minimum submittals may result in the delay or rejection of my application, and any application submitted for approval under this alternate summary procedure may be referred to the Commission. I also certify that the signature(s) affixed to this application are those of the property owner(s) and authorized agent.

\_\_\_\_\_  
Property Owner's Signature      Date

\_\_\_\_\_  
Agent's Signature      Date

\_\_\_\_\_  
Property Owner's Signature      Date

### TOWN OF TAOS USE

Planning Department Review By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved       Rejected      Reason: \_\_\_\_\_

Public Works Dept. Review By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved       Rejected      Reason: \_\_\_\_\_

## **SECTION 6-4 ALTERNATE SUMMARY PROCEDURE**

### **6-4.1. Intent and Purpose**

The purpose of this section is to provide a summary procedure for the approval of subdivisions consisting of not more than two (2) parcels of land for sale and for re-platted and re-subdivided subdivisions where the total number of lots or parcels is not increased. Subdivisions which meet these criteria, are exempt from the other procedural requirements set forth in this Article.

### **6-4.2. Applications and Approval**

Applications for approval shall be submitted to the Code Administrator on forms prepared by the Town. The Code Administrator shall review applications for:

- A. Subdivisions consisting of not more than two (2) parcels of land for sale;
- A. Any additional split of the same property can not be applied for at intervals of less than every five (5) years; and
- C. All other subdivision applications must meet all the procedural requirements of this Article.

### **6-4.3. Compliance Required**

The Code Administrator shall administratively approve those subdivisions which substantially comply with the requirements of this Article, this Code, and any applicable state law and deny all others. Items to be reviewed shall include: property access, availability of utilities and lot sizes according to zones in Article IV.

### **6-4.4. Referral Permitted**

Notwithstanding any of the foregoing, the Code Administrator may refer any application for approval under this alternate summary procedure to the Commission.

### **6-4.5. Public Works Approval**

The Code Administrator shall submit all subdivision plats to the Public Works Department for approval. The cost of relocating or changing any Town utilities shall be the sole responsibility of the applicant.

### **6-4.6. Plat Endorsement**

Approval by this summary procedure shall be endorsed on the plat by the Code Administrator,(or on the instrument of conveyance in lieu of a plat) and such endorsement shall be conclusive evidence of such approval. Such plat shall be recorded.