

TOWN OF TAOS

ANNEXATION

APPLICATION PACKET

PLANNING, COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT



ANNEXATION APPLICATION

Planning, Community and Economic Development Department
 400 Camino de la Placita
 Taos, NM 87571
 Phone (575-751-2016
 Fax (505) 751-2026



CASE NO PZ20 _____ - _____

PROPERTY OWNER INFORMATION

Name			
Mailing Address			
City ST ZIP Code			
Telephone Number		Cell Phone	
E-Mail Address			

AGENT INFORMATION

Name			
Mailing Address			
City ST ZIP Code			
Telephone Number		Cell Phone	
E-Mail Address			

ZONING INFORMATION

Subject Property Address			
Legal Description of Property			
Acreage of Subject Property		Proposed Zone	

ANNEXATION APPLICATION SUBMITTAL CHECK LIST

The following submittals are required in order to be placed on the Planning and Zoning Commission Agenda for their next available regularly scheduled monthly meeting. Please complete and submit 10 copies on 8 ½ x 11 paper of the requested information (except where otherwise indicated). Information will be due as seen fit by the Site Development Review Staff of the Town of Taos Planning, Community and Economic Development Department. Incomplete, inadequate or late submittals will result in delay or rejection of the request for an Annexation. Please contact staff with questions regarding the submittals required herein.

*NOTE: ALL DRAWINGS MUST BE DRAWN TO SCALE

- Completed Annexation Application
- Annexation Application Fee - \$250.00

- Owner's Affidavit (If Application submitted by an Agent)
- Summary of all existing uses in proposed affected area
- Summary of all existing uses on adjacent properties
- Documentation of benefits to neighborhood if amendment was to be approved
- Documentation on adverse effect to neighborhood if amendment was to be approved
- Legal description of property
- Copy of registered deed
- Vicinity Map – Copy of the map depicting subject property and adjacent property within 300 feet
- A copy of the recorded Site Plan (minimum size 24" by 36") or Survey Plat (minimum scale 1" = 20') showing the location of the parcel proposed for annexation. Site plan and/or survey plat shall depict all existing structures, setbacks, parking area and other applicable strict/standard requirements. Please see "Site Development Plan" in Section 16.20.080.5 of the Town of Taos Land Use Development Code.
- Summary Plat of the lot consolidation (if applicable)
- Property Owner information on file with the County Assessor as follows:
 - A. Copy of the tax map (including map number) depicting subject property and adjacent property
 - B. List of owners of record listed on file for adjacent properties within 300' of property line
- Site Threshold Assessment (STH) Form
- Must adhere to the requirements of section 16.12.060 of the Town of Taos Municipal Code
- Submit a narrative explaining how the use applied for will meet the requirements of Section 16.12.040.5 Application Procedure and 16.12.060 Amendments to this Title. (The Annexation will not create a danger to the public health, safety or welfare, nor cause an extraordinary expense, nor create a nuisance.)
- Documentation or narrative showing that the proposed Annexation is consistent with the direction and intent of existing Town of Taos Master Plan (Vision 2020)
- Documentation or narrative showing that the proposed Annexation is consistent with the purpose and intent of the town of Taos zoning regulations.
- Documentation or narrative showing that the proposed Annexation is consistent with the existing land use in the affected neighborhood.
- Documentation or narrative showing that the benefit to the neighborhood will outweigh any potential adverse impact upon the surrounding properties of proposed Annexation.
- Documentation or narrative establishing that the proposed Annexation will not create a danger to the public health, safety or welfare, nor cause an extraordinary public expense or create a nuisance.
- Water plan to evaluate the impact on the Town's water supply.
- Zone Change / Zone Designation Application Packet

Agreement and Signature

I, the undersigned, understand that any discussions and/or other communications between any authorized representative for this application and any/all Town of Taos Staff members regarding this application do not constitute the entire review of this application and that additional and/or alternate conditions and/or requirements above and beyond those that may have been discussed may be required. I also realize that failure to include applicable application material(s) may result in the rejection of my application or delays in the approval process. I also certify that the signature(s) affixed to this application are those for the property owner and authorized agent. If I am the agent, I am including an owner's affidavit.

Property Owner Name (printed)	
Signature	
Date	
Agent Name (Printed)	
Signature	
Date	

Attached:

16.12.040.5: Application Procedure

16.12.060: Amendments to this Title

16.16.010.6: Zoning of Annexed Land

Date Application Received: Stamped by Town of Taos.

16.12.060: AMENDMENTS TO THIS TITLE:

16.12.060.1: RULES AND PROCEDURES:

A. No provision of this title may be amended except by action of the town council.

B. Amendments to this title may be initiated by:

1. The verified application of the owners of property to be changed, reclassified or otherwise affected by the proposed amendment;
2. A request for approval of a planned unit development which requires a zone change;
3. Resolution of the town council; or
4. Resolution of the commission or historic preservation commission.

C. In the event that an amendment to this title is initiated pursuant to subsection B3 or B4 of this section, then the code administrator shall perform all duties and meet all requirements of the applicant unless otherwise directed by the town council, commission, or historic preservation commission.

D. No matter how an amendment to this title is initiated, no amendment to this title shall be enacted by the town council until the written recommendations of the commission or historic preservation commission either supporting or opposing the proposed amendment, with or without qualifications, are presented to the town council.

E. The provisions of sections [16.12.040.5](#) through [16.12.040.11](#) of this chapter shall apply to a proposed amendment to this title. The hearing officer, if any, shall summarize the evidence received and issue a recommendation regarding the proposed code amendment to the commission.

F. The commission shall issue its recommendation to the town council within ten (10) days of the public hearing or receipt of a recommendation by the hearing officer, if any, whichever is later in time.

G. The town council may, in its discretion, hold additional public hearings regarding the proposed code amendment. If additional public hearings are called, then notice for public hearings shall be given and proof of notice filed as provided in subsections [16.12.040.5G](#) through K of this chapter.

H. The town council may remand the application to the commission or historic preservation commission for further hearings and recommendations before the town council takes final action on the proposed amendment.

I. If the town council conducts one or more additional public hearings, then the provisions of section [16.12.040.7](#) of this chapter shall be applicable to each public hearing with the town council performing the functions assigned to the commission or historic preservation commission and the mayor performing the functions assigned to the chairperson.

J. The town council may accept all, some, or none of the recommendations of the commission, historic preservation commission, or hearing officer, if any.

K. The town council may issue written findings of fact and conclusions of law if such would be appropriate, given the type of code amendment being considered. (Ord. 10-07, 2010: Ord. 99-05, 1999)

16.12.060.2: CRITERIA FOR APPROVAL OF AN AMENDMENT TO THIS TITLE:

A. The following criteria will be used by the commission or historic preservation commission for the review and approval of an amendment to this title for recommendation to the town council:

1. The amendment is consistent with the direction and intent of the existing town of Taos master plan;
2. The amendment is consistent with the purpose and intent of town of Taos zoning regulations;

3. The amendment to this title is consistent with the existing land use in the affected neighborhood;
4. The benefit to the neighborhood will outweigh any potential adverse impact upon the surrounding properties;
5. The amendment to this title will not create a danger to the public health, safety, or welfare, nor cause an extraordinary public expense, or create a nuisance; and
6. The amendment is justified by the fact that the original zoning was in error, by change in condition in the vicinity, or by change in the town of Taos overall development policy. (Ord. 10-07, 2010: Ord. 99-05, 1999)

16.16.010.6: ZONING OF ANNEXED LAND:

Upon annexation by the town council and under the recommendation of the commission, all land annexed to the town of Taos shall be zoned as one of the zones outlined in this chapter. (Ord. 03-07, 2003: Ord. 99-05, 1999)



Owner's Affidavit
(To be completed only when an applicant has an agent)

State of New Mexico)

) SS.

Town of Taos)

We/I _____
(Please print full name(s))

Being duly sworn, depose and say that (I am) (we are) requesting a permit or application through the Town of Taos. Furthermore, (I) (we) hereby appoint _____
To act as our authorized agent on our behalf on all matters pertaining to the processing and obtaining of said permit with the exception of legal documents for recording purposes.

Signature

Date

Address

Subscribed and sworn to before me this
_____ Day of _____, 20_____.

Notary Public

My commission Expires: _____