

JERAH R. CORDOVA
MAYOR

RONNIE TORRES
MAYOR PRO-TEM

ANDREW E. SALAS
CITY MANAGER



FRANK F. ORTEGA
CITY COUNCILOR

ROBERT D. NOBLIN
CITY COUNCILOR

DANNY BERNAL
CITY COUNCILOR

CITY OF BELEN
100 SOUTH MAIN STREET
BELEN, NEW MEXICO 87002-3636
(505) 966-2730

***CITY OF BELEN, NEW MEXICO
SUBMITTAL CHECKLIST
ANNEXATION***

Required Submittals:

The following material must be delivered to the Planning and Zoning Officer to satisfy all submittal requirements:

- () Filing fee payment
- () Letter of transmittal, describing nature of request
- () Petition for annexation including the following:
 - () Date
 - () Legal description of property certified by New Mexico Professional Surveyor
 - () Name of property owners
 - () Address of property owners
 - () Acreage for land owned by each property owner and respective percentage of ownership compared to total land area within proposed annexation
 - () Notarized signatures of property owners
- () Annexation Plat on 24" x 36" sheet at 1" = 100' or other appropriate scale which shows:
 - () Annexation name
 - () Acreage within annexation
 - () Location map
 - () North arrow
 - () Signature block for Mayor & City Clerk
 - () Certification and seal of New Mexico Professional Land Surveyor
 - () Plat boundaries with bearings and distances
 - () Public rights-of-way within or adjacent to annexation with names and width shown
 - () Existing city limits delineated

Note: The original mylar will be submitted to the City of Belen for recording with the Valencia County Clerk.

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Name and address of Petitioner (s):

I (We), own the following-described property:

The total acreage of the property is:

The above-described property is located within the area that is proposed for annexation, as shown on the attached plat and description.

I (WE), hereby petition the City of Belen to annex the territory as designated on the attached plat and description.

NAME:

DATE:

Instruction:

- 1. Fill in your name and address; property description, and the total acreage of your property.**
- 2. Attach a survey and legal description of your property.**
- 3. Sign and date your petition; file the petition with the City Planning and Zoning Department and request a date on which your petition will be presented to the Planning and Zoning Commission and City Council.**