



**Belén**  
*The Hub City*

City of Belen  
**Application for Annexation**  
(See 3-7-17 NMSA, 1978 for Petition Method Requirements)

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

Fee Paid: (no fee)

**INSTRUCTIONS and PROCESS**

A Request for Annexation shall be accompanied by an Annexation Plat on 24” x 36” mylar, which identifies the property proposed for annexation and is prepared by a surveyor, licensed in the State of New Mexico. In addition, establishment of zoning is required, which is done by submitting an “Amendment to the Zoning Ordinance” application. Both applications will proceed through the review process simultaneously. Incomplete or inaccurate applications may delay the review process. The completed application package must be submitted to the City of Belen Planning & Zoning Commission through the Development Services Department and shall be in compliance with the City of Belen and State of New Mexico regulations for annexation. After review by City staff and other agencies, the Planning & Zoning Commission will conduct a public hearing and make a recommendation to the City Council, which will make a final decision. *If the annexation is approved, the annexation plat shall be filed with the City of Belen Clerk after the required 30-day appeal period.*

**APPLICANT INFORMATION**

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant/Agent (if any): \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

**PROPERTY INFORMATION**

Legal description of property being annexed (attach copy of Annexation Plat):  
\_\_\_\_\_

Total acreage: \_\_\_\_\_ Current Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

**\*\* (Complete required application for Zoning Map Amendment) \*\***

**ACKNOWLEDGEMENT**

I/We, the undersigned owners of the following described real estate, do by our signature, hereby present the City of Belen with this petition for Annexation under Article 7, Section 3-17 et. seq. NMSA 1978, which regulates the annexation of land. As the property owner(s), I/we understand that all required information must be provided in accordance with these regulations. In addition, I/we understand that the construction or upgrade of public infrastructure may be required as a condition of approval. In this case, a Development Agreement or an Assessment District may be required by the City. As the applicant, I/we may be required to provide a financial guarantee for the construction of said improvements. The financial guarantee and timeline for completion are subject to approval by the City. Property owner authorization for this request is provided.

\_\_\_\_\_  
Property Owner (Signature)

\_\_\_\_\_  
Property Owner (Signature)

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