



# Belén

The Hub City

City of Belen

## APPLICATION FOR PRELIMINARY PLAT

### INSTRUCTIONS

In accordance with the Subdivision Regulations of the City of Belen, no subdivision of any land may occur within the City, or within its statutory planning and platting jurisdiction, without first being duly approved by the Cities Planning & Zoning Commission. Type or print clearly on this form, and attach **2 (two) full-size copies and 12 (twelve) 11" x 17" copies** of the Preliminary Plat. Also include any required supplementary materials. 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 City Planner, and shall be in compliance with the City of Belen Subdivision Regulations and Standards. The application must be accompanied by the appropriate **Filing Fee (\$250.00 + \$10.00 + Notification Fee per resulting lot)**.

### APPLICANT INFORMATION

Property Owner(s): \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant/Agent (if any) \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

### GENERAL INFORMATION

Location and Legal Description of Property:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed Name of Subdivision: \_\_\_\_\_

Total Number of Lots: \_\_\_\_\_ Total Acreage: \_\_\_\_\_ Current Zoning: \_\_\_\_\_

Yes  No Requires Zone Amendment?

Yes  No Requires Variance(s)?

### ACKNOWLEDGEMENTS

Application is hereby made for a tentative, conditional, approval of the subdivision of land proposed herein. I have examined, am familiar with, and have complied with, any and all requirements of the Subdivision Regulations and Standards of the City of Belen including, but not limited to: payment of administration fees, transfer of water rights, and dedication of land for public use. I have also complied with the requirements of any and all other applicable rules, regulations, and ordinances related to property development within the City of Belen. I further understand and agree that neither the City nor any of its agents shall be held liable for any lack of understanding, or misinterpretation, on my part, of any said requirements. Property owner authorization for this request is provided.

Signature of Applicant/Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Receipt by Planning & Zoning Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Application Fee Total: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Hearing Location: **City of Belen Council Chambers** Hearing Date & Time: \_\_\_\_\_