



Belén

The Hub City

City of Belen

REQUEST FOR SKETCH PLAN REVIEW

INSTRUCTIONS

In accordance with the Subdivision Regulations of the City of Belen, Sketch Plan/Pre-Application Review affords the subdivider an opportunity to receive assistance and advice from the City Planning & Zoning Commission, City Planner, and City Engineer, among others early and informally before preparation of the Preliminary Plat and before formal application for its approval.

Type or print clearly on this form and attach *12 (twelve) 11" x 17" copies* of the conceptual plan of the proposed subdivision. Include all required information and any required supplementary materials, as specified in the Cities Subdivision Regulations. 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. *No Filing Fee is required for this Request.*

APPLICANT INFORMATION

Property Owner: _____ Phone: _____
Address: _____ Email: _____

Applicant/Agent: _____ Phone: _____
Address: _____ Email: _____

GENERAL INFORMATION – PROPOSED SUBDIVISION

Location of Subdivision: _____

Total Lots: _____ Total Acreage: _____ Total Miles of New Public ROW: _____

Current Zoning: _____

ACKNOWLEDGEMENTS

Application is hereby made for a Sketch Plan/Pre-Application Review 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 Design Standards of the City of Belen. 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 Town nor any of its agents shall be held liable for any lack of understanding, or misinterpretation, on my part, of any said requirements. I further understand that any comments or guidance provided to me by the Town or its agents as part of the Pre-Application process shall be considered informal and non-binding. Written authorization from the property owner for this request is provided.

Signature of Applicant or Agent: _____ Date: _____

Receipt by Planning & Zoning Officer: _____ Date: _____

Hearing Location: City of Belen Council Chambers Hearing Date & Time: _____