



# Belén

The Hub City

City of Belen

## APPLICATION FOR SUMMARY PLAT

### INSTRUCTIONS

In accordance with the Subdivision Regulations of the City of Belen, the Planning & Zoning Commission may approve certain subdivisions by a Summary procedure, which combines Preliminary and Final Plat requirements. Such Summary Approval may be given when at least one of the follow conditions is true: 1) The proposed subdivision contains no more than two resulting lots (ie. a Lot-Split); 2) The proposed subdivision is a Re-Subdivision (ie. Re-Plat) where the combination, or recombination, of previously platted lots does not increase the total number of lots; or, 3) The proposed subdivision is a Vacation of existing lot lines, easements, rights-of-way, etc.. Type or print clearly on this form, and attach **2 (two) full-size copies and 12 (twelve) 11" x 17" copies** of the Summary 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

### APPLICANT INFORMATION

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

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

### TYPE OF SUMMARY PLAT REQUESTED

- Lot-Split
- Re-Plat
- Dedication/Vacation

### GENERAL INFORMATION

Legal Description of Property: \_\_\_\_\_

Current Zoning \_\_\_\_\_

Yes  No Requires Zone Amendment?

Yes  No Requires Variance(s)?

### ACKNOWLEDGEMENTS

Application is hereby made for a Summary 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 on plat.

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: \_\_\_\_\_