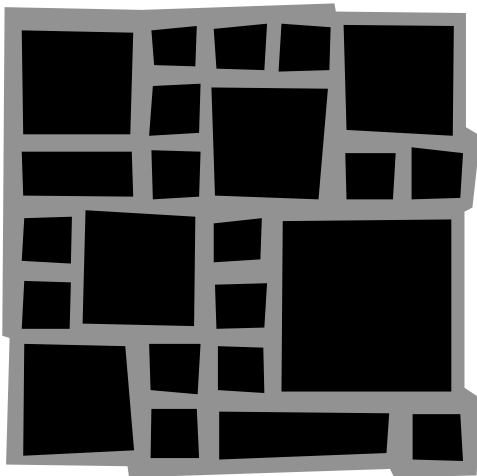


SUBDIVISION / SITE DEVELOPMENT REVIEW



OR

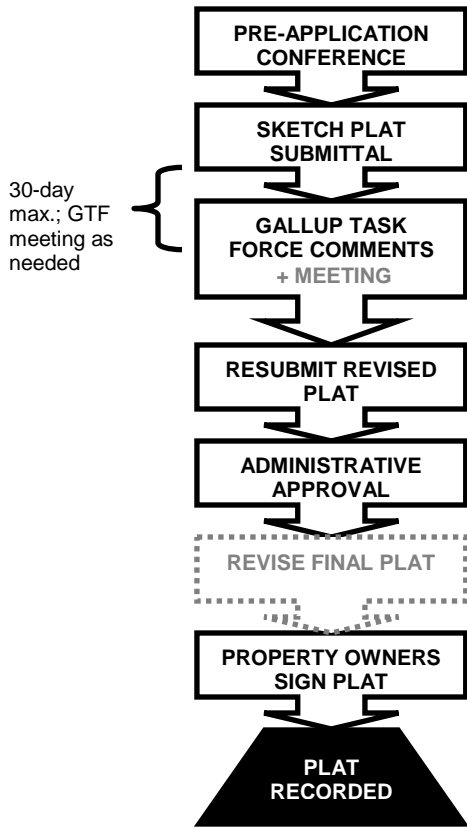
**Splitting Property, Creating Lots, Platting & Replatting,
and Site Development Review**



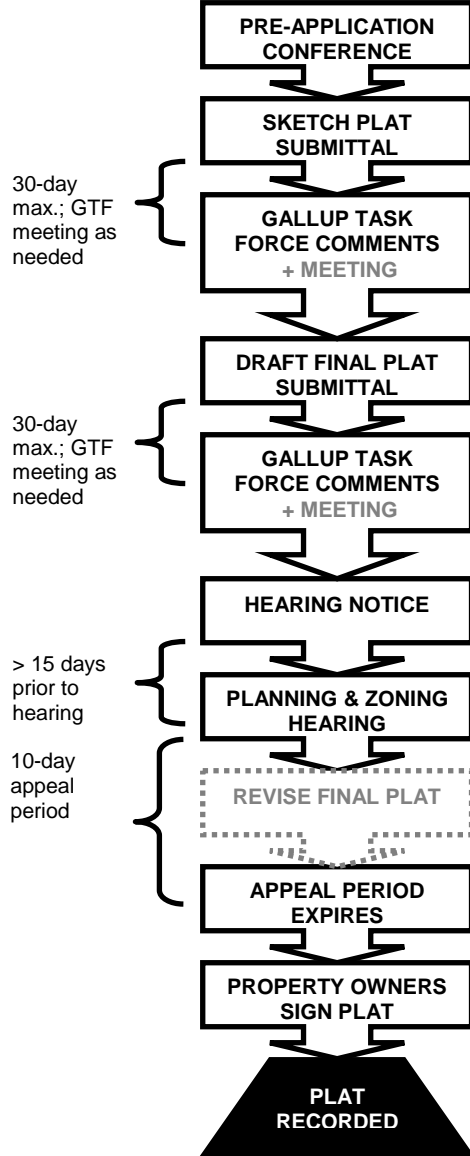
CITY OF GALLUP, NEW MEXICO

SUBDIVISION REVIEW PROCESSES

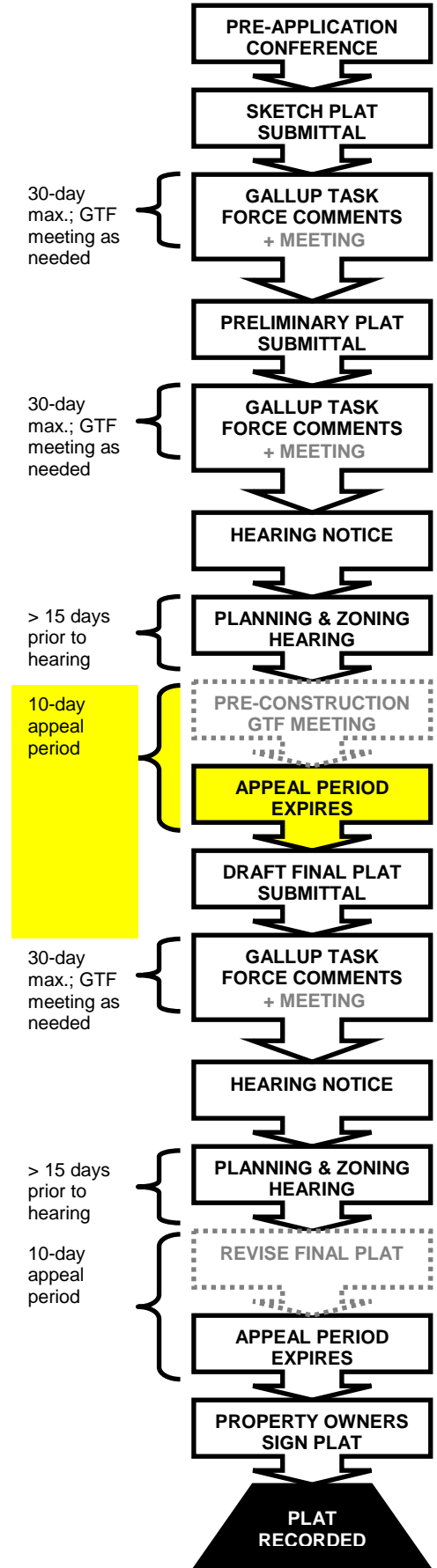
ADMINISTRATIVE



MINOR



MAJOR



SITE DEVELOPMENT REVIEW PROCESS

**PRE-APPLICATION
CONFERENCE**

**APPLICATION
SUBMITTAL**

Review by GTF
(30-day max.)

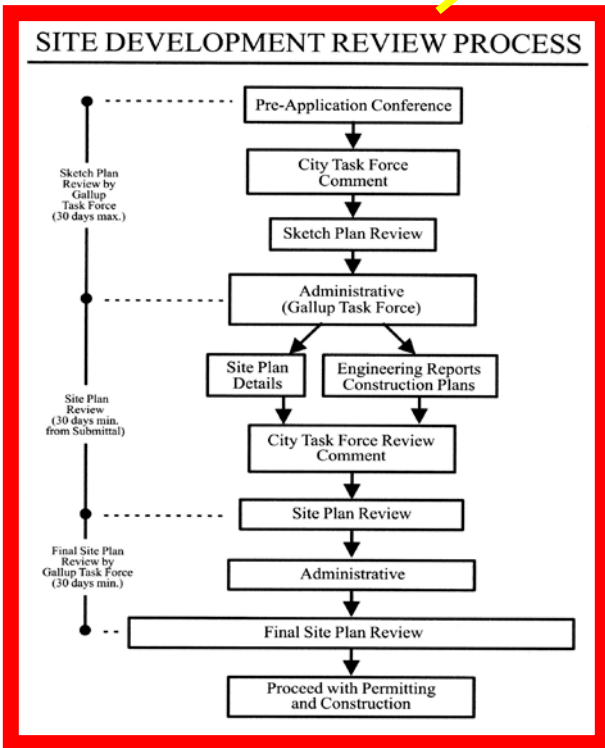
**GALLUP TASK
FORCE COMMENTS**

Taken from
§ 10-3-3 – (I)
Illustrations

**GALLUP TASK
FORCE COMMENTS**

**GTF MEETING /
REVISIONS**

**ADMINISTRATIVE
APPROVAL**



**FINAL
ACCEPTANCE**

INTRODUCTION: SUBDIVISIONS

The City of Gallup Subdivision Regulations are in effect for several reasons, including:

The Community: providing an effective growth management tool. The community has a legitimate interest for health, safety, traffic, open space, recreation, water and sewer concerns.

Safety Considerations: the City will need to provide Police and Fire protection to the new subdivision.

Health Considerations: the governing body wants to ensure that the area will be safe to live in.

Permanence of Development: an area's original layout determines its long-term character.

Future Services: as the City grows, the community is asked to furnish more services to its residents.

Finances: in addition to the services it is asked to furnish, the community must always keep in mind citizens' pocketbooks and consider each new development in relation to tax revenues it can generate.

Recordkeeping: there is need for a clear and accurate description of the subdivided lots. This protects buyers, sellers, lending institutions, tax assessors, title companies and insurance firms.

WHAT TO DO FIRST

Discuss your proposed subdivision with the Planning Department. You will get information about your type of subdivision process and any required public improvements.

TYPES OF SUBDIVISIONS (§ 10-5-2)

Administrative

Subdivisions containing no more than two (2) parcels of land, or a re-subdivision which does not increase the total number of lots, which comply with all zoning and subdivision regulations and where water, sewer and street improvements are in place. These administrative subdivisions shall be approved and signed by the city manager in summary procedures.

An administrative subdivision requires a final subdivision plat. It does not go before the City Council or Planning & Zoning Commission.

Minor

Subdivisions with less than four (4) lots and no new public street and/or extension of city water and/or wastewater systems:

1. Sketch plat with indicated refinements.
2. Final subdivision plat.

Major

Subdivisions with four (4) or more lots and requiring a new public street and/or extension of city water and/or wastewater systems:

1. Sketch plat with indicated refinements.
2. Preliminary subdivision plat.
3. Final subdivision plat.

INTRODUCTION: SITE DEVELOPMENT REVIEW

§ 10-3-2 DEFINITION: The combination of documents and exhibits required by § 10-4C-1E and § 10-5-6 of the Land Development Standards. (like preliminary plat applications with additional specified details)

Some developments or land uses listed in the Land Development Standards require review of a site development plan to ensure they are carried out in a manner compatible with the surroundings and that City services to the area are adequate. It does not go before the City Council or Planning & Zoning Commission. This review is **not a subdivision** and does not create lots of record; your development may require both procedures as well as building permit and other reviews. Note: **plan approval expires in two (2) years if building permits have not been issued.**

THE SITE DEVELOPMENT REVIEW PROCESS: (§ 10-4C-1E)

Pre-Application Conference → Plan Submittal → GTF Review → Administrative Approval

USE ADDITIONAL SHEETS IF NECESSARY. SUBMIT THE COMPLETED APPLICATION WITH ALL RELATED MATERIALS AND FILING FEE (PAYABLE TO THE CITY OF GALLUP) TO THE PLANNING DEPARTMENT. **INCOMPLETE OR INACCURATE APPLICATIONS MAY DELAY HEARING OR DECISION DATE.**

FEES: SKETCH-\$25.00 PRELIMINARY-1 acre or less \$100, + \$25 each additional acre FINAL PLAT-\$50.00
 SITE DEVELOPMENT PLAN REVIEW-\$50.00 ADMIN. FINAL PLAT-\$25.00

REVIEW TYPE: (check only one category per submittal)

<u>Major Subdivision:</u> <input type="checkbox"/> Sketch Plat <input type="checkbox"/> Preliminary Plat <input type="checkbox"/> Final Plat & Parcel Tracking Sheet ** <input type="checkbox"/> Amendment	<u>Minor Subdivision:</u> <input type="checkbox"/> Sketch Plat <input type="checkbox"/> Final Plat & Parcel Tracking Sheet **	<u>Administrative Subdivision:</u> <input type="checkbox"/> Sketch Plat <input type="checkbox"/> Final Plat & Parcel Tracking Sheet **	<u>Site Development:</u> <input type="checkbox"/> Plan Review
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1. APPLICANT INFORMATION

- (a) NAME: _____ Phone #: _____
 Mailing Address: _____ Fax #: _____
 City: _____ State: _____ Zip: _____
- (b) Agent (if any): _____ Phone #: _____
 Mailing Address: _____ Zip: _____
 City: _____ State: _____ E-mail: _____
- (c) Project Engineer: _____ Phone #: _____
 Mailing Address: _____ Zip: _____
 City: _____ State: _____ E-mail: _____
- (d) **Signature of Applicant or Agent:** _____ **Date:** _____

Printed Name: _____

2. PROPERTY OWNER

- (a) NAME: _____ Phone #: _____
 Mailing Address: _____ E-mail: _____
 City: _____ State: _____ Zip Code: _____
- (b) **Signature of Property Owner:** _____ **Date:** _____

Printed Name: _____

3. LOCATION OF REQUEST

- (a) Street Address (if any): _____
- (b) Present Legal Description: Lots /Tracts: _____

4. PROJECT DETAILS

- (a) Project is within jurisdiction of: _____
- (b) Present Zoning: _____ Number of Existing Structures: _____
- (c) Proposed Zoning (if a zone change is proposed there is a separate application process): _____
- (d) Number of Existing Lots: _____ Number of Proposed Lots: _____
- (e) Total Land Area: _____ Acres
- (f) ** The McKinley County Parcel Tracking Sheet is attached: Yes No **(Required with Final Plat)**

O F F I C E U S E O N L Y

Pre-App. Confr.: _____ Application/Fees Accepted By: _____

Fee Paid: \$_____ Method of Payment: _____

Hearing Date: _____ Case #: _____

[DATE STAMP]