



CITY OF CARLSBAD

Licensing and Permits Department
101 N. Halagueno, PO Box 1569
Carlsbad, New Mexico 88220
Phone (575) 887-1191, Fax (575) 885-9871

VACATION APPLICATION

PROCESS FOR ACCEPTANCE AND REVIEW OF PLANNING AND ZONING COMMISSION MATTERS

1. The Planning and Zoning Commission's regularly scheduled meetings are on the **FIRST MONDAY OF THE MONTH**. Applicant should obtain an Application Packet for the particular type of request (Zone Change, Subdivision, Variance, Annexation, Special Property Use, etc.) from the City of Carlsbad, Licensing and Permits Office.
2. **Applicant must submit a completed Application to the Licensing and Permits Office on, or before, the SECOND FRIDAY OF THE MONTH prior to the desired Commission meeting.** The minimum application packet submittal is one (1) copy of the Application with original signatures and all required supporting documents. If desired, a letter of explanation or clarification may also be provided. The required non-refundable application fee is due with submittal of the application.

The desired maximum size for all documents is 11"x17". **However, if the applicant wishes to support his or her application with larger size documents, an original and fifteen (15) copies need to be provided.** Separate arrangements for copying these large documents may be possible, but will incur additional costs.
3. The Licensing and Permits Office will give the Application an initial cursory review. If deficiencies or questions are noted, the Applicant will be advised and provided an opportunity to supplement the Application. If the Applicant fails to complete and resubmit the application prior to the above deadline, the matter will not be heard until the next subsequent Commission meeting. The original application fee will be retained and will suffice for the specific original application for a period of four months from the date of the original application.
4. Applications appearing complete will be set for full evaluation by City Staff prior to the Commission meeting. The purpose of this evaluation is to develop and provide a full briefing report for the Commission. Applicants will be advised of deficiencies noted during this review and will be afforded opportunity to supplement their application during their presentation to the Commission, if they so desire.



Receipt Date Stamp

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APPLICATION FOR VACATION (Fee: None)

Choose One: Subdivision [] Right of Way []

PART 1: PROPERTY LOCATION (address or legal description.):

Three horizontal lines for property location information.

PART 2: APPLICANT INFORMATION:

Name of Applicant: _____

Applicant's Address: _____

City/State/Zip: _____

Telephone: _____ Cell Phone: _____

Signature(s) _____

PART 3. REQUIRED DOCUMENTATION:

A submittal letter signed by the applicant and notarized providing the following information:

- Three checkboxes for required information: statement of reason, limitation to access, and appraisal cost.

The following documentation shall be provided:

- Five checkboxes for required documentation: attorney statement, legal description, plat, map, and utility confirmation.