



Receipt Date Stamp

CITY OF CARLSBAD

*Planning, Engineering,
and Regulation Department*

114 S. Halagueno (PO Box 1569)
Carlsbad, NM 88221
Phone (575) 885-1185
Fax (575) 628-8379

APPLICATION FOR ANNEXATION

(SEE 3-7-17 NMSA, 1978, FOR PETITION REQUIREMENTS)

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, Planning, Engineering, and Regulation Office.
2. With the exception of Summary Reviews, **Applicant must submit a completed Application to the Planning, Engineering, and Regulation Office on, or before, the FIRST FRIDAY OF THE MONTH prior to the desired Commission meeting.** (As per Section 3-20-8 NMSA 1978 and Chapter 47 Code of Ordinances, Summary Reviews may be submitted at any time.) 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. (For Summary Review—an original and three (3) copies are required.)** Separate arrangements for copying these large documents may be possible, but will incur additional costs.

3. The Planning, Engineering, and Regulation 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.

PETITION FOR ANNEXATION

(SEE 3-7-17 NMSA, 1978, FOR PETITION REQUIREMENTS)

Application Date: _____

Fee Paid: (no fee)

I/We, the undersigned owners of the following described real estate, do by our signature, hereby present the City of Carlsbad with this petition for Annexation under Article 7, Section 3-17 et. seq. NMSA 1978, which regulates the annexation of land. As the property owner(s), I/we understand that all required information must be provided in accordance with these regulations. In addition, I/we understand that the construction or upgrade of public infrastructure may be required as a condition of approval. In this case, a Development Agreement or an Assessment District may be required by the City. As the applicant, I/we may be required to provide a financial guarantee for the construction of said improvements. The financial guarantee and timeline for completion are subject to approval by the City.

NAME OF PROPERTY OWNER	ACREAGE	
ADDRESS		
CITY	STATE	ZIP
PHONE	EMAIL	
SIGNATURE	DATE	

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ADDRESS		
CITY	STATE	ZIP
PHONE	EMAIL	
SIGNATURE	DATE	

Legal description of property being annexed (attach copy of Annexation Plat):

Total acreage: _____

Current Zoning: _____ Proposed Zoning: _____ (Please attach a completed Zoning Change application, a separate fee may be required)