

Village of Los Ranchos de Albuquerque  
6718 Rio Grande Boulevard NW  
Los Ranchos de Albuquerque, NM 87107  
Phone: (505) 344-6582

FOR OFFICIAL USE		
Zone _____	CU # _____	Date: _____
Related Cases _____	Receipt # _____	
Character Area _____		

**Application fee of \$100.00 due at submittal. Additional public notice fees will apply.**  
**Complete application must be submitted with all required documents. Incomplete applications without all required supplemental documents will not be processed. No revisions (edits to submitted documents, removing submitted documents, or additional documents) are accepted after the deadline.**

## CONDITIONAL USE APPLICATION

Address: \_\_\_\_\_ Zip: \_\_\_\_\_  
Los Ranchos de Albuquerque

Property Acreage \_\_\_\_\_ Nature of Request: \_\_\_\_\_

### Legal Description (Only if property has no formal address)

Subdivision \_\_\_\_\_ Block \_\_\_\_\_ Lot No. \_\_\_\_\_ Tract No. \_\_\_\_\_ MRGCD Map No. \_\_\_\_\_

### PROPERTY OWNER

Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_  
Street City Zip

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

### CONTRACTOR/AGENT OR FIRM

Representative for property owner who will handle application processing in lieu of property owner. If not applicable, leave blank.

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_  
Street City Zip

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

### REQUIRED DOCUMENTS

**\* Must be submitted with application form.**

- Grant/warranty deed or other proof of ownership\*** (Confirm with staff other proof is acceptable prior to submittal)
- Verification of paid property taxes (e.g. tax bill)\*** (From <https://www.bernco.gov/treasurer/property-tax-search.aspx>)
- Letter of intent** – Nature of request, why requested, and how applicant will abide by conditions.  
Narrative may be any length and may include visuals. Narrative may include but is not limited to:
  - Site plan** – To scale (include dimensions). Identify location of request.
  - Floor plan/design and elevations** – If applicable. To scale (include dimensions).
  - Photographs/diagrams** – If applicable.

**NOTE:** If approved, conditional use permit will include conditions as stated in the Village Code. Applicant is advised to review said conditions prior to application. View at [www.losranchosnm.gov/village-code](http://www.losranchosnm.gov/village-code).

In addition to the \$100.00 conditional use fee, the application will generate public notice fees for a posted sign and mailings sent to all neighbors within a 300-400 foot area from the subject property. Fees generated by this application are the applicant's responsibility, due and payable upon notification of fees by the Village.

The Planning & Zoning Department will notify the applicant to pay the public notice fees and pick up the sign to post on the property. The sign must be posted visible from the roadway; if along two roads, the applicant may pick which road to post the sign along. The applicant is responsible for posting the sign on the property for the duration of the public comment period, according to application public notice requirements.

After the public comment period, applications without adverse comments may be approved by the Planning & Zoning Director. Adverse comments may forward the decision to the Planning & Zoning Commission. A public hearing will generate additional public notice fees, including a posting in the newspaper. Applicant may be required to provide additional information. Staff will provide further instructions.

The Village of Los Ranchos de Albuquerque does not take responsibility for information on or enforcement of restrictive covenants on the subject property.

By submitting this application, I certify that a prior application for a conditional use permit has not been filed for this property within the last six months and that all statements herein are true and correct to the best of my knowledge.

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**Signature of Property Owner (or submit affidavit of agent)** **Date**

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**Signature of Applicant (Contractor/Agent) (if applicable)** **Date**

**GUEST HOUSE REQUESTS:** Guest house letter of intent may be limited to written statement confirming that applicant will abide by guest house conditions. View conditions for guest houses in Village Code [9.2.7\(C\)\(5\)](#). Guest house conditional use permits are not tied to building plans. Applicant may submit zone review permit application after conditional use approval.

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**FOR OFFICIAL USE**

Public Comment Period: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Planning & Zoning Commission Application Hearing Date: \_\_\_\_\_

Disposition:       Approved       Denied       Withdrawn on \_\_\_\_\_  
Date

Conditions:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attest: \_\_\_\_\_  
Planning and Zoning Director Date

Letter with special conditions of approval or basis for denial specified in letter (notice of decision) mailed on \_\_\_\_\_  
Date

See below for code excerpt on Guest Houses.

**§9.2.7 A-1 AGRICULTURAL/RESIDENTIAL ZONE (1 residential unit/one acre)**

**(C) CONDITIONAL USES.** The following uses may be allowed when approval has been obtained as set forth in § 9.2.25(D)(2), § 9.2.25(E)(2):

**(5) Guest house or additional dwelling.**

**(a)** The guest house is limited to one thousand (1,000) square feet of heated floor area with facilities for cooking (not necessarily a full kitchen (microwave, coffee pot, etc.)), sleeping and sanitation

**(b)** Guest houses may not have a garage.

**(c)** Occupants shall not be charged rent unless an explicit conditional use allowing rental has been approved by the Commission or rent is for only short-term rental as all or part of a permitted Bed and Breakfast Establishment.

**(d)** Guest houses shall not have a separate address.

**(e)** Upon lots with at least twice the minimum lot area, one (1) dwelling per minimum lot area, but limited to a maximum of three (3) dwellings per lot. One (1) dwelling shall be the principal single family dwelling and any additional dwelling shall be for use as a guest and/or caretaker's house limited to one thousand (1,000) square feet of heated floor area with facilities for cooking (not necessarily a full kitchen i.e. microwave, coffee pot, etc.), sleeping and sanitation and providing the structures have access to public water and sewer or obtains a wastewater permit from the NMED stating the maximum flow rate on the lot.

**1.** Upon lots with a lot area less than twice the minimum lot area, one guest house may be approved providing it has access to public water and sewer or obtains a wastewater permit from the NMED stating the maximum flow rate on the lot.

**2.** The additional dwelling(s) shall meet the current building and zoning code requirements of the Village.

## **Village of Los Ranchos de Albuquerque Application Public Notice Requirements**

### **1. Applications for Administrative Approval**

Your application will be noticed for administrative approval in two ways: letters sent to all property owners within 300-400 feet from your property and a posted notice sign on the front of your property. The Village will handle the mailed notice and forward the cost to you as the applicant. You must post the sign per the below instructions. Failure to do so may constitute reason to defer or deny your application. If your application is not administratively approved, you will be charged for the Commission public hearing notice. Please contact the Planning & Zoning Department with any questions.

### **2. Applications for Approval by the Planning & Zoning Commission or Board of Trustees**

Your application will be noticed as being on the Planning & Zoning Commission or Board of Trustees agenda in three ways: a notice in the Albuquerque Journal newspaper, letters sent to all property owners within 300-400 feet from your property, and a posted notice sign on the front of your property. The Village will handle the newspaper and mailed notice, and will forward the cost to you as the applicant. You must post the sign per the below instructions. Failure to do so may constitute reason to defer or deny your application. If your application will go before the Commission or Board multiple times, each meeting requires a new notice. You will be charged accordingly and be required to post a new meeting sign. Please contact the Planning & Zoning Department with any questions.

### **Public Notice Sign**

As the applicant, you are responsible for posting and maintenance of a sign on the property that describes the application. The Village will contact you via phone or email to pick up the sign.

You are responsible for ensuring the sign remains posted throughout the designated period (dates and times) noted on the sign. Failure to maintain the sign during the entire period may be cause for deferral or denial of the application.

#### **Location:**

- The sign must be conspicuously located. It must be within twenty feet (20') of the edge of the front property line, and Village staff may indicate a specific location.
- The face of the sign must be parallel to the street, and the bottom of the sign must be two (2) to seven (7) feet from the ground.
- No barrier shall prevent a person from coming within five feet (5') of the sign in order to read the content.

#### **Posting:**

- The Village provides zip ties to attach the sign to a fence. Alternatively, nailing or stapling the sign to a heavy stake with two (2) crossbars or a full plywood backing works best to keep the sign in place, especially during high winds. In the event the sign is lost or damaged to the point

that it is unreadable prior to the meeting, inform Village staff to obtain a new sign as soon as possible.

**Removal:**

- Do not remove the sign before the hearing or administrative approval of the request.
- You must remove the sign no later than five (5) days after the Director, Commission, or Board issues its decision.

**Public Notice Fees**

You must pay the public notice fees when you pick up the public notice sign. The invoice will be comprised of the following:

- **Albuquerque Journal Notice:** Forwarded cost from the newspaper for the cost of the posting, divided by the number of applications on the agenda. Only applicable for public hearing items.
- **Mailed Letter Notice:** \$0.58 (cost of stamp) \* number of letters sent
- **Public Notice Sign:** \$2