

Town of Mesilla, New Mexico

Phone (575) 524-3262

P.O. Box 10

2231 Avenida de Mesilla, Mesilla, NM 88046



Subdivision Application

Date: _____

CASE NUMBER:		
Name of Subdivision:		
Request for:		
<input type="checkbox"/> Preliminary Plat	<input type="checkbox"/> Summary Subdivision	
<input type="checkbox"/> Final Plat	<input type="checkbox"/> Vacation of Lot Line	
Name of Applicant:		
Phone:		
Address:		
Owner of Record:		
Address:		
Name and License # of Engineer:		
Phone:		
Address:		
Name and License # of Surveyor:		
Phone:		
Address:		
Subdivision Location:		
Total Acreage:	Zone:	Number of Lots:
Acreage of Largest Lot:		Acreage of Smallest Lot:
Legal Description:		
Tax Map Property Code(s):		Jacob's Map #:
Is a variance, exemption, zone change or special permit also being requested with this property? If so, please explain:		

Signature(s): By signing this application, you hereby acknowledge that ALL the information submitted on and with this application is true and correct to the best of your knowledge and that all provisions of the Town of Mesilla shall be met. No application will be accepted without the original signature of the owner(s) of record of the described property. If more than one owner, ALL owners must sign the application. (Attach an additional sheet if necessary.)

Owner(s): _____ **Date** _____

Applicant(s), if different from owner: _____ **Date** _____

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Town of Mesilla Subdivision Checklist

Yes No

- Application, completed and signed
- Fee (Amount \$_____)

Subdivision Plat (8 Copies) 18"x24" including:

- Subdivision Name
- Location map (inscribed on plat)
- Statement of ownership and dedication w/ location for signature and notary
- Subdivider's name
- Subdivider's address
- Certification block for Mayor and Town Clerk
- Certification block for Planning & Zoning Commission Chairman & Secretary
- Certification block for each utility, as applicable. (Electric, cable, telephone, etc)
- Certification block and recording block for Dona Ana County Clerk
- Certification block for Professional Land Surveyor, seal and date of survey.
- Scale and North Arrow
- Benchmark location and description of all monuments found of set.
- Plat boundary lines (bearings in degrees, minutes, and seconds with distances in feet and hundredths.)
- Lot Lines (bearings in degrees, minutes, and seconds with distances in feet and hundredths.)
- Acreage of each lot.
- Address of each lot.
- Lot of block numbers.
- Adjacent land conditions (within 150ft.) note subdivision names and filing date.
- Easements on site (location, dimension, and purpose.)
- Easement adjacent (location, dimension and purpose within 150 ft.)
- Public rights-of-way on site (approved name, width and curve data.)
- Public sire delineated (location, dimension and purpose.)

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- Plan and profile of proposed utilities prepared by P.E. and sealed (1 copy)
 - Plan and profile of proposed streets prepared by P.E. and sealed (1 copy)

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- Storm drainage analysis plan prepared by P.E. and sealed to include:
 - Topographic Map (1 copy)
 - Aerial Photograph, with subdivision delineated.
 - Storm Drainage Analysis Report (1 copy)
 - Grading Plan (1 copy)

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- Deed Restrictions (signed and notarized)
 - Improvement Completion Report
 - Disclosure Statement (if applicable)
 - Request for Variances (if applicable)
 - NMED Approval (if applicable)
 - State Highway Permit (if applicable)
 - other _____
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