



SUBDIVISION APPLICATION CHECKLIST

FOR PLAT REVIEW, EXEMPTION REQUEST, SUMMARY REVIEW

1. PRE-APPLICATION PROCEDURE

- Identify Type of Subdivision
- Determine Process (Plat Review, Exemption Claim, Summary Review)

2. CLAIM OF EXEMPTION

- Identify the exemption number being taken
- Request or download exemption claim form
- Complete Exemption Claim Application and Entitlement Of Exemption Form
- Include exemption Plat (See specifications Article 7.5.3)
- Ensure exemption Plat contains map specifications and exemption statement (See O-13-75 Article 7.5.4 Map Specifications and O-13-76 Article 7.5.5 Exemption Statement)
- Submit Claim of Exemption Form, Entitlement of Exemption Form and application fee with original exemption.

3. SUMMARY REVIEW

- Determine qualification for summary review (see O-13-76 Article 6.1.1 a-b)
- Request pre-application conference
- Complete summary review application and prepare summary review plat and supporting documentation (See O-13-76 Article 6.2 Summary Review Data Requirements)
 - Include Summary Review Plat and one original paper copy of summary review plat map
 - Include other supporting material
- Review latest edition of the State Register of Cultural Properties and provide signed affidavit of finding
- Submit summary review application form, application fee, and supporting materials

4. PRELIMINARY PLAT REVIEW

- Request pre-application conference
- Complete Preliminary Plat Review Application and prepare preliminary plat (see O-13-76 Article 4.5 Preliminary Plat Data Requirements)
- Submit preliminary application form, application fee, and supporting materials as specified in Article 4.5 Preliminary Plat Data Requirements.

Applications and supporting material need to be delivered to the Assistant Director Community Services at 101 W. Greene St., Suite 228, Carlsbad, NM 88220 or

Mail to:

**Eddy County
Community Services Department
Attn: Steven McCroskey
101 W. Greene St.
Carlsbad, NM 88220**

For more information contact the Assistant Director Community Services at 575 -887-9511 or email smccroskey@co.eddy.nm.us