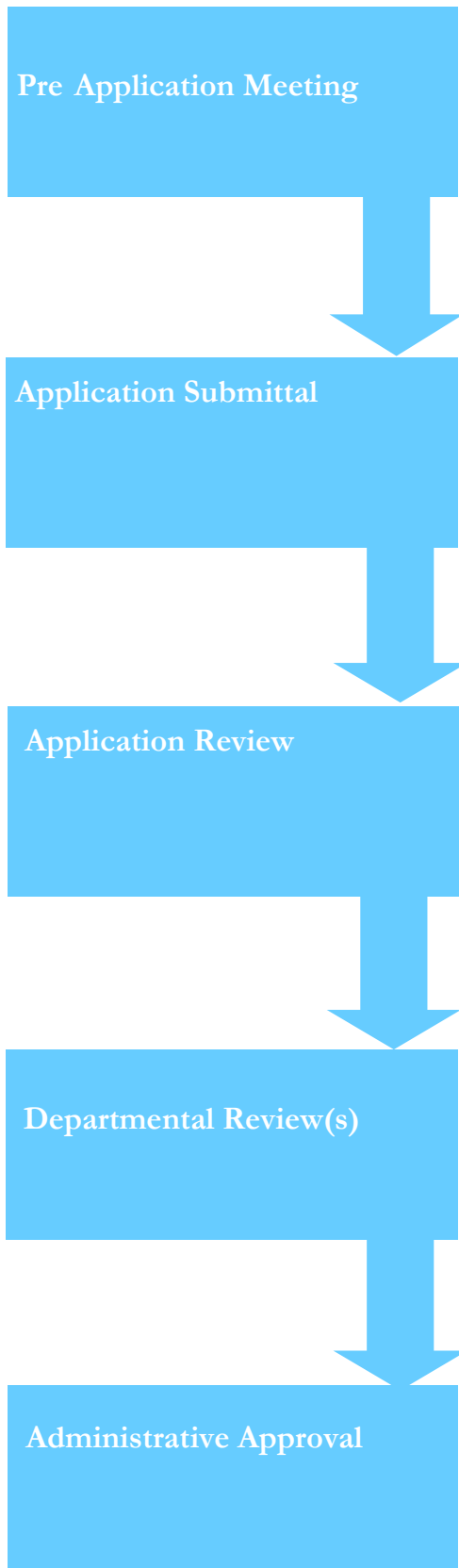


## The Process

The following information is a simplified representation of the steps followed for an Alternate Summary Subdivision:



# ALTERNATE SUMMARY SUBDIVISION

The Alternate Summary Subdivision process is intended to streamline the processing of small subdivisions by allowing them to be approved administratively.

It may be used when a subdivision consists of no more than two (2) parcels and when a Replat of previously subdivided parcels does not increase the total number of lots or decreases the total number of lots, provided that street dedications and utility easements are not being vacated. It shall be used only once on any one property unless the property has an adopted Master Plan for creating commercial, office or industrial subdivisions, and the streets within those subdivisions have been dedicated to and accepted by the City.

### Who will approve the request?

Following a review by City staff from various departments, the Alternate Summary may be approved administratively. Replats which use the Alternate Summary Subdivision process may also be approved administratively.

### How long will it take?

Depending upon the proposal and the quality of the materials submitted, the Alternate Summary may need to go through multiple reviews before receiving approval. After each submittal, staff shall have five (5) business days to complete the review. Within three (3) years of approval, the Alternate Summary shall be recorded by the County Clerk, however,

all required improvements must be completed, or a form of security must be established before the Alternate Summary can be recorded. If not recorded within three (3) years, the Alternate Summary will need to be resubmitted for approval.

### Who can prepare an Alternate Summary?

The Alternate Summary must be prepared by a surveyor licensed in the State of New Mexico.

### What do I need to submit?

- City of Las Cruces Development Application
- Alternate Summary or Replat (12 copies, 18x24)
- Address Plat (1 copy, 18x24)
- Other items as deemed necessary

### How much will it cost?

Alternate Summary Application Fee \$150

## More Information

View the following sections of the City of Las Cruces Municipal Code for more detailed information:

- ◆ Chapter 37, Subdivisions; Article I, General Provisions; Section 37-1 and Sections 37-11 to 37-14
- ◆ Chapter 37, Subdivisions; Article VI, Alternate Summary Process

Or contact us by asking for the Planner of the Day (POD) via phone, email or walk-in.

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