



**CITY OF LAS VEGAS  
ZONE CHANGE  
APPLICATION**

# CITY OF LAS VEGAS COMMUNITY DEVELOPMENT DEPARTMENT

505-454-1401 ext. 276

## Applicants Guide to Submitting for a ZONE CHANGE

### PROCEDURES

All land in the incorporated areas of the City of Las Vegas is classified into various “zoning districts,” such as “R-1” (Single-Family Residential), “R-2” (Multi-Family Residential), “R-3” (Mixed Residential), “C-1” “C-2” “C-3” Commercial Zones and Manufacturing Zones. These districts (zones) are outlined on the City’s Official Zoning Map, and the text of the Zoning Ordinance Code describes the uses allowed and development standards for each zone.

#### Zone Change

A Zone Change is the procedure by which land is reclassified into a different zoning district. The decision to approve the change must be brought before the City’s Planning & Zoning Commission with recommendations to City Council who will make the final approval.

#### Application Process

Rezoning applications can be obtained from the City Community Development Department, 1700 North Grand Ave. or downloaded from the City of Las Vegas website at [www.lasvegasnm.gov](http://www.lasvegasnm.gov) under **Community Development Forms**. Review Request with Zoning Official. Complete and submit application including:

- Scaled site development plan /Legal description of Land / Survey
- Address
- Copy of current deed to the land
- Zoning classification
- Property size
- Current use of property
- Reason for request-Proposed use of property
- Surrounding land use
- Letter of intent
- Authorization of property owner (if Applicable)
- Fees: See fee schedule

### ZONE CHANGE FEE SCHEDULE

ZONE CHANGE BEING REQUESTED	FEE
R-1	\$100.00 per parcel (minimum of 6,000 square feet) plus \$10.00 per each parcel thereafter
R-2	\$200.00 per parcel (minimum 7,000 square feet) plus \$10.00 per each parcel thereafter
R-3	\$100.00 per parcel (minimum of 5,000 square feet) plus \$10.00 per each parcel thereafter
Commercial Re-Zoning	\$300.00 plus \$20.00 per acre over 1.00 acre
Manufacturing Re-Zoning	\$400.00 plus \$20.00 per acre over 1.00 acre
Commercial to Residential	\$100.00 plus \$10.00 applicable to residential change requested

Ordinance No. 04-13 adopted 8-18-04

**NOTE: APPLICATION FEES ARE NON-REFUNDABLE. THERE ARE NO GUARANTEES THAT YOUR APPLICATION WILL BE APPROVED.**

### **Application Review Process**

Completed application may be reviewed by the **\*Development Review Team** where recommendations will be made to insure compliance with Development Standards for presentation to the Planning and Zoning Commission. **All zoning applications must be filed with zoning staff the first week of the month, or earlier if zone change request involves commercial or industrial development. If deadline is not met for filing, proposals will be subject to a continuation at the following month's Planning and Zoning Commission meeting.**

**The Development Review Team \*DRT meets the second Tuesday of each month at 10:00 a.m., and the Planning and Zoning Commission meets the last Monday of each month (excluding holidays) at 4:00 p.m. in City Council Chambers 1700 North Grand Ave.**

**\*The Development Review Team (DRT)** is comprised of representation from various municipal and local utilities departments. Their purpose is to provide the developer with technical input from staff. The review is conducted to consolidate the efforts of the DRT agencies regarding projects that utilize all or part of the services each agency provides to residents and proposed businesses of the City of Las Vegas and County of San Miguel. The actions of the DRT further assist the Planning and Zoning Commission and the City Council in evaluating those projects submitted for public hearings. The DRT is committed to helping the applicant as much as possible to develop a successful proposal.

**Planning & Zoning Commission Meeting** All applicants should be present at **P & Z** meeting and are encouraged to speak on behalf of their request. Failure to attend **P & Z** meeting by applicant may result in a continuation of the request. Application approvals from The Commission shall be adopted by no less than a two-thirds (2/3) affirmative vote of the total voting **Commission** Membership. Approval by the **Commission** is an *approval for recommendation* to Mayor and Council, who make *final* decisions regarding zone changes. Such hearings before City Council are decision is final and conclusive. However, an appeal may be filed with the City Clerk within twenty (20) days of said **Commission** Hearing (meeting) and then forwarded to the City Council for review.

### ***From Updated City of Las Vegas City Zoning Ordinance Manual 2005:***

#### **ARTICLE VI**

##### **SECTION 12-6-4 APPEALS FROM BOARD ACTION**

Any person or persons, or any board, taxpayer, department or bureau of the City aggrieved by any decision of the Board of Adjustment may file a written notice of appeal to the City Council in the manner specified in Article 10 of this Ordinance. **\*A fee of fifty (\$50.00) dollars shall be paid to the City of Las Vegas through the Community Development Department upon the filing of the written appeal to defray the cost of advertising.** \*Amended by Ord. No. 04-13 8/18/04

#### **ARTICLE X**

##### **Section 12-10-15 APPEAL OF PLANNING AND ZONING COMMISSION DENIAL OF APPLICATION**

The action of the Planning and Zoning Commission in denying an application for amendment to the boundaries of a zone or classification of property used herein shall be final and conclusive, unless with twenty (20) days following the date of decision of said Commission, an appeal in writing is filed with the City Council through the Community Development Department by the applicant. **A fee of fifty (\$50) dollars shall be paid to the City of Las Vegas through the Community Development Department upon the filing of the written appeal to defray the cost of advertising.**

# CITY OF LAS VEGAS ZONE CHANGE APPLICATION

Name of applicant(s): \_\_\_\_\_

Address of applicant: \_\_\_\_\_

Property interest of applicant(s): \_\_\_\_\_  
Owner, under contract, purchaser, etc.

Home phone #: \_\_\_\_\_ work #: \_\_\_\_\_ cell# \_\_\_\_\_

Address of property to be rezoned: \_\_\_\_\_

If an address does not exist for this property, staff can assist you with assignment of an address.

What is the present use of the property? \_\_\_\_\_  
Commercial, residential, agricultural

Why do you want to rezone your property? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of applicant

Date \_\_\_\_\_

\_\_\_\_\_  
Signature of owner  
(If different from applicant)

Date \_\_\_\_\_

**This area to be filled in by staff**

1. DB \_\_\_\_\_ page \_\_\_\_\_ of recorded deed

2. Present zone classification? \_\_\_\_\_  
\_\_\_\_\_

3. What will the zone classification be after the zone change?  
\_\_\_\_\_

Date fee was paid? \_\_\_\_\_ receipt # \_\_\_\_\_

Amount paid? \_\_\_\_\_

Please provide applicant with copy of this application