

The Process

The following information is a simplified representation of the steps followed for a Preliminary Plat:



Preliminary Plat

Major Subdivision

A subdivision that does not meet the criteria of the Infill Subdivision, Alternate Summary Subdivision or Replat processes is considered a Major Subdivision. A Major Subdivision requires the submittal of first a Preliminary Plat and then a Final Plat. Phased or complex proposals are required to submit a Master Plan prior to the submittal of the Preliminary Plat and the Final Plat.

Preliminary Plat

The purpose of the Preliminary Plat is to establish quality site design that promotes the compatibility of development with physical and cultural issues of the City.

Who will approve the request?

Following a review by City staff from various departments, the City's Development Review Committee shall evaluate the Preliminary Plat and provide the City's Planning and Zoning Commission with its recommendation. The Preliminary Plat will then be required to go to a public hearing before the Planning and Zoning Commission for a final decision.

How long will it take?

Depending upon characteristics of the proposal and the quality of the materials submitted, the Preliminary Plat may need to go through multiple reviews before receiving a final decision from the Planning and Zoning Commission. After each submittal, staff shall have five (5) business days to complete the review. Within two (2) years of the approval of the Preliminary Plat, you must submit the Final Plat. The Final Plat must be reviewed, approved and recorded by the County Clerk in order to complete the Major Subdivision process.

Who can prepare a Preliminary Plat?

The Preliminary Plat 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
- Preliminary Plat (14 copies, 18x24)
- Master Utility Plan (2 copies)
- Master Drainage Report (2 copies)
- Traffic Impact Analysis (2 copies), if needed
- Other items as deemed necessary

How much will it cost?

Preliminary Plat Application Fee:

\$220 + \$5 per lot

*Additional cost recovery fees for advertising of the public meeting apply and totals vary

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 III, Preliminary Plat

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

Phone: (575) 528-3043

Email: devservices@las-cruces.org

**Physical Address:
Las Cruces City Hall
700 N. Main Street, Suite 1100**