

**FELIX O. GONZALES**  
MAYOR



**JAMES MERCER**  
MAYOR PRO TEM

**CANDI WILLIAMS**  
VILLAGE MANAGER

TRUSTEES  
**CHRISTOPHER J. ARCHULETA**  
**ROSEANNE LOPEZ**  
**MONICA SANDOVAL**

**Village of Milan**  
P.O. Box 2727 • 609 US HWY 66  
MILAN, NEW MEXICO 87021

**Application and Fees for Planning and Zoning Permits**

Pursuant to the State of New Mexico Statues Annotated and the Village of Milan Ordinance, each person and/ or entity requesting services of the Planning and Zoning activities of the Village of Milan, shall apply for and pay the stipulated fees, and receive a permit from the Village of Milan. The services and fees listed below are applicable within the Municipal Boundaries of the Village of Milan.

Permit requests shall be accompanied by the appropriate filing fee(s) and are non-refundable, except as waived by the Governing Board of Trustees of the Village of Milan. All documentation, drawings, surveys, and any other forms required for the requested Administrator/ Code Enforcement Office.

Requests will be reviewed and a decision rendered in a timely manner, consistent with the published regular meeting dates of the Governing bodies and or approving authority of the Village of Milan.

**FEES**

_____ Zoning Ordinance Amendments (Re-Zoning)	\$75.00
_____ Zoning Appeals	\$100.00
_____ Conditional Use Permits (Permanent)	\$75.00
_____ Conditional Use Permits (Limited/Temporary)	\$35.00
_____ Variance Requests (Limited up to 90 days)	\$35.00
_____ Variance Requests (No Limit)	\$50.00
_____ Tract Replat Requests	\$50.00
_____ Site Plan Approval for FEMA	\$25.00
<b>(Construction/ Manufactured Homes)</b>	
_____ Variance/Zoning/Conditional Use Verifications	\$10.00
_____ Permit Application Review	\$10.00
_____ Copies of Official Documents	\$0.25
_____ Copies of Official Documents (24x36 or larger)	\$8.00
_____ Legal Publication *Publication Required*	Actual Cost

**THE VILLAGE OF MILAN RESERVES THE RIGHT TO APPROVE/DISSAPROVE OR CANCEL ANY PERMIT BECAUSE OF SAFTEY, ORDINANCE RESTRICTIONS AND VIOLATIONS OR PUBLIC INTEREST.**

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**MANUFACTURED HOUSING/ MOBILE HOME MOVING & PERMIT  
APPLICATION**

Note: All persons attempting to set Manufactured or Mobile homes within the Village of Milan must submit this application along with a Site Plan for review by the Code Enforcement Office and Planning & Zoning for compliance with Zoning and Flood Plain Development Ordinance. An approved permit must be obtained prior to placement of structure, regardless of foundation system used. Permit issues is good for thirty (30) days and is non-transferable. Questions and concerns may be addressed to the Code Enforcement Office at 505-285-6694.

**THE VILLAGE OF MILAN RESERVES THE RIGHT TO DISAPPROVE ANY  
REQUEST OR CANCEL ANY PERMIT DUE TO HEALTH AND SAFTEY  
CONCERNS, ORDICIANCE VIOLATIONS, PUBLIC NUISANCE OR  
INFASTRUCTURE AVAILABILITY.**

APPLICATION DATE: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

CONTACT PHONE: \_\_\_\_\_

**PROPERTY OWNER INFORMATION**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

CONTACT PHONE: \_\_\_\_\_

**PROPERTY INFORMATION**

PHYSICAL ADDRESS: \_\_\_\_\_

LEGAL DESCRIPTION: \_\_\_\_\_

SECTION \_\_\_\_\_ TOWNSHIP \_\_\_\_\_ RANGE \_\_\_\_\_

LOT \_\_\_\_\_ BLOCK \_\_\_\_\_ SUBDIVISION \_\_\_\_\_

# **APPLICATION**

NAME OF APPLICANT \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone # \_\_\_\_\_

## **LEGAL DESCRIPTION OF PROPERTY**

Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_  
Block \_\_\_\_\_ Lot(s) \_\_\_\_\_ Townsite \_\_\_\_\_

Reason for  
Request \_\_\_\_\_

\_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

### **For Office Use ONLY**

Received By: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Date: \_\_\_\_\_

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**STRUCTURE INFORMATION**

**MAKE:** \_\_\_\_\_ **MODEL:** \_\_\_\_\_ **VIN:** \_\_\_\_\_

**MANUFACTURER:** \_\_\_\_\_ **DIMENSIONS:** \_\_\_\_\_

**VILLAGE ADMINISTRATIVE USE ONLY**

DATE APPLICATION RECEIVED: \_\_\_\_\_

Site Plan Submitted: \_\_\_\_\_

Flood Plain Development Permit Submitted: \_\_\_\_\_

MHD Permit Submitted: \_\_\_\_\_

**PERMIT APPROVALS**

Zoning Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Flood Plain Mgmt. Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**PERMIT LONGEVITY**

From: \_\_\_\_\_ to: \_\_\_\_\_ (Thirty Days)

**BUILDING/DEVELOPMENT PERMIT APPLICATION**

**PERMIT FEES \$ 35.00**

**FLOODPLAIN INFORMATION FORM**

**Village of Milan Flood Plain Management**

Date: \_\_\_\_\_

RE: Flood Insurance Rate Map (FIRM) or Floodway Map Information

Inquirer's Name: \_\_\_\_\_ Agency: \_\_\_\_\_

The property located at \_\_\_\_\_, more particularly

\_\_\_\_\_ is located on the following FIRM or

Floodway Map:

Village of Milan Community Number \_\_\_\_\_

Panel Number \_\_\_\_\_

Date of the FIRM or Floodway Map \_\_\_\_\_

The property is located in zone \_\_\_\_\_

The  property/ main building on property:

is not located in a Special Flood Hazard Area.

is located in a Special Flood Hazard Area.

The base flood elevation at the property is \_\_\_\_\_, NGVD 1929

The base flood elevation at the property is \_\_\_\_\_ feet above the highest adjacent grade.

Federal law requires that a flood insurance policy be obtained as a condition of a federally-backed mortgage or loan that is secured for the buildings. Flood insurance is available in Grants, NM.

The location of the Buildings cannot be made on a map. A copy of the map is attached for your information.

NOTE: This information is based on a Flood Insurance Rate Map or Floodway Map of the Village of Milan area. The information on this form does not imply that the referenced property will or will not be free from flooding or flood damage. A property not in a Special Flood Hazard Area may be damaged by flood greater than the 100 year storm or from a local drainage problem not shown on the map. This form does not create liability on the part of the Village of Milan, or any officer or employee thereof, for any damage that results from reliance on information contained on this form.

Copy provided to inquirer

Phone inquiry