

**Felix O. Gonzales**  
Mayor



**Vivian Brumbelow**  
Mayor Pro-Tem

**Trustees**

**Christopher Archuleta**

**Roseanne Lopez**

**Sarah Austin**  
Manager

**Ellen Baca**

**VILLAGE OF MILAN**

**P.O. Box 2727/623 Uranium Avenue  
Milan, New Mexico 87021  
505-285-6694/505-285-6696 fax**

**APPLICATION AND FEES FOR PLANNING AND ZONING PERMITS**

Pursuant to the State of New Mexico Statutes 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 from 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 (Construction/Manufactured Homes)	\$25.00
_____ 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	Actual Cost

\*Publication Required

**THE VILLAGE OF MILAN RESERVES THE RIGHT TO APPROVE/DISAPPROVE OR CANCEL ANY PERMIT BECAUSE OF SAFETY, 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 issued 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 SAFETY CONCERNS, ORDINANCE VIOLATIONS, PUBLIC NUISANCE OR INFRASTRUCTURE AVAILABILITY.

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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

**Permit application for New Construction, Alterations, Fill**

STATE OF NEW MEXICO  
VILLAGE OF MILAN

**PART I:**

Permit Number: \_\_\_\_\_ Issue Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

1. Name of Applicant: \_\_\_\_\_
2. Mailing Address: \_\_\_\_\_
3. Phone Number: \_\_\_\_\_
4. Location of Property: (complete as appropriate)

Property Description: Range \_\_\_\_\_ Township \_\_\_\_\_ Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

If located in a subdivision:

Name of subdivision \_\_\_\_\_ Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Physical Address: \_\_\_\_\_

Location Description (Use space below to show where the property is located or attach a vicinity map)

**Part II:**

Permit Number: \_\_\_\_\_ Issue Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

5. Nature of Proposed Construction (Check and complete as appropriate)

Residential  Non-Residential  Other  Placement of Fill  Alteration of a Natural Waterway, Arroyo, and/or Drainage Course

6. Description of Proposed Construction (Check and complete appropriate)

- New Construction  Substantial Improvement to Existing Structure (50% or more of existing structure)  
 Building a House  
 Non Residential

(SPECIFY)

Fill  Other

Commercial

(Name and Type of Business)

**WARNING: Please read and acknowledge by Signature:** The flood hazard boundary maps and other flood data used by the Village Flood Plain Manage in evaluating flood hazards to proposed developments are considered reasonable and accurate for regulatory purposes and are based on the best available scientific and engineering data. On rare occasions greater floods can and will occur and flood heights may be increased by man-made or natural causes. Issuance of a building/development permit does not imply that developments outside the identified areas of special flood hazard will be free from flooding or flood damage. Issuance of a building/development permit shall not create Liability on the part of The Village of Milan, the Floodplain Manager, designees, agencies, departments, commissions, officers, employees or other recommending bodies in the event flooding does occur.

Applicant Signature: \_\_\_\_\_

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

**GENERAL PROVISIONS: Please read and acknowledge by Signature:**

- Applicant must complete a New Mexico Building Permit as required by State Statute.
- Permitting requirements pertain to all development occurring inside the boundaries of Cibola County, to include, but not necessarily limited to residential or commercial construction or development, significant improvements, etc.
- No work of any kind may start until a permit is issued.

1. The permit may be revoked if any false statements are made therein.
2. If revoked, all work must cease until permit is re-issued.
3. New Construction or a Building a house shall not be used or occupied until a Utility Turn on Permit is issued.
4. The permit will expire if no work is commenced within 360 days of issuance.
5. Applicant is hereby informed that other permits may be required to fulfill local, state and federal regulatory requirements.
6. Applicant hereby gives consent to the local Authorized Representative to make reasonable inspections required to verify compliance.

- Applicable Fees must be submitted with completed applications.

I CERTIFY THAT ALL STATEMENTS HEREIN AND IN ATTACHMENTS TO THIS APPLICATION ARE TO THE BEST OF MY KNOWLEDGE, TRUE AND ACCURATE. I ACKNOWLEDGE THAT I READ AND UNDERSTAND THE GENERAL PROVISIONS AS STATED ABOVE.

ACKNOWLEDGED BY:

Applicant

name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

**FOR USE BY CERTIFIED FLOODPLAIN MANAGER (SIGNED AND DATE APPROVED)**

- IS THE PROPERTY LOCATED IN AND IDENTIFIED FLOOD HAZARD AREA?  YES  NO (IF YES, COMPLETE THE FLOODPLAIN DEVELOPMENT PACKAGE.
- ARE OTHER FEDERAL, STATE OR LOCAL PERMITS REQUIRED?  YES  NO \_\_\_\_\_
- ARE OTHER VILLAGE REGULATIONS APPLICABLE?  YES  NO \_\_\_\_\_
- IS THE NM BUILDING PERMIT SIGNED BY CFM?  YES  NO \_\_\_\_\_
- PERMIT APPLICATION APPROVED
- PERMIT ISSUED
- IF NEEDED PLANNING & ZONING APPROVED