

BERNALILLO COUNTY

Planning & Development Services
111 Union Square SE, Suite 100
Albuquerque, NM 87102
(505) 314-0350 Fax: (505) 314-0480
www.bernco.gov



PLANNING SECTION

ANNEXATION

OWNER	PHONE
ADDRESS/CITY/ZIP	

AGENT	PHONE
ADDRESS/CITY/ZIP	

SITE ADDRESS		
DIRECTIONS		
LEGAL DESCRIPTION		
MAP#	CURRENT ZONE(S)	PROPERTY ACREAGE
UPC#	SUBDIVISION NAME	

LIST CRITERIA

The application must include:

- Proof of ownership or letter of agency from owner(s).
- Zone atlas page with property include in request clearly highlighted.
- Existing plat or property boundary survey, prepared by a licensed professional surveyor, showing the exact property boundaries (11" x 17" or smaller).
- Description of proposed project, including anticipated zoning to be requested from municipality, proposed uses, number and types of dwelling units for residential activities, square footage of non-residential uses, and anticipated time frame and phasing schedule.

PLEASE NOTE- Property must be contiguous to current municipal limits in order to be eligible for annexation.

I hereby acknowledge that I have read this entire application and affirm that all of the provided information is correct. I agree to comply with the requirement of Bernalillo County and the State of New Mexico as outlined in all application laws, ordinances and regulations.

Print Name

Signature

Date

Discussion with County staff members regarding your request is **strongly recommended** prior to filling an application. The discussion will help to advise you of the relevant facts and criteria concerning the request.

BERNALILLO COUNTY
BOARD OF COUNTY COMMISSIONERS
RESOLUTION NO. 2011-136

1 **A RESOLUTION ESTABLISHING PROCEDURES AND CRITERIA FOR THE**
2 **REVIEW OF ANNEXATION REQUESTS WITHIN THE COUNTY OF BERNALILLO;**
3 **PROVIDING FOR A FEE FOR ANNEXATION REVIEWS.**

4 WHEREAS, State statute (NMSA 3-7-3) requires that any annexation of territory by a
5 municipality in Bernalillo County must first be approved by the Board of County
6 Commissioners, and

7 WHEREAS, it is beneficial to both applicants requesting annexation and the County to
8 have clear criteria by which to judge the appropriateness of any annexation request, and

9 WHEREAS, there is currently an administrative process in place for review of
10 annexation requests by various County departments to determine the potential impact of the
11 proposed annexation, and

12 WHEREAS, the County Planning Commission is established by ordinance with
13 responsibilities that include advising the Board of County Commissioners on matters such as
14 those related to proposed annexations, and

15 WHEREAS, it is appropriate to charge a fee for review of annexation requests to help
16 offset the costs of advertising and processing applications.

17 **NOW THEREFORE, BE IT RESOLVED THAT:** the Bernalillo County Board of
18 County Commissioners

19 SECTION 1. Effective with the adoption of this resolution, requests for annexation of territory within
20 the unincorporated portions of Bernalillo County shall be made to the Bernalillo County Zoning,
21 Building, Planning and Environmental Health Department on prescribed forms. The request shall be

**CONTINUATION PAGE 2, ADMINISTRATIVE RESOLUTION AR 2011-36 A
RESOLUTION ESTABLISHING PROCEDURES AND CRITERIA FOR THE REVIEW
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1 processed for review following the standard procedure for cases heard by the County Planning
2 Commission (CPC), including transmittal to county departments and other agencies that normally review
3 CPC submittals.

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5 SECTION 2. . The CPC shall make a recommendation for approval or denial of the annexation request
6 to the Board of County Commissioners. Final County action regarding the annexation shall be made by
7 the Board of County Commissioners. In reviewing annexation requests, the CPC and, if heard on appeal,
8 the Board of Commissioners, shall consider the following criteria:

- 9 A. That there is no adverse impact on the provision of county services, including public
10 safety, solid waste collection, or roadway improvements.
- 11 B. That there is no adverse impact on surrounding lands remaining under the jurisdiction of
12 Bernalillo County for items such as drainage, access, or traffic generation.
- 13 C. That the annexation will help reduce the potential for confusion over the provision of
14 emergency services or other county operations.
- 15 D. Annexations that help to eliminate or reduce the size of unincorporated properties
16 completely surrounded by properties within the municipal limits are generally
17 encouraged.

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19 SECTION 3. No less than seven days prior to the annexation request being heard by the CPC, the county
20 shall mail notice of the date, time and place of the hearing, along with a summary of the request, by first
21 class mail to all owners of properties adjacent to the property proposed for annexation, as well as to the
22 designated representatives of any registered neighborhood associations located within one mile of the
23 request.

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25 SECTION 4. If the annexation request is approved by the Board of County Commissioners, the applicant
26 may then proceed to the municipality to request annexation following the municipality's procedures.

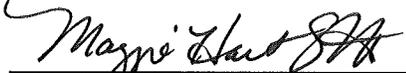
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CONTINUATION PAGE 3, ADMINISTRATIVE RESOLUTION AR 2011-36 A
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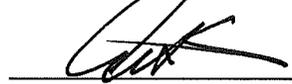
1 SECTION 5. An administrative fee of \$200.00 is hereby established for the processing of applications
2 for annexation through the Zoning, Building, Planning and Environmental Health and Technical
3 Services Departments.

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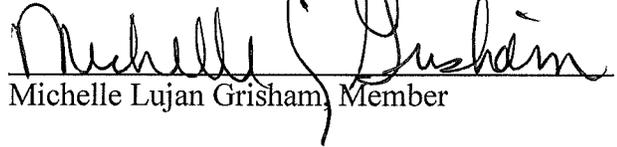
BOARD OF COUNTY COMMISSIONERS



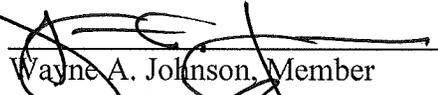
Maggie Hart Stebbins, Chair



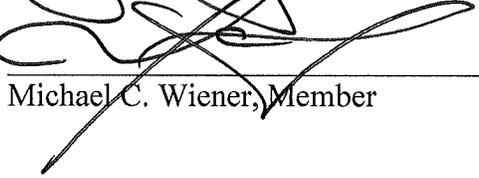
Art De La Cruz, Vice Chair



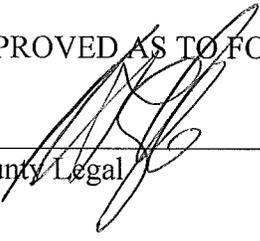
Michelle Lujan Grisham, Member



Wayne A. Johnson, Member



Michael C. Wiener, Member

19 APPROVED AS TO FORM:
20 
21 _____
22 County Legal

24 ATTEST:
25 
26 _____
27 Maggie Toulouse Oliver
County Clerk

