

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

ADMINISTRATIVE RESOLUTION NO. 2018-18

**1 A RESOLUTION RECINDING AR 2011-36 AND ESTABLISHING PROCEDURES AND
2 CRITERIA FOR THE REVIEW OF ANNEXATION REQUESTS WITHIN THE
3 COUNTY OF BERNALILLO; PROVIDING FOR A FEE FOR ANNEXATION
4 REVIEWS.**

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

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

11 **WHEREAS**, there is currently an administrative process in place for review of
12 annexation request by various County departments to determine the potential impact of the
13 proposed annexation, and

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

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

19 **NOW, THEREFORE**, be it resolved by the Board of County Commissioners, the
20 governing body of the County of Bernalillo, that

21 **SECTION 1.** Effective with the adoption of this resolution, requests for annexation of
22 territory within the unincorporated portions of Bernalillo County shall be made to the
23 Bernalillo County Planning and Development Services Department on prescribed forms.

**CONTINUATION PAGE 2, ADMINISTRATIVE RESOLUTION AR 2018- 18 . A
RESOLUTION RECINDING AR 2011-36 AND ESTABLISHING PROCEDURES AND
CRITERIA FOR THE REVIEW OF ANNEXATION REQUESTS WITHIN THE
COUNTY OF BERNALILLO; PROVIDING FOR A FEE FOR ANNEXATION
REVIEWS.**

1 The request shall be processed for review following the standard procedure for cases
2 heard by the County Planning Commission (CPC), including transmittal to county
3 departments and other agencies that normally review CPC submittals.
4

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

- 10 A. That there is no adverse impact on the provision of county services, including public
11 safety, solid waste collection, or roadway improvements.
- 12 B. That there is no adverse impact on surrounding lands remaining under the jurisdiction
13 of Bernalillo County for items such as drainage, access, or traffic generation.
- 14 C. That the annexation will help reduce the potential for confusion over the provision of
15 emergency services or other county properties.
- 16 D. Annexations that help to eliminate or reduce the size of unincorporated properties
17 completely surrounded by properties within the municipal limits are generally
18 encouraged.
19
- 20 E. Notwithstanding paragraphs A through D above, the County Planning Commission
21 and the Board of Commissioners retain full discretion in deciding whether to
22 recommend or to grant or deny a request for annexation, and may consider the
23 financial, economic, cultural, or other cost, benefit, or consequence resulting to the
24 County from such action, and may grant or deny the request on that basis alone.
25

26 SECTION 3. No less than seven days prior to the annexation request being heard by the
27 CPC, the county shall mail notice of the date, time and place of the hearing, along with a
28 summary of the request, by first class mail to all owners of properties adjacent to the
29 property proposed for annexation, as well as to the designated representatives of any
30 registered neighborhood associates located within one mile of the request.
31

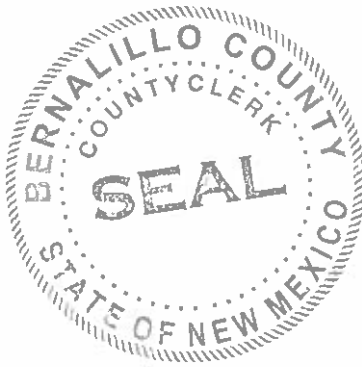
32 SECTION 4. If the annexation request is approved by the Board of County
33 Commissioners, the applicant may then proceed to the municipality to request annexation
34 following the municipality's procedures.
35

36 SECTION 5. An administrative fee of \$200.00 is hereby established for the processing
37 of applications for annexation through the Zoning, Building, Planning and Environmental
38 Health and Technical Services Departments.
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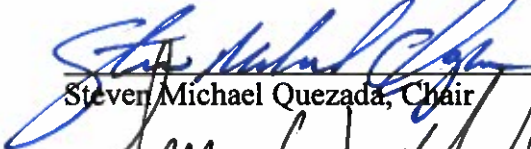
**CONTINUATION PAGE 3, ADMINISTRATIVE RESOLUTION AR 2018-18 . A
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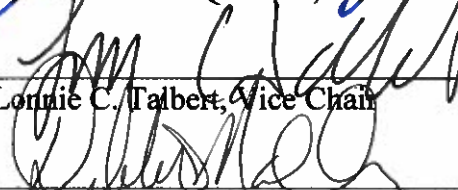
DONE, this 27th day of February, 2018



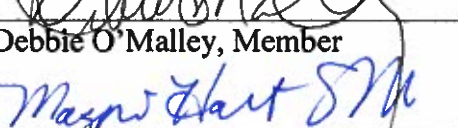
BOARD OF COUNTY COMMISSIONERS



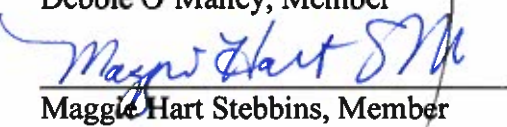
Steven Michael Quezada, Chair



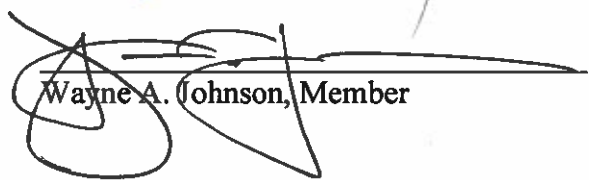
Lonnie C. Talbert, Vice Chair



Debbie O'Malley, Member



Maggie Hart Stebbins, Member




Wayne A. Johnson, Member

APPROVED AS TO FORM:



W. Ken Martinez, County Attorney

ATTEST


Linda Stover
County Clerk