



**DOÑA ANA COUNTY**

**COMMUNITY DEVELOPMENT DEPARTMENT**

**Building • Planning • GIS**

**845 North Motel Boulevard • Las Cruces, New Mexico 88007**

**(575) 647-7350 • Fax: (575) 525-6131**

---

**A** Pre-Application meeting is required for all land use request to include Zone Change, Special Use Permit, Variance, Subdivision Plat, Replat, Master Plan, Amended Plat, Summary Plat, Vacation Plat and Master Plans. Land Use Applications will not be accepted until a pre-application meeting has been conducted. Pre-Application meetings are used to assist applicants in Land Use Applications to ensure that they will be processed more timely and efficiently by providing specific requirements, processes and find solutions to projects with unique requirements and constraints. Pre-Application meetings may also serve to flush out problems that may exist in older existing buildings. Pre-Application meetings can save time and money by making the process more efficient and reducing the cost of redesigning projects by assisting applicants identify site and technical code issues and

---

### **How does a Pre-Application Meeting work?**

**A**s an applicant you may discuss any potential issues or concern(s) with the proposed development. For example a Pre-Application meeting may serve to identify site sensitive requirements to include zoning and subdivision issues; address stormwater and on-site drainage requirements or potential issues; clarify building and technical code requirements; discuss local Ordinances and or amendments to Ordinances to see what potential impact it may have on proposed development; any circumstances that may prevent coming into compliance with Zoning or Subdivision codes; any conflicts with any County planned public improvements. The Pre-Application meeting is not intended to assist the applicant with design or become a feasibility study. The Pre-Application meeting is a tool used to make a project's review run smoother and more efficient. The Pre-Application meeting is not intended to be a final review by no means, conditions may change that may warrant additional corrections or resubmittals. The Pre-Application meeting is only a courtesy preliminary review and the County can't be held to any advise or discussion held pursuant to Chapter 350 of the Dona Ana Unified Development Code.

### **How to schedule a Pre-Application Meeting?**

**A**fter discussing the proposed project with one of the project manager's, you may request a meeting by advising the project manager and filling out the Pre-Application request form and submitting the completed form along with all applicable plans required for permit submittal, i.e. site plan, construction plans, grading plans, fire system plans and storm water plans to:

**[planningdivision@donaanacounty.org](mailto:planningdivision@donaanacounty.org)**

to ensure your request receives a response. Pre-application meetings are conducted every Wednesday of the week from 10 a.m.-3:00 p.m. with the exception of holidays and scheduled in the order they are received. The request form must be fully completed and plans submitted by no later than the Wednesday prior to the proposed meeting day to provide County staff members a minimum of a week advanced notice to be able to make the meeting and prepare a preliminary review of the plans. Please ensure the application is fully completed, the owner or representative that attends the meeting is able to answer technical questions and the site plan or conceptual plan is submitted. If any information is missing, plans are not submitted and owner or representative is unable to answer questions may result in meeting being rescheduled or canceled.

## Contact Information

Project Address: \_\_\_\_\_

Contact Person/Representative: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Contact Phone Number(s): \_\_\_\_\_

Contact e-mail: \_\_\_\_\_

Design/Contractor Firm: \_\_\_\_\_

How many persons from your team will attend? : \_\_\_\_\_

## Project Information

Proposed use(s) or number of lots for proposed project: \_\_\_\_\_

Number of Stories or Height of Buildings/Structures: \_\_\_\_\_ New or Existing

Building/Structure(s): \_\_\_\_\_

Type of request (Zone Change, Special Use Permit, Variance, Appeal, Subdivision Plat, Replat, Vacation, Amending Plat or Master Plan):  
\_\_\_\_\_

Site Plan, conceptual plan or subdivision drawings e-mailed to case manager and  
planningdivison@donaanacounty.org : \_\_\_\_\_

Describe any modifications or deviations from the UDC that you are requesting:  
\_\_\_\_\_

## Detailed Project Description

Please provide a written narrative and scope of work of the proposed project and the purpose for the proposed meeting: such as process, topics or issues to be discussed and if you would like meeting to be in person or virtual or both (use additional sheet if needed).