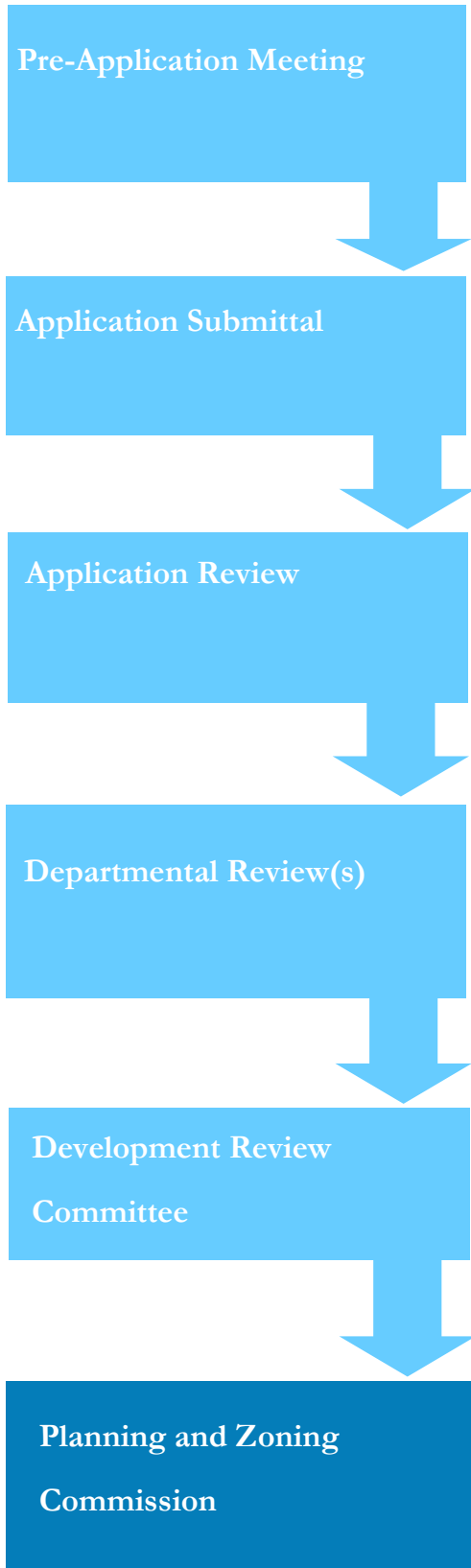


The Process

The following information is a simplified representation of the steps followed for a Preliminary Plat:



Master Plan

Major Subdivision

A subdivision that does not meet the criteria of the Infill Subdivision, Alternate Summary Subdivision or Replat processes is considered a Major Subdivision. A Major Subdivision requires the submittal of first a Preliminary Plat and then a Final Plat. More complex proposals may be required to submit a Master Plan prior to the submittal of the Preliminary Plat and the Final Plat.

Master Plan

The Master Plan is considered as part of the planning process in which the proposal is viewed as a conceptual tool reflecting the ideas and thoughts for future development. A Master Plan shall be required when a development is:

- ◆ Divided into phases; or
- ◆ Proposing multiple land uses; or
- ◆ Requesting annexation; or
- ◆ For forty (40) or more lots; or
- ◆ Proposes to use the Alternate Summary Subdivision more than once for commercial, office or industrial.

Who will approve the request?

Following a review by City staff from various departments, the City's Development Review Committee shall evaluate the Master Plan and provide the City's Planning and Zoning Commission with its recommendation. The Master Plan will then be required to go to a public hearing before the Planning and Zoning Commission for a final decision.

How long will it take?

Depending upon characteristics of the proposal and the quality of the materials submitted, the Master Plan may need to go through multiple reviews before receiving a final decision from the Planning

and Zoning Commission. After each submittal, staff shall have five (5) business days to complete the review. After approval, if no Preliminary Plat, building permit, or any other development application has been submitted and approved within five (5) years, the Master Plan shall expire.

What do I need to submit?

- City of Las Cruces Development Application
- Master Plan (14 copies)
- Master Plan Report (14 copies)
- Conceptual Utilities Plan (2 copies)
- Conceptual Drainage Plan (2 copies)
- Traffic Impact Analysis (2 copies), if needed
- Other items as deemed necessary

How much will it cost?

Master Plan Application Fee \$300

*Additional cost recovery fees for advertising of the public meeting apply and totals vary

More Information

View the following sections of the City of Las Cruces Municipal Code for more detailed information:

- ◆ Chapter 37, Subdivisions; Article I, General Provisions; Section 37-1 and Sections 37-11 to 37-14
- ◆ Chapter 37, Subdivisions; Article II, Master Plan

The City of Las Cruces Municipal (Land Development) Code can be found by going to the City Clerk's Office page on the City of Las Cruces website.

Or contact us by asking for the Planner of the Day (POD) via phone, email or walk-in.

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