

**Town of Mesilla
Subdivision Checklist**

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|--------------------------|--------------------------|-----------------------------------|
| Yes | No | |
| <input type="checkbox"/> | <input type="checkbox"/> | Application, completed and signed |
| <input type="checkbox"/> | <input type="checkbox"/> | Fee is paid \$ _____ |

FOR ENGINEER/ARCHITECT

SUBDIVISION PLAT (8 COPIES) 18" X 24" INCLUDING:

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|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Subdivision Name |
| <input type="checkbox"/> | <input type="checkbox"/> | Location map (inscribed on plat) |
| <input type="checkbox"/> | <input type="checkbox"/> | Statement of ownership and dedication w/location for signature and notary |
| <input type="checkbox"/> | <input type="checkbox"/> | Subdivider's name |
| <input type="checkbox"/> | <input type="checkbox"/> | Subdivider's address |
| <input type="checkbox"/> | <input type="checkbox"/> | Certification block for Mayor and Town Clerk |
| <input type="checkbox"/> | <input type="checkbox"/> | Certification block for Planning & Zoning Commission Chairman & Secretary |
| <input type="checkbox"/> | <input type="checkbox"/> | Certification block of each utility, as applicable (electric, cable, telephone, etc...) |
| <input type="checkbox"/> | <input type="checkbox"/> | Certification block and recording block for Dona Ana County Clerk |
| <input type="checkbox"/> | <input type="checkbox"/> | Certification block for Professional Land Surveyor, seal and date of survey |
| <input type="checkbox"/> | <input type="checkbox"/> | Scale and North arrow |
| <input type="checkbox"/> | <input type="checkbox"/> | Benchmark location and description of all monuments found of set |
| <input type="checkbox"/> | <input type="checkbox"/> | Plat boundary lines (bearings in degrees, minutes and seconds with distances in feet and hundredths) |
| <input type="checkbox"/> | <input type="checkbox"/> | Lot Lines (bearings in degrees, minutes and seconds with distances in feet and hundredths) |
| <input type="checkbox"/> | <input type="checkbox"/> | Acreage of each lot |
| <input type="checkbox"/> | <input type="checkbox"/> | Address of each lot |
| <input type="checkbox"/> | <input type="checkbox"/> | Lot of block numbers |
| <input type="checkbox"/> | <input type="checkbox"/> | Adjacent land conditions (within 150 feet) note subdivision names and filing date |
| <input type="checkbox"/> | <input type="checkbox"/> | Easements on site (location, dimension and purpose) |
| <input type="checkbox"/> | <input type="checkbox"/> | Easements adjacent (location, dimension and purpose) |
| <input type="checkbox"/> | <input type="checkbox"/> | Public rights-of-way on site (approved name, width and curve data) |
| <input type="checkbox"/> | <input type="checkbox"/> | Public sire delineated (location, dimension and purpose) |
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- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Plan and profile of proposed utilities prepared by P.E. and sealed (1 copy) |
| <input type="checkbox"/> | <input type="checkbox"/> | Plan and Profile of proposed streets prepared by P.E. and sealed (1 copy) |
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- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Storm drainage analysis plan prepared by P.E. and sealed to include: |
| <input type="checkbox"/> | <input type="checkbox"/> | Topographic map (1 copy) |
| <input type="checkbox"/> | <input type="checkbox"/> | Aerial Photograph, with subdivision delineated |
| <input type="checkbox"/> | <input type="checkbox"/> | Storm Drainage Analysis Report (1 copy) |
| <input type="checkbox"/> | <input type="checkbox"/> | Grading Plan (1 copy) |
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- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Deed restrictions (signed and notarized) |
| <input type="checkbox"/> | <input type="checkbox"/> | Improvement Completion Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Disclosure statement (if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | Request for Variances (if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | NMED Approval (if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | NMDOT Permit (if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | Other: _____ |