Check List for Summary Review:

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<th>Needed</th>
<th>Completed or Submitted</th>
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A) The final Summary Review Plat shall contain the following:
   (Mylar & 3 copies)

1. Vicinity Map;

2. Indicate the lots to be created (to include area, if less than one acre, net area must be shown);

3. Refer to permanent monuments;

4. Accurately describe each lot, number each lot in progression, give its dimension and the dimensions of the land dedicated for public use or for the use of owners of lots fronting or adjacent to the parcel;

5. Show improvements including, but not limited to, the locations of liquid waste disposal systems wells structures and roads;

6. Be certified by a land surveyor, who shall be licensed in accordance with the laws of the State of New Mexico, certifying to the accuracy of the survey or plat, and that the same has been prepared by him;

7. Contain a certification of title showing that the application is the owner of the land, and that the lots created by the plat are created with the free consent and in accordance with the desires of the owner, which certification shall be signed by the owner (must be signed and notarized)

8. Indicate its title, scale, true and magnetic north arrow and date;

9. Provide a signature line for approval by the Planning Department;
10. Indicate required dimensions to the nearest one hundredth of a foot and angles to the nearest minute.

B) The subdivider or his authorized agent shall submit a copy of the Summary Review Plat for review. It shall be accompanied by the following:

1. Warranty deed or real estate contact identifying the owner of the property proposed to be subdivided
2. Previous plats of the property if any;
3. A history of any previous divisions of land which this parcel is a portion, covering the previous three (3) years; if the history is unknown by the property owner, a title search may be necessary;
4. A completed application provided by the County Planning and Zoning Department;
5. A check or other appropriate payment made payable to Rio Arriba County in the amount sufficient to cover the fee imposed for Summary Plat Review and recording;
6. Disclosure statement;
7. Any additional information deemed necessary by the Planning and Zoning Plat Review to include the following, but not limited to;
   a. Soils Report to include, but not limited to septic tank absorption and dwellings without basements;
   b. Well permit if existing well on property and/or well logs for surrounding property no more than 1 mile radius from property;
c. Septic tank permit if one is existing on property;

d. Letter to mayordomo of irrigation ditch indicating you are splitting property (certified return receipt must accompany copy of letter);

e. Proof of paid taxes;

f. New deed for each lot (Must be signed & notarized);

g. Certificate of posting (signed & notarized) with photo attached; this will be given with the Public Notice Poster and must be returned within 3 business days

h. Road name Application approved and fee paid (if applicable);

i. Flood Zone information shown on plat; flood zone A&AE must have elevation shown;

j. Note on plat to indicate: “All development shall occur within the build able areas shown”;

k. For areas less than one acre, the net area must be shown;

Incomplete packets will not be accepted by the Planning and Zoning Department.

Once the packet is deemed complete the Plat Reviewer will review the plat and notify the subdivider or authorized agent if there is additional info required, if not the Plat Reviewer will issue a Public Notice Poster along with the Certificate of Posting.

Date of Completed Packet: _______________________

Reviewer: ____________________________