



Claim of Exemption Process

1. Review each of the Claim of Exemption options (1 thru 12) to decide which will best suit your need to either split or combine a parcel of land.
2. Applicants are **REQUIRED** to complete the "Claim of Exemption" form with Notary signature. Make sure the form is **complete** with all appropriate names, addresses, phone numbers and type (number) of exemption desired. **NOTE: each type (number) of exemption requires specific documents and/or surveyed plats to accompany the exemption application.**
3. Copies of the required items shall be submitted to the Planning Coordinator along with the original signed and notarized "Claim of Exemption" application. *Please include receipt from the Otero County Treasures Office of the paid \$15.00 fee for each application. NOTE: copies of all required documents submitted will be kept by the Planning Coordinator for the file.*
4. After completion of review and approval from the Planning Coordinator, the original "Claim of Exemption" application will be returned to the owner or representative to then be filed with the Otero County Clerk's Office for recording. *Please contact the Office of the Clerk at (575) 437-4942 for information on recording fees.*

For further information or questions regarding Claim of Exemptions, please contact the
Otero County Planning Coordinator, Stephanie Hale
at (575) 439-2619
1101 New York Ave., Room 201, Alamogordo, New Mexico 88310