SUMMARY COMMITTTEE

LOT SPLIT

Parcel Information

Project Name: _____

Address: _____ Property Size: _____ acres

Current Use of Land: _____ Uniform Parcel Code Number: _____

Does this project have a Legal Lot of record? YES ☐ NO ☐

Zoning District: _____ Address request for new lot complete? YES ☐ NO ☐

Does the application comply with all zoning requirements? Please illustrate on plans. YES ☐ NO ☐

Please note that subdivisions that create more than 2 lots require Planning Commission review.
Please consult Current Planning staff for assistance.

Property Owner Information

Company Name: _____

Name: _____
Last *First* *M.I.*

Address: _____
Street Address *Suite/Unit #*

_____
City *State* *ZIP Code*

Phone: ( ) E-mail Address:

Applicant/Agent Information (if different from owner)

Company Name: _____

Name: _____
Last *First* *M.I.*

Address: _____
Street Address *Suite/Unit #*

_____
City *State* *ZIP Code*

Phone: ( ) _____ E-mail Address: _____

Correspondence Directed to: ☐ Owner ☐ Applicant ☐ Both

Agent Authorization (if applicable)

I am/We are the owner(s) and record title holder(s) of the property located at: _____

I/We authorize _____ to act as my/our agent to execute this application.

Signed: _____ Date: _____

Please print your name: _____

Signed: _____ Date: _____

Please print your name: _____

Submittal Checklist (Requirements found in Section 14-3.7 SFCC 2001)

☐ *Three (3) 24"x36" copies of the preliminary plat and one electronic copy in PDF format are required. Please include the following:*

☐	Letter of Application (intent, location, acreage)	☐	Statement addressing compliance with zoning criteria	☐	Legal Lot of Record, Legal Description	Noticing requirements: At least 15 calendar days before the hearing shall post property; & mail certified notice to, property owners & registered neighborhood associations within 200 feet of property - exclusive of public right-of-way; & mail first class notice to residents within 200 feet; & email neighborhood associations.

Preliminary plat must illustrate the following:

☐	Vicinity Map	☐	Legal access easements and width of easements	☐	Existing and proposed utility and right-of-way easements and widths	☐	Drainage easements with bearings and distances	☐	Indicate adjacent property ownership (Owner name, plat book and page)
☐	Identify old lot lines (utilizing a dashed line)	☐	Boundary tie must be a permanent survey monument	☐	Give location and description of all monuments	☐	Define 100-year flood plain limits (if applicable)	☐	Define slopes greater than 20% (if applicable) – or provide statement on plat that "no slopes exceed 20%"
☐	Define lot area, acreage	☐	Label "new lot lines" on plat	☐	Give net leasable area calculations (non-residential only)	☐	Common and private open space	☐	Signature blocks for City Engineer and City Planner as well as Summary Committee Chair & Secretary

Lot Split Approval Criteria (Section 14-3.7 (C) SFCC 2001)

(C) Approval Criteria

(1) In all subdivisions due regard shall be shown for all natural features such as vegetation, water courses, historical sites and structures, and similar community assets which, if preserved, will add, in the opinion of the Planning Commission, attractiveness and value to the area or to the municipality.

(2) The Planning Commission shall not approve the subdivision of land if from adequate investigations conducted by all public agencies concerned, it has been determined that in the best interest of the public health, safety or welfare the land is not suitable for platting and development purposes of the kind proposed; provided, however, that the findings of such investigations substantiating the conclusion to disapprove the land as suitable for subdividing for the purposes proposed shall be placed in writing and dated and the disapproval verified by the signatures of all members of the Planning Commission. Land subject to flooding and land deemed to be topographically unsuited for building, or for other reasons uninhabitable, shall not be platted for residential occupancy, nor for such other uses as may increase danger to health, safety or welfare or aggravate erosion or flood hazard. Such land shall be set aside within the plat for uses that will not be endangered by periodic or occasional inundation or shall produce unsatisfactory living conditions.

Signature

I hereby certify that the documents submitted for review and consideration by the City of Santa Fe have been prepared to meet the minimum standards outlined in the Land Development Code, Chapter 14 SFCC 2001. Failure to meet these standards may result in the rejection of my application. I also certify that I have met with the City's Current Planning staff in a pre-application meeting to verify that the attached proposal is in compliance with the City's zoning and development plan requirements.

Signature: _____ Date: _____

A case manager will be assigned to your project and will notify you within 10 business days if any additional information is needed. After you application has been reviewed by City staff, you will be contacted by us regarding public notice requirements. A packet of information and instructions will be provided regarding the required mailing and sign posting. Thank you, and feel free to contact the Land Use Department staff at (505) 955-6585 with any questions.