



Agenda

CITY CLERK'S OFFICE

DATE 10/15/15 TIME 11:15am

SERVED BY Geraldine Ayala

RECEIVED BY Diana Martinez

SUMMARY COMMITTEE
Thursday, November 5, 2015 - 11:00am
City Council Chambers
City Hall 1st Floor - 200 Lincoln Avenue

- A. ROLL CALL**
- B. APPROVAL OF AGENDA**
- C. APPROVAL OF MINUTES**
October 1, 2015

- D. OLD BUSINESS**
- E. NEW BUSINESS**

- 1. Case #2015-94. Lot 6B Valencia Road Lot Split.** James Medrano of Landmark Surveys, agent for Leroy and Carlos Ramirez, requests a lot split to divide approximately 0.67 acres into two lots (+/-0.35 acres and +/-0.32 acres). The property is located on the north side of Valencia Road, west of Don Gaspar Avenue, and is zoned R-3 (Residential - 3 dwelling units per acre). (Noah Berke, Case Manager)

- F. STAFF COMMUNICATIONS**
- G. MATTERS FROM THE COMMITTEE**
- H. ADJOURNMENT**

NOTES:

- 1) Procedures in front of the Summary Committee are governed by Roberts Rules of Order. Postponed cases are postponed 1) to a specific date, or 2) indefinitely until specific conditions have been resolved, or 3) to a specific date with the provisions that specific conditions be resolved prior to that date. Postponed cases can be removed from postponement by a motion and vote of the Summary Committee.
- 2) Due to time constraints not all issues may be heard and may be rescheduled to the next scheduled Summary Committee meeting. This agenda is subject to change at the discretion of the Summary Committee.
- 3) New Mexico law requires the following administrative procedures to be followed by zoning boards conducting "quasi-judicial" hearings. In "quasi-judicial" hearings before zoning boards, all witnesses must be sworn in, under oath, prior to testimony and be subject to cross examination. Witnesses have the right to have an attorney present at the hearing. The zoning board will, in its discretion, grant or deny requests to postpone hearings.

***Persons with disabilities in need of special accommodations or the hearing impaired needing an interpreter please contact the City Clerk's Office (955-6520) 5 days prior to the hearing date.**

**SUMMARY INDEX
CITY OF SANTA FÉ
SUMMARY COMMITTEE
November 5, 2015**

ITEM	ACTION	PAGES
A. ROLL CALL	Quorum	1
B. APPROVAL OF AGENDA	Approved as published	1
C. APPROVAL OF MINUTES - October 1, 2015	Approved as presented	1
D. OLD BUSINESS	None	1
E. NEW BUSINESS		
1. <u>Case #2015-94</u> Lot 6B Valencia Road Lot Split	Approved as recommended	2-3
F. STAFF COMMUNICATIONS	None	3
G. MATTERS FROM THE COMMITTEE	None	3
H. ADJOURNMENT	Adjourned at 11:08 a.m.	3-4

**MINUTES OF THE MEETING
OF THE CITY OF SANTA FÉ
SUMMARY COMMITTEE
November 5, 2015**

A regular meeting of the City of Santa Fé Summary Committee was called to order by Brian Gutierrez, Chair, on the above date at approximately 11:00 a.m. in the City Council Chambers, City Hall, Santa Fé, New Mexico.

A. ROLL CALL

MEMBERS PRESENT:

Brian Gutierrez, Chair
Vince Kadlubek, Commissioner

MEMBERS EXCUSED:

Sarah Propst, Commissioner

OTHERS PRESENT:

Greg Smith, Current Land Use Director
Noah Berke, Current Land Use Senior Planner
Carl Boaz, Stenographer

There was a quorum of the membership in attendance for the conducting of official business.

B. APPROVAL OF AGENDA

There were no changes to the agenda proposed by Staff.

Commissioner Kadlubek moved to approve the agenda as presented. Chair Gutierrez seconded the motion and it passed by unanimous voice vote.

C. APPROVAL OF MINUTES – October 1, 2015

Commissioner Kadlubek moved to approve the minutes of October 1, 2015 as submitted. Chair Gutierrez seconded the motion and it passed by unanimous voice vote.

D. OLD BUSINESS

There was no Old Business.

E. NEW BUSINESS

1. **Case #2015-94. Lot 6B Valencia Road Lot Split.** James Medrano of Landmark Surveys, agent

for Leroy and Carlos Ramirez, requests a lot split to divide approximately 0.67 acres into two lots (± 0.35 acres and ± 0.32 acres). The property is located on the north side of Valencia Road, west of Don Gaspar Avenue, and is zoned R-3 (Residential - 3 dwelling units per acre) (Noah Berke, Case Manager)

A Memorandum regarding Case #2015-94, Lot 6B Valencia Road Lot Split, from Mr. Noah Berke, Case Planner, Current Planning Division, prepared October 29, 2015 for the November 5, 2015 Summary Committee Meeting with attachments is incorporated herewith to these minutes as *Summary Nov 4 2015 Exhibit #1*.

Staff Report

Mr. Berke presented the staff report for Case #2015-94, Lot 6B Valencia Road Lot Split. He explained that Valencia Road is a dirt road off Don Gaspar and ends in a cul de sac. If approved, the lots would be addressed 111 Valencia and 113 Valencia Road. There were no significant conditions from the Development Review Team. The new landscape reviewer, Ms. SonyaMarie Martínez made a condition requiring one tree every 25 feet on local roads.

Applicant's Presentation

Present and sworn was Mr. James Medrano, Surveyor, 1209B Parkway Drive, Santa Fe, who said they agreed with the staff conditions.

Present and sworn was Dr. Carlos Ramirez, owner, 310 Aztec Street, who said he agreed with staff conditions.

Questions by the Committee

Commissioner Kadlubek asked if there were any plans to develop these lots.

Dr. Ramirez said he and his brother inherited this property from their father. They didn't have any current plans but eventually might seek to build there. He agreed that he had problem with the staff conditions.

Commissioner Kadlubek asked about the tree standard and in which area of the property they would be obligated to plant trees.

Mr. Berke said the requirement was that they plant trees adjacent to the street. There is no sidewalk on Valencia Road and no sidewalk is required there. So the trees are to be planted adjacent to the property line.

Commissioner Kadlubek asked what linear dimension of these lots are at the street.

Mr. Berke said it will be two 75' lengths so about three trees are required on each of the lots.

Commissioner Kadlubek asked if it would be six trees total.

Mr. Berke agreed.

Commissioner Kadlubek asked what is meant by the requirement to keep the current landscaping.

Mr. Berke said it would be to preserve as much of the mature trees now or later when homes may be built on the properties. Specifically, it is to keep deciduous trees over 6" caliper or evergreen trees that are 8' or higher.

Public Hearing

There were no speakers from the public regarding this case and Chair Gutierrez closed the public hearing portion.

Action of the Committee

Commissioner Kadlubek moved in Case #2015-94, Lot 6B Valencia Road Lot Split, to approve the application, subject to all staff conditions in the report. Chair Gutierrez seconded the motion and it passed by unanimous voice vote.

F. STAFF COMMUNICATIONS

There were no staff communications.

G. MATTERS FROM THE COMMITTEE

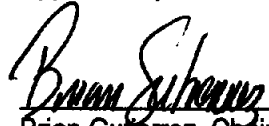
There were no matters from the Committee.

H. ADJOURNMENT

Having completed the business of the Summary Committee, the meeting was adjourned at 11:08 a.m.

[Signatures are on the following page.]

Approved by:



Brian Gutierrez, Chair

Submitted by:




Carl Boaz for Carl G. Boaz, Inc.


City of Santa Fe, New Mexico

memo

DATE: October 29, 2015, for the November 5, 2015 Meeting

TO: Summary Committee

VIA: Lisa Martinez, Director, Land Use Department
Greg Smith, Division Director, Current Planning Division 

FROM: Noah Berke, CFM, Senior Planner, Current Planning Division 

Case # 2015-94, Lot 6B Valencia Road Lot Split. James Medrano of Landmark Surveys, agent for Leroy and Carlos Ramirez, requests a lot split to divide approximately 0.67 acres into two lots (+/-0.35 acres and +/-0.32 acres). The property is zoned R-3 (Residential- 3 dwelling units per acre). (Noah Berke, Case Manager)

RECOMMENDATION

The Land Use Department recommends **Approval** with the Conditions of Approval as outlined in this report.

BACKGROUND & SUMMARY

The property is zoned R-3 (Residential – 3 dwelling units per acre). The proposal would create two lots: Lot 6-B-1, which consists of +/-0.35 acres and Lot 6-B-2, which consists of +/-0.32 acres. Both lots are vacant except for wire fences that run along the northern, eastern and western edges of the property.

The property, as it is configured today, is indicated as Lot 6-B of the "Lot Line Adjustment prepared for Leroy J. Ramirez, as Trustee of Trust A of the Leroy J. Ramirez and Belina B. Ramirez Trust" dated September 9, 2008. When this Lot Line Adjustment was completed in 2008, it was to adjust the northern property line of Lot 6-B. Lot 6-B was created by the "Lot Split Survey Prepared for Leroy Ramirez" dated January 5, 2001 which also created Lot 6-A (115 Valencia Road).

Lots 6-B-1 and 6-B-2 are accessed from Valencia Road, a 50 foot wide public right-of-way. Lot 6-B-1 will be addressed as 111 Valencia Road and Lot 6-B-2 will

be addressed as 113 Valencia Road.

Because Valencia Road is only one block long and provides access to fewer than 30 dwelling units, it can be classified as an "Unpaved Lane" pursuant to Section 14-9.2 (C)(8)(d)(ii) SFCC 1987. Consequently, sidewalks are not being required by the City Engineer and the Traffic Engineering Division, since the remaining properties on the street do not have sidewalks. Street trees are being required by the Landscape reviewer. They shall comply with SFCC 14-8.4 (G) "Street Tree Standards."

Both lots are served by City Water and City Sewer. Each lot will be required separate connections and meters.

CONDITIONS OF APPROVAL

Any staff conditions noted in the attached memoranda and not listed in the recommended conditions of approval have already been addressed on the plat.

Following standard practice, redline comments will be provided to the surveyor who shall make any necessary changes and submit the corrected plat in Mylar.

Staff recommends the following conditions of approval:

1. Add the following notes to the plat:
 - a. Lots 6-B-1 and 6-B-2 shall each be served through separate sewer service connections to the City's public sewer system.
 - b. Future individual buildings on each lot must have separate water meters.
 - c. Wastewater Utility Expansion Charges (UEC) shall be paid at the time of construction permit application.
 - d. Fire Department vehicle access to any new construction shall not be less than 20 feet in width or greater than a 10% grade. However, a variance to this requirement may be granted by the Fire Department if alternative fire suppression systems are provided.
 - e. New development shall have water supply that meets fire flow requirements as per IFC or install an automatic sprinkler system.
 - f. All new construction shall meet the requirements of the Fire Department.
 - g. Valencia Road is classified as an "Unpaved Lane" pursuant to Section 14-9.2 (C)(8)(d)(ii) SFCC 1987. Installation of curb, gutter and sidewalk is not required as a condition of approval for this lot split.
2. Provide street trees in accordance with SFCC 14-8.4 (G) "Street Tree Standards"
3. Lot 6-B-1 will be addressed as 111 Valencia Road and Lot 6-B-2 will be addressed as 113 Valencia Road on the Plat.

ATTACHMENTS:

EXHIBIT A: City Staff Memoranda

1. Waste Water Division Engineer Memorandum, Stan Holland
2. Water Division Memorandum, Dee Beingessner
3. Fire Department Memorandum, Rey Gonzales
4. City Engineer Memorandum, Risana "RB" Zaxus, PE
5. Technical Review Landscape Memorandum, Somie Ahmed
6. Traffic Engineering Division Memorandum, Sandra Kassens

EXHIBIT B: Maps and Photos

1. Zoning and Aerial View
2. Street View of Property Entrance

EXHIBIT C: Applicant Materials

1. Letter of Application
2. Lot Split Plat (Proposed)
3. "Lot Line Adjustment prepared for Leroy J. Ramirez, as Trustee of Trust A of the Leroy J. Ramirez and Belina B. Ramirez Trust (2008)
4. Lot Split Survey Prepared for Leroy Ramirez (2001)

Exhibit A

City of Santa Fe



New Mexico

MEMO

Wastewater Management Division DEVELOPMENT REVIEW COMMENTS

E-MAIL DELIVERY

Date: October 1, 2015

To: Noah Berke, Case Manager


From: Stan Holland, P.E.
Wastewater Management Division

Subject: Case 2015-94 Lot 6B Valencia Road Lot Split

The subject property is accessible (within 200 feet) to the City public sewer system.

There is an existing public sewer line in Valencia Road that may serve both properties.

City of Santa Fe
memo

DATE: October 5, 2015
TO: Noah Berke, Case Manager, Land Use Department
FROM: Dee Beingessner, Water Division Engineer 
SUBJECT: Case # 2015-94 Lot 6B Valencia Road Lot Split

Each lot will require separate water service. There is a 4" main in Valencia Road available for water service.

Fire protection requirements are addressed by the Fire Department.

City of Santa Fe, New Mexico

memo

DATE: October 5, 2015

TO: Noah Berke, Case Manager

FROM: Reynaldo Gonzales, Fire Marshal *RDG*

SUBJECT: Case #2015-94 Lot 6B Valencia Road Lot Split

I have conducted a review of the above mentioned case for compliance with the International Fire Code (IFC) Edition. If you have questions or concerns, or need further clarification please call me at 505-955-3316.

Prior to any new construction or remodel shall comply with the current code adopted by the governing body.

1. All Fire Department access shall be no greater than a 10% grade throughout.
2. Fire Department Access shall not be less than 20 feet width.
3. Shall meet the 150 feet driveway requirements must be met as per IFC, or an emergency turnaround that meets the IFC requirements shall be provided.
4. Fire Department shall have 150 feet distance to any portion of the building on any new construction.
5. Shall have water supply that meets fire flow requirements as per IFC
6. Shall Comply with International Fire Code (IFC) 2009 Edition.

BERKE, NOAH L.

From: ZAXUS, RISANA B.
Sent: Tuesday, October 06, 2015 10:52 AM
To: BERKE, NOAH L.
Cc: SMITH, GREGORY T.; MARTINEZ, LISA D.; ROMERO, JOHN J; WILSON, KEITH P.
Subject: RE: RE: Valencia Road Lot Split

Mr. Berke -

I did a site visit yesterday. It is an unimproved road with bar ditches and driveway culverts on the south side, where this lot split is located.

Based on the site conditions, and to maintain the 'rural character' of this dead end road, I think a reasonable conclusion would be not to require sidewalks.

However, in accordance with Article 14-9.2-1, since there are more than 8 dwelling units on the road, the Code would require 2@ 9 foot paved driving lanes with curb, gutter, and sidewalks.

I would be happy to revise my recommendation to coincide with Code requirements if directed to do so. Unless I am advised otherwise, I will assume that my direct supervisor, the Land Use Director, agrees with and supports my decision.

I suggest that you also seek advice from the MPO office, copied on this email.

Thank you for the opportunity to clarify my thoughts on this matter.

Risana B "RB" Zaxus, PE
City Engineer

From: BERKE, NOAH L.
Sent: Tuesday, October 06, 2015 10:34 AM
To: ZAXUS, RISANA B.
Cc: SMITH, GREGORY T.; MARTINEZ, LISA D.
Subject: RE: Valencia Road Lot Split

Hi RB,

Our additional submittal requests were due October 5 and I did not receive anything from you. I was wondering if you are going to be requiring sidewalks? Will you need any additional submittals? Thanks

Noah Berke, CFM
Planner Senior
City of Santa Fe
Land Use Department
200 Lincoln Ave.
Santa Fe, NM 87504
Work: (505) 955-6647
Cell: (505) 490-5930

BERKE, NOAH L.

From: SMITH, GREGORY T.
Sent: Wednesday, October 14, 2015 10:23 AM
To: WILSON, KEITH P.; MARTINEZ, LISA D.; ZAXUS, RISANA B.; BERKE, NOAH L.
Cc: ROMERO, JOHN J; KASSENS, SANDRA M.; AUNE, ERICK J.; TIBBETTS, MARK S.
Subject: RE: RE: Valencia Road Lot Split

Paved or unpaved lane standard can be applied up to 30 du (lot access standard for up to 8 du). In other words, my interpretation is that paving can be waived for this block of this street. Agree that sidewalks would be good in a perfect world, due to small lot sizes etc.

From: WILSON, KEITH P.
Sent: Wednesday, October 14, 2015 9:00 AM
To: SMITH, GREGORY T.; MARTINEZ, LISA D.; ZAXUS, RISANA B.; BERKE, NOAH L.
Cc: ROMERO, JOHN J; KASSENS, SANDRA M.; AUNE, ERICK J.; TIBBETTS, MARK S.
Subject: RE: RE: Valencia Road Lot Split

Hi All:

First some questions on this issue.

- What is the rationale for requiring 2@ 9 foot paved driving lanes with curb, gutter, and sidewalks once a street has 8 dwelling units?
- Why were none of the other property owners required to meet this standard after the 8th unit was built?
- Would the property owner of the lot split be required to improve the whole length of the street or just in front of their lots?
- Does the City have any plans to upgrade this roadway to the cross section outlined in the code?

In this urban environment it would be desirable to have sidewalks along the length of at least one side of the roadway.

That being said, it appears that this lot split is the last buildable land accessible on this dead end street which will have around 15 dwelling units if they are built. This equates to about 150 cars per day using the roadway (assuming 10 trips per unit). The existing cross section is narrow and lined with trees, which is conducive for low traffic speeds. In this type of environment it would be acceptable to have cars, bikes and peds share the roadway.

Hope this helps.

Keith P. Wilson
MPO Senior Planner
Santa Fe Metropolitan Planning Organization

Mailing: P.O. Box 909

Santa Fe, NM 87504-0909

Office: 500 Market St, Suite 200 (Above REI Store)

Santa Fe, NM

Map: <http://tinyurl.com/l6kejeq>

Directions & Parking: <http://www.railyardsantafe.com/north-railyard/>

Phone: 505-955-6706

Email: kpwilson@santafenm.gov

santafempo@santafenm.gov

However, in accordance with Article 14-9.2-1, since there are more than 8 dwelling units on the road, the Code would require 2@ 9 foot paved driving lanes with curb, gutter, and sidewalks.

I would be happy to revise my recommendation to coincide with Code requirements if directed to do so. Unless I am advised otherwise, I will assume that my direct supervisor, the Land Use Director, agrees with and supports my decision.

I suggest that you also seek advice from the MPO office, copied on this email.

Thank you for the opportunity to clarify my thoughts on this matter.

Risana B "RB" Zaxus, PE
City Engineer

From: BERKE, NOAH L.
Sent: Tuesday, October 06, 2015 10:34 AM
To: ZAXUS, RISANA B.
Cc: SMITH, GREGORY T.; MARTINEZ, LISA D.
Subject: RE: Valencia Road Lot Split

Hi RB,

Our additional submittal requests were due October 5 and I did not receive anything from you. I was wondering if you are going to be requiring sidewalks? Will you need any additional submittals? Thanks

Noah Berke, CFM
Planner Senior
City of Santa Fe
Land Use Department
200 Lincoln Ave.
Santa Fe, NM 87504
Work: (505) 955-6647
Cell: (505) 490-5930
Fax: (505) 955-6829

City of Santa Fe, New Mexico

memo

DATE: October 27, 2015
TO: Noah Berke, Land Use Planner Senior
FROM: Somie Ahmed, Planner Technician Senior
SUBJECT: Comments for Case #2015-94, Lot 6B Valencia Road Lot Split

Below are staff's final comments for the Lot 6B Valencia Road Lot Split. These comments are based on documentation and plans submitted to the Development Review Team:

- Provide street trees in accordance with City's Land Development Code.

BERKE, NOAH L.

From: KASSENS, SANDRA M.
Sent: Wednesday, October 14, 2015 1:26 PM
To: BERKE, NOAH L.
Cc: ROMERO, JOHN J
Subject: RE: RE: Valencia Road Lot Split

Noah,
The Traffic Engineering Division has no comments on the Valencia Road lot split case # 2015-94.

Sandy

955-6697

From: BERKE, NOAH L.
Sent: Wednesday, October 14, 2015 10:25 AM
To: KASSENS, SANDRA M.
Subject: RE: Valencia Road Lot Split

Can you please send your final comments. Thank you

Noah Berke, CFM

Planner Senior

City of Santa Fe

Land Use Department

200 Lincoln Ave.

Santa Fe, NM 87504

Work: (505) 955-6647

Cell: (505) 490-5930

Fax: (505) 955-6829

Exhibit B

108 E
CORONADO RD

DO RD

35049C-04120

R3

115
VALENCIA RD

VALENCIA RD



115
VALENCIA RD

35045C 0412D

VALENCIA RD

108 E
CORONADO RD

DO RD

Google Maps 160 Valencia Rd



Image capture: Apr 2014 © 2015 Google

Santa Fe, New Mexico
Street View - Apr 2014

Exhibit C



LANDMARK SURVEYS

JAMES J. MEDRANO
N.M.P.S. NO. 5217

1209 B Parkway Drive
Santa Fe, NM 87507
Phone: (505) 473 - 1511
Fax: (505) 473 - 0964
P.O. Box 6714
Santa Fe, NM 87502

September 21, 2015

Noah Berke
Land Use Senior Planner
City of Santa Fe
P.O. Box 909
Santa Fe, New Mexico

Re: Landmark Project No. 15-05 (L-835), Lot Split for Mr. LeRoy F. Ramirez & Mr. Carlos B. Ramirez

Dear Mr. Berke;

We are submitting for your review, three (3) prints, one electronic copy in pdf format, one copy of the recorded plat as well as a check for \$280.00 and Summary Committee Lot Split application.

We are requesting that we be placed in the agenda for the November 15 Summary Committee meeting.

If you have any questions, please give me a call.

Sincerely:


James J. Medrano, PS

JJM/cm



(Date stamp)

SUMMARY COMMITTEE LOT SPLIT APPLICATION

Parcel Information

Project Name: **RAMIREZ LOT SPLIT**

Address: **VALENCIA RD., SANTA FE, N.M. 87501** Property Size: **.6668** acres

Current Use of Land: **VACANT** Uniform Parcel Code Number: **1-054-098-185-269**

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

Lot **6-B Ramona Subd.**

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

Name: **Leroy J. Ramirez L.L.C. #2, & CARLOS B. RAMIREZ**

First Last

Address: **PO Box 6119**

Street Address Suite/Unit #

Santa Fe, NM 87502

City State ZIP Code

Phone: **(505) 470-8855** E-mail Address: **lerovramirez@iuno.com**

Applicant/Agent Information (if different from owner)

Company Name: **LANDMARK SURVEYS**

Name: **James J. Medrano**

First Last

Address: **1209 B Parkway Drive**

Street Address Suite/Unit #

Santa Fe, NM 87507

City State ZIP Code

Phone: **()** E-mail Address: **landmarknm@gmail.com**

Direct correspondence 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: **E. VALENCIA RD.**

I/We authorize **JAMES MEDRANO DBA LANDMARK SURVEYS** 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 1987)

☒ Three (3) 24"x36" paper copies and one (1) electronic copy in PDF format of the preliminary plat are required. Please include the following:

<input checked="" type="checkbox"/> Letter of Application (intent, location, acreage)	<input type="checkbox"/> Statement addressing compliance with zoning criteria	<input checked="" type="checkbox"/> Recorded Plat (Legal Lot of Record - 1 paper copy & 1 electronic PDF)
---------------------------------------------------------------------------------------	-------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------

Preliminary plat must illustrate the following:

<input checked="" type="checkbox"/> Vicinity Map	<input checked="" type="checkbox"/> Legal access easements and width of easements	<input checked="" type="checkbox"/> Existing and proposed utility and right-of-way easements and widths	<input type="checkbox"/> Drainage easements with bearings and distances	<input checked="" type="checkbox"/> Indicate adjacent property ownership (Owner name, plat book and page)
<input checked="" type="checkbox"/> Floodplain status statements for both the 2/18/11 DFIRM and the 6/17/08 FIRM	<input checked="" type="checkbox"/> Boundary tie must be a permanent survey monument	<input type="checkbox"/> Give location and description of all monuments	<input type="checkbox"/> Define 100-year flood plain limits (if applicable)	<input type="checkbox"/> Define slopes greater than 20%
<input checked="" type="checkbox"/> Define lot area, acreage; label "new lot lines"	<input type="checkbox"/> Show parking lot layout (if applicable)	<input type="checkbox"/> Net leasable area calculations (non-residential only)	<input type="checkbox"/> Show common and private open space; existing wells, septic, existing structures, & buildable areas	<input type="checkbox"/> Signature blocks & data for: City Planner; City Engineer for Land Use; Summary Committee Chairman & Summary Committee Secretary

Lot Split Approval Criteria (Section 14-3.7 (C) SFCC 1987)

(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 1987. 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: James J. Medina Date: 9/21/15
Updated 12-12-12

A case manager will be assigned to your project and will notify you within 10 business days if any additional information is needed. After your 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. Feel free to contact the Land Use Department staff at (505) 955-5585 with any questions. Thank you.

