

Preliminary Zoning Review (PZR) Instructions

All applications other than window or door replacement, roofing, and stuccoing must include a review by the zoning officials in the Land Use Department regarding potential zoning issues with your project.

The Preliminary Zoning Review takes five (5) to ten (10) business days. Please provide time prior to the HDRB deadline for Current Planning to complete the review. Historic Preservation may delay your hearing if the PZR is not signed prior to the submittal deadline.

Email all required documents to:

Noah Berke

955-6647

NLBerke@santafenm.gov

Submittal Requirements for Zoning Review:

- ☐ Preliminary Zoning Review Worksheet (with blue box completed by the applicant)
- ☐ Legal Lot of Record (usually available at County Clerk's Office and should either be approved and signed by the City of Santa Fe or the County of Santa Fe or documentation of the lot prior to 12/5/1962 or prior to city annexation.)
- ☐ Scaled site plan depicting property lines, easements, access, existing and proposed improvements, parking, walls and/or fences, building and lot square footage, with distances from property line to all structures.
- ☐ Dimensioned scaled floor plans.
- ☐ Dimensioned scaled building elevations depicting all heights.

Once zoning staff has reviewed your submittals, zoning review and confirmation of approval will be provided to the applicant and the Historic Preservation Division staff.

The Preliminary Zoning Review does not provide final zoning approval of a project. Rather, it is intended to identify any potential zoning issues early in the design phase. Preliminary zoning review is based on information provided by the applicant. Applicants are advised to pursue an independent search of official documents to verify property restrictions and applicable codes.