



LOT CONSOLIDATION OR LOT LINE ADJUSTMENT

Parcel Information

Project Name: _____

Address: _____ Property Size: _____

Current Use of Land: _____ Proposed Use of Land: _____

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

Uniform Parcel Code Number: _____

Does the application comply with all zoning requirements (please illustrate on plans)? YES ☐ NO ☐

Property Owner Information

Name: _____
First Last

Address: _____
Street Address Suite/Unit #

City State ZIP Code

Phone: () _____ E-mail Address: _____

Applicant/Agent Information (if different from owner)

Company Name: _____

Name: _____
First Last

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: _____

Signed: _____ Date: _____

Submittal Checklist (Requirements found in Section 14-3.7 SFCC 1987)

☐ Three (3) 24"x36" copies and one (1) CD with a PDF of the preliminary plat are required. Please include the following:

<input type="checkbox"/> Letter of Application (intent, location, acreage)	<input type="checkbox"/> Legal Lot of Record, Legal Description
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Plat must illustrate the following:

<input type="checkbox"/> Vicinity Map	<input type="checkbox"/> Legal access easements and width of easements	<input type="checkbox"/> Existing and proposed utility and right-of-way easements and widths	<input type="checkbox"/> Drainage easements with bearings and distances	<input type="checkbox"/> Indicate adjacent property ownership (Owner name, plat book and page)
<input type="checkbox"/> Identify old lot lines (utilizing a dashed line)	<input 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 30% (if applicable)
<input type="checkbox"/> Define lot area, acreage	<input type="checkbox"/> Show parking lot layout (if applicable)	<input type="checkbox"/> Net leasable area calculations (non-residential only)	<input type="checkbox"/> Common and private open space	<input type="checkbox"/> Signature blocks for City Engineer and City Planner

Subdivision Approval Criteria (Section 14-3.7(C) SFCC 1987)

Resubdivisions:

Section 14-3.7(E) SFCC 1987: The land use director has the authority to review and approve or disapprove resubdivisions where the combination or recombination of portions of previously platted lots does not increase the total number of lots and the resulting lots comply with the approval criteria in Subsection (C) of this section:

- (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 that, if preserved, will add attractiveness and value to the area or to Santa Fe.
- (2) The planning commission shall give due regard to the opinions of public agencies and shall not approve the plat if it determines 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. 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 other uses that 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 produce unsatisfactory living conditions. See also Section 14-5.9 (Ecological Resource Protection Overlay District) and Section 14-8.3 (Flood Regulations).
- (3) All plats shall comply with the standards of Chapter 14, Article 9 (Infrastructure Design, Improvements and Dedication Standards).
- (4) A plat shall not be approved that creates a nonconformity or increases the extent or degree of an existing nonconformity with the provisions of Chapter 14 unless a variance is approved concurrently with the plat.
- (5) A plat shall not be approved that creates a nonconformity or increases the extent or degree of an existing nonconformity with applicable provisions of other chapters of the Santa Fe City Code unless an exception is approved pursuant to the procedures provided in that chapter prior to approval of the plat.

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 preapplication meeting to verify that the attached proposal is in compliance with the City's zoning and development plan requirements.

Signature: _____ Date: _____