



EARLY NEIGHBORHOOD NOTIFICATION MEETING

Request for Staff Attendance

Project Information

Project Name: _____

Address: _____ Parcel Size: _____

Zoning: _____ Future Land Use: _____

Preapplication Conference Date: _____

Detailed Project Description: _____

Property Owner Information

Name: _____

Address: _____

Phone: _____ E-mail Address: _____

Applicant/Agent Information (if different from owner):

Name: _____

Address: _____

Phone: _____ E-mail Address: _____

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: _____

Proposed ENN Meeting Dates:

<i>Provide 2 options:</i>	<i>Preferred Option</i>	<i>Alternative</i>
DATE:		
TIME:		
LOCATION:		



ENN GUIDELINES

Applicant Information

Project Name: _____

Name: _____

Last

First

M.I.

Address: _____

Street Address

Suite/Unit #

City

State

ZIP Code

Phone: () _____ E-mail Address: _____

Please address each of the criteria below. Each criterion is based on the Early Neighborhood Notification (ENN) guidelines for meetings, and can be found in Section 14-3.1(F)(5) SFCC 2001, as amended, of the Santa Fe City Code. A short narrative should address each criterion (if applicable) in order to facilitate discussion of the project at the ENN meeting. These guidelines should be submitted with the application for an ENN meeting to enable staff enough time to distribute to the interested parties. For additional detail about the criteria, consult the Land Development Code.

(a) EFFECT ON CHARACTER AND APPEARANCE OF THE SURROUNDING NEIGHBORHOODS For example: number of stories, average setbacks, mass and scale, landscaping, lighting, access to public places, open spaces and trails.

(b) EFFECT ON PROTECTION OF THE PHYSICAL ENVIRONMENT For example: trees, open space, rivers, arroyos, floodplains, rock outcroppings, escarpments, trash generation, fire risk, hazardous materials, easements, etc.

(c) IMPACTS ON ANY PREHISTORIC, HISTORIC, ARCHAEOLOGICAL OR CULTURAL SITES OR STRUCTURES, INCLUDING ACEQUIAS AND THE HISTORIC DOWNTOWN For example: the project's compatibility with historic or cultural sites located on the property where the project is proposed.

(d) RELATIONSHIP TO EXISTING DENSITY AND LAND USE WITHIN THE SURROUNDING AREA AND WITH LAND USES AND DENSITIES PROPOSED BY THE CITY GENERAL PLAN *For example: how are existing City Code requirements for annexation and rezoning, the Historic Districts, and the General Plan and other policies being met.*

(e) EFFECTS ON PARKING, TRAFFIC PATTERNS, CONGESTION, PEDESTRIAN SAFETY, IMPACTS OF THE PROJECT ON THE FLOW OF PEDESTRIAN OR VEHICULAR TRAFFIC AND PROVISION OF ACCESS FOR THE DISABLED, CHILDREN, LOW-INCOME AND ELDERLY TO SERVICES *For example: increased access to public transportation, alternate transportation modes, traffic mitigation, cumulative traffic impacts, pedestrian access to destinations and new or improved pedestrian trails.*

(f) IMPACT ON THE ECONOMIC BASE OF SANTA FE *For example: availability of jobs to Santa Fe residents; market impacts on local businesses; and how the project supports economic development efforts to improve living standards of neighborhoods and their businesses.*

(g) EFFECT ON THE AVAILABILITY OF AFFORDABLE HOUSING AND AVAILABILITY OF HOUSING CHOICES FOR ALL SANTA FE RESIDENTS *For example: creation, retention, or improvement of affordable housing; how the project contributes to serving different ages, incomes, and family sizes; the creation or retention of affordable business space.*

(h) EFFECT UPON PUBLIC SERVICES SUCH AS FIRE, POLICE PROTECTION, SCHOOL SERVICES AND OTHER PUBLIC SERVICES OR INFRASTRUCTURE ELEMENTS SUCH AS WATER, POWER, SEWER, COMMUNICATIONS, BUS SYSTEMS, COMMUTER OR OTHER SERVICES OR FACILITIES *For example: whether or how the project maximizes the efficient use or improvement of existing infrastructure; and whether the project will contribute to the improvement of existing public infrastructure and services.*

(i) IMPACTS UPON WATER SUPPLY, AVAILABILITY AND CONSERVATION METHODS *For example: conservation and mitigation measures; efficient use of distribution lines and resources; effect of construction or use of the project on water quality and supplies.*

(j) EFFECT ON THE OPPORTUNITIES FOR COMMUNITY INTEGRATION AND SOCIAL BALANCE THROUGH MIXED LAND USE, PEDESTRIAN ORIENTED DESIGN, AND LINKAGES AMONG NEIGHBORHOODS AND RECREATIONAL ACTIVITY AND EMPLOYMENT CENTERS *For example: how the project improves opportunities for community integration and balance through mixed land uses, neighborhood centers and/or pedestrian-oriented design.*

(k) EFFECT ON SANTA FE'S URBAN FORM *For example: how are policies of the existing City General Plan being met? Does the project promote a compact urban form through appropriate infill development? Discuss the project's effect on intra-city travel and between employment and residential centers.*

(l) ADDITIONAL COMMENTS (optional)



City of Santa Fe Land Use Department Early Neighborhood Notification Information & Procedures

Please refer to Section 14-3.1(F) of the Santa Fe City Code for a complete representation of all regulations pertaining to Early Neighborhood Notification

Early Neighborhood Notification

Early Neighborhood Notification (ENN) opens the lines of meaningful communication between the Applicant and impacted neighborhoods before the application process formally starts. The ENN provides an opportunity for neighbors to review, comment, and provide significant feedback on a variety of projects and proposals. The ENN can save the Applicant time and can help to build goodwill.

Projects subject to ENN requirements include:

Any project requiring public hearings before any of the following:

- Board of Adjustment
- Planning Commission

ENN meetings shall be scheduled with the Land Use Department (LUD) prior to sending notice. (Ordinance 2007-45 § 30)

As soon as possible

Pick up the ENN packet from the Land Use Department

21 Days before the proposed meeting date

Submit the ENN packet and schedule the meeting date through the Land Use Department

No less than 15 days prior to scheduled meeting:

Mail meeting notice (first class mail) to all of the following located within 300 feet of the subject property:

- Neighborhood Associations registered with the City
- Property owners of record
- Physical addresses

Post the property with notice posters obtained from LUD (\$30 each)

Email neighborhood associations registered with the City

Notice shall be postmarked

No later than 10 days prior to the application:

Hold ENN meeting - In a suitable "neutral" location that meets the City's accessibility requirements and has adequate parking

For additional information please contact Geraldine Gurule at 505-955-6820 or by email at gagurule@santafenm.gov

Early Neighborhood Notification Information & Procedures



Submittals Checklist

In order to schedule an ENN meeting, the following items must accompany the completed *Request for Staff Attendance Form*

- County Parcel Map depicting properties within 300 feet of property's perimeter – Available from County Assessor's Office, 102 Grant Avenue
- ENN Notification Guidelines (Completed)
- Legal Lot of Record (Plat) Information indicating current ownership
- Mailing Log
- Mailing, Emailing & Posting Affidavit of ENN Notice
- Owner Authorization Letter
- Request for Staff Attendance
- Draft Notice Letter
- Santa Fe Public Schools Notification Form
- Site Plan
- Vicinity Map

Land Use Department Staff Role

Land Use Department staff is here to help, answer questions, and even facilitate or mediate the meeting if necessary.

Additional Materials Necessary for the ENN Meeting

- Copies of the Completed Early Notification Guidelines (Ord. No. 2002-12 § 10)
- Drawing(s) showing at a minimum labeled streets and structures within a 300-foot radius from the perimeter of the property or properties, excluding rights-of-way (Ord. No. 2007-45 § 30)
- Sign-In sheets
- Site Plan
- Vicinity map

Visit www.santafenm.gov to view currently scheduled ENN meetings. From the left hand menu choose Early Neighborhood Notifications.

The Santa Fe City Code is available on line at:

www.santafenm.gov >Departments>Land Use>City Zoning Code

Your Letterhead Here

EARLY NEIGHBORHOOD NOTIFICATION MEETING

<<Date, 2020>>

Dear Neighbor:

Applicant name is requesting (list request/proposal here including variances and waivers).

In accordance with the requirements of the City of Santa Fe's Early Neighborhood Notification regulations, this is to inform you that a meeting is scheduled for:

Time: 5:30 PM
When: Day, Date, 2020
Where: Location
Location address
Santa Fe, NM 8750_

Early Neighborhood Notification is intended to provide for an exchange of information between prospective applicants for development projects and the project's neighbors before plans become too firm to respond meaningfully to community input.

Attached, please find a vicinity map and proposed site plan. If you have any questions or comments, please contact (**Contact Name, Phone number, email address**).

Sincerely,

Your name here

Attachments:
Vicinity map
Site plan

***Persons with disabilities in need of special accommodations or the hearing impaired needing an interpreter please contact the Land Use Department (955-6820) 5 days prior to the hearing or meeting date.**



Santa Fe Public Schools

Property & Asset Management

Residential Development Impact Information Form

School Notification as required by City Ordinance 14-8.18 AFCC 1987

1. Project Name: _____

2. Location of Property: _____

3. Owner/Agent Name: _____

Mailing Address: _____

Phone & Fax: _____

4. Unit Matrix

PROJECT EFFECT ON STUDENT POPULATION		
Unit Type	Unit Quantity	Average Price
Single Family (detached)		
Single Family (attached)		
Townhome/ Apartment		
Multi-Family		
Commercial		

5. Elementary School Zone for Proposed Development: _____

6. Middle School Zone for Proposed Development: _____

7. High School Zone for Proposed Development: _____

8. Build out Rates (Year/s; #/yr): _____

Educational Services Center
610 Alta Vista
Santa Fe, NM 87505
Telephone (505) 467-2000
www.sfps.info

For questions & submittal, contact:
Santa Fe Public Schools, Property & Asset Management,
2195 Zia Road, Santa Fe NM 87505
505 467 3400



NOTICE AFFIDAVIT

14-3.1(H)

Project Information

Project Name: _____
Project Location: _____
Case Number(s): _____

Certification

I hereby certify that the attached Notice was mailed to property owners, tenants, and registered neighborhood associations within 300 feet of the proposed project site. Notices were mailed on _____, 20____.

I hereby certify that the attached Notice was sent via email to registered neighborhood associations within 300 feet of the proposed project site. Notices were emailed on _____, 20____.

I hereby certify that the subject property was posted with a sign provided by the City on _____, 20____. The sign was placed in a prominent position in public view, according to instructions provided by Land Use Department staff.

Applicant Printed Name: _____

Applicant Signature: _____

Notarization

STATE OF NEW MEXICO)

COUNTY OF SANTA FE)

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by

_____.

Notary Public

My Commission Expires: _____