



APPLICATION RESOURCES AND REVIEW PROCESS

HISTORIC PRESERVATION DIVISION RESOURCES

MISSION : The Historic Preservation Division (HPD) of the City of Santa Fe is dedicated to assisting community members who reside in one of the city's five historic districts with modifications to their properties. The HPD staff oversees the enforcement of the city's historic and archaeological review districts.

OFFICE : Santa Fe City Hall 200 Lincoln Avenue Santa Fe, NM 87501

WEBSITE : <https://santafenm.gov/land-use/historic-preservation>

CURRENT AND UPCOMING PUBLIC MEETINGS : <https://santafenm.portal.civicclerk.com/>

INTERACTIVE GIS MAPS : <https://santafenm.gov/information-technology-telecommunications/gis>

SANTA FE CITY CODE (SFCC) : https://library.municode.com/nm/santa_fe/codes/code_of_ordinances

APPLICATION SUBMISSION AND FEES : All applications shall be submitted electronically as PDF files to hpdsubmittal@santafenm.gov. Incomplete applications, including those missing required submittals will be returned without processing. Application fees will be assessed and invoiced upon acceptance of the application. Historic District Fees and a link to pay invoices are available [online](#).

GENERAL QUESTIONS : For general inquiries and questions please email historicpreservation@santafenm.gov

REQUEST A MEETING : To request an in-person, over the phone or online meeting with HPD staff please [click here](#).

CONSTITUENT SERVICES : To report a complaint or code violation please submit a [Solve a Problem request](#).

HISTORIC PRESERVATION DIVISION REVIEW PROCESS

PRE-APPLICATION PHASE

The Historic Preservation Division (HPD) reviews administrative requests and assists applicants in presenting cases to the Historic Districts Review Board (HDRB) and the Archaeological Review Committee (ARC). Property owners are required to complete a Historic District Pre-Application Request (PAR) for any proposed modifications to properties within the five historic districts. Once a complete PAR is received, the applicant will be issued an invoice and assigned a HPD Case Planner who will assist the applicant or their agent throughout the review and approval process. Minor alterations may be approved administratively. However depending on the historic status designation of the property-whether it is non-contributing, contributing, significant or a landmark-and the scope of the proposed modifications, a public hearing before the HDRB and/or ARC may be required.

PRELIMINARY ZONING REVIEW

For all applications requiring a hearing before the HDRB a [Preliminary Zoning Review \(PZR\)](#) is required. Please allow 5-10 business days to process a complete application. All PZR requests must be submitted to Current Planning via zoningcounter@santafenm.gov

PUBLIC HEARING (AS REQUIRED)

Once an application is complete, the case planner will schedule a public hearing before the HDRB and/or ARC. The HDRB meets on alternating Tuesdays at 5:30 PM at City Hall. The ARC meets on the last Thursday of the month at 4:30 PM at City Hall. The notification requirements for public hearings are set forth in [SFCC §14-3.1\(H\)](#).

POST APPROVAL PHASE

Following action of the HDRB/ARC, staff will prepare the findings of fact and conclusions of law (FOFCOL), which documents the official findings, any conditions of approval and an expiration date for the approval. The case planner will create a board action letter outlining the HDRB's decision. If approved, the applicant can then proceed to building permitting.

HPD PAR SUBMITTAL CHECKLIST

Please submit a complete, signed PAR along with each of the following submittals as separate PDF files saved with unique and descriptive file names to hpdsubmittal@santafenm.gov. Incomplete applications will not be accepted for review.

PROPOSAL LETTER

Detailed description of the proposed project, including location, square footages (roofed, unroofed and flat surfaces), heights and other dimensions, materials, colors and finishes, window and door styles, yardwalls and gates. Include a brief architectural history all structures, i.e. current status, date of construction and any prior alterations.

EXISTING AND PROPOSED SITE PLANS (SCALE 1"=20')

Digital site plan showing the relationship of the project to the street and adjacent properties at 1"=20' or larger. Include a graphic scale and north arrow. Include set back dimensions.

AERIAL SITE PHOTOGRAPHS

Current and historic photos showing property and streets.

Please contact your assigned case planner or historicpreservation@santafenm.gov with any questions.



HISTORIC PRESERVATION DIVISION PRE-APPLICATION REQUEST

PROPERTY OWNER(S) INFORMATION

Name (First, Last):		
Address:		
Street Address	Suite/Unit #	
City	State	ZIP Code
Phone:	E-mail Address:	

APPLICANT/AGENT INFORMATION (IF DIFFERENT FROM OWNER)

Name (First, Last):		
Address:		
Street Address	Suite/Unit #	
City	State	ZIP Code
Phone:	E-mail Address:	

APPLICATION DETAILS

Estimated Construction Cost:
Existing Square Feet:
Proposed Square Feet:
Proposed Work:

AFFIDAVIT AUTHORIZING AGENT/APPLICANT (SIGNATURE REQUIRED)

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: