



APPLICATION RESOURCES

PLANNING AND LAND USE DEPARTMENT RESOURCES

MISSION: The mission of the Planning Division is to review development applications for compliance with the City's [land development code](#) and department policies while providing information, guidance, and the highest possible level of customer service to applicants, neighborhoods, and the City's quasi-judicial decision-making bodies.

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

WEBSITE: <https://santafenm.gov/land-use/current-planning>

CURRENT AND UPCOMING PUBLIC MEETINGS: <https://santafe.primegov.com/public/portal>

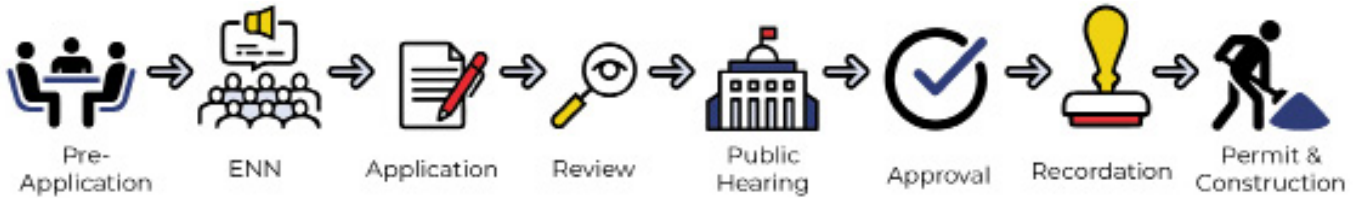
INTERACTIVE GIS MAPS: <https://santafenm.gov/information-technology-telecommunications/gis>

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 planning@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 for initial review. Fee tables may be viewed [online](#).

GENERAL QUESTIONS: zoningcounter@santafenm.gov

DEVELOPMENT REVIEW PROCESS



PRE-APPLICATION PHASE

For many applications, the development review process begins with a pre-application conference, where the applicant presents their proposal to the City's Development Review Team (DRT) for initial review and feedback. If the applicant wishes to proceed, a city planner is assigned to assist the applicant through the remaining steps of the process. For administratively reviewed applications, a pre-application conference is usually not required.

For all applications requiring a hearing before a land use board, the applicant shall schedule, notice and host an early neighborhood notification (ENN) meeting in coordination with the city planner. The intent of the ENN is to provide for an exchange of information among the applicant, residents, and property owners, prior to application submittal. ENN notification requirements are set forth in [SFCC §14-3.1\(H\)](#). Applications that qualify for administrative review and some variances are not required to conduct an ENN meeting.

DEVELOPMENT REVIEW PHASE

Once an application and all required submittals are prepared by the applicant, they or their agent submits the Application to the City via planning@santafenm.gov. The applicant will receive an email confirming receipt of the application, and an invoice for applicable development fees which can be paid online or at the cashier's office at City Hall. The city planner and the DRT review the application for completeness and compliance with all applicable codes, ordinances, plans and regulations. During the review process, the city planner or members of the DRT may request additional information or amendments from the applicant to complete the review process. The review timeline can range for 9-12 weeks or more depending on the complexity of the application and the total number of cases under review.

PUBLIC HEARING PHASE

When the City determines that the application is complete, the case is scheduled for a public hearing before the applicable Land Use Board. Notification requirements for public hearings are set forth in [SFCC §14-3.1\(H\)](#). If the application is approved at the public hearing, the city planner will prepare the findings of fact and conclusions of law (FOFCOL) documenting the approval findings, any conditions of approval and an expiration date for the approval, as required.

POST APPROVAL PHASE

When the applicant has met all necessary conditions of approval and technical corrections, the plan or plat is recorded at the County Clerk's office and filed with the City's plat room. The case planner prepares an action letter detailing the approval record. The applicant may then proceed to building permitting and construction.

If you have questions about the requirements please contact your assigned case planner or planning@santafenm.gov.



LAND DEVELOPMENT CODE REFERENCE

TEXT AMENDMENT PROCEDURES (SECTION 14-3.3 SFCC)

1. A text amendment may be proposed by:
 - a. The governing body ;
 - b. The planning commission;
 - c. A department or agency of the city ; or
 - d. Any other person, who must submit a request for a text amendment, in writing, directly to the governing body, or a member thereof.
2. Staff Review and Recommendation: The land use director shall review the proposed text amendment and make a recommendation as to its conformance to the review criteria.
3. Notice: Notice of amendments to the text of Chapter 14 shall be given as required by Sections 3-17-3 and 3-21-6 NMSA 1978 and any other applicable requirements.
4. Public Hearings

All proposed text amendments shall be submitted to the Planning Commission for review and recommendation at a public hearing, except for proposed amendments to [Sections 14-2.6](#) and [14-5.2](#), on which the Historic Districts Review Board shall review and issue recommendations; to [Sections 14-2.7](#), [14-3.13](#) and [14-5.3](#), on which the Archaeological Review Committee shall review and issue recommendations; and to Section 14-8.13, on which the Public Utilities Committee shall review and issue recommendations. The Land Use Board's review and recommendation shall be based on the approval criteria set forth in [Subsection 14-3.3\(B\)](#). A land use board shall hold a public hearing on a text amendment and make a recommendation if directed to do so by the Governing Body. Before taking action on a proposed text amendment, the Governing Body shall hold a public hearing. After reviewing the Land Use Director's and Planning Commission's recommendations and any comments made at the public hearings, the Governing Body shall take final action to approve, approve with amendments, or deny the proposed text amendment.

REVIEW CRITERIA AND FINDINGS

All text amendments shall be reviewed on the basis of the following criteria:

1. Compliance with law;
2. Consistency with the general plan ;
3. Consistency with other policies adopted by the governing body ;
4. Consistency with the purpose and intent of Chapter 14 and of the section being amended;
5. Consideration of how the amendment relates to other provisions of the Santa Fe City Code and the avoidance of unintended consequences; and
6. Consistency with any approved neighborhood conservation overlay districts.



TEXT AMENDMENT PROPOSAL

Please describe the proposed or requested text amendment, including the article and section to be amended, along with any new text that is proposed (attach additional information as needed):

Empty text area for describing the proposed or requested text amendment.

APPLICANT/AGENT INFORMATION

Applicant Name:

Name:

First

Last

Address:

Street Address

Suite/Unit #

City

State

ZIP Code

Phone:

E-mail Address:

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 requirements.

Signature:

Date: