



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>

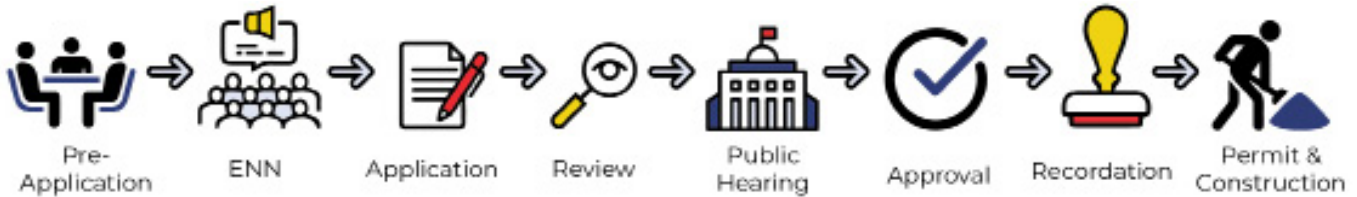
INTERACTIVE GIS MAPS: <https://santafenm.gov/information-technology-telecommunications/gis>

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

ANNEXATION APPROVAL CRITERIA ([SECTION 14-3.4\(D\)](#) SFCC)

The planning commission and the governing body shall review all petition-method annexation proposals on the basis of the following criteria. The reviewing entities must make complete findings of fact sufficient to show that the criteria provided in this section have been met before recommending or approving any annexation:

1. The proposed annexation is within the urban area boundary;
2. Generally, the area to be annexed provides a consolidation of city boundaries and service areas; provided that allowance shall be made for those properties that are prohibited from annexation by charter or other legal instrument; and provided further that in all cases the proposed annexation must be contiguous with existing city boundaries;
3. Generally, a proposed development should not impose an economic burden on citizens or result in an indirect subsidy of services by the city. Specifically, evidence shall be provided by the applicant that the existing infrastructure; public facilities, including fire stations and parks; and operating services, such as ongoing garbage collection, police and fire, can accommodate the impacts of the proposed development;
4. The amount of and proposed use for the land to be annexed is consistent with the city's policies regarding the provision of urban land sufficient to meet the amount, rate and geographic location of growth of the city. It is recognized that the city does not have an obligation to annex land if it is determined as a matter of city policy that the inventory of urban land, by land use category, is adequate to meet the projected absorption rates of the city for housing and other purposes for a specified number of years as set forth in that policy;
5. Any proposed development is compatible with the provisions of Extraterritorial Land Use Ordinance No. 2009-01 Establishing Subdivision, Platting, Planning and Zoning Rules Within the Presumptive City Limits, as amended; and
6. All annexation requests are for areas of no fewer than twenty-five acres unless the area produces a consolidation of city boundaries or services or is in phase with the staging plan of the general plan.

SUBMITTAL CHECKLIST

Submittal requirements may vary based on the individual application. The City reserves the right to request additional information during the review process. Please submit each of the following items as separate PDF files saved with unique and descriptive file names:

Application letter (intent, location, acreage)	Annexation master plan
Statement addressing approval criteria	Annexation agreement (Section 14-3.4(F) SFCC 1987)
Annexation plat	Traffic impact analysis (if applicable)
Phasing plan (if applicable)	Letters of water and sewer availability



PARCEL INFORMATION

Project Name:
Address:
Property Size:
Zoning:
Proposed Use of Land:
Does an Rezoning application accompany this application?
Does an Development Plan accompany this application?
Pre-application Conference Date:
Early Neighborhood Notice (ENN) Meeting Date:
Uniform Parcel Code Number(s):

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:

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 zoning staff in a pre-application meeting to verify that the attached proposal is in compliance with the City's zoning and annexation requirements.
Signature: Date: