



## 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>

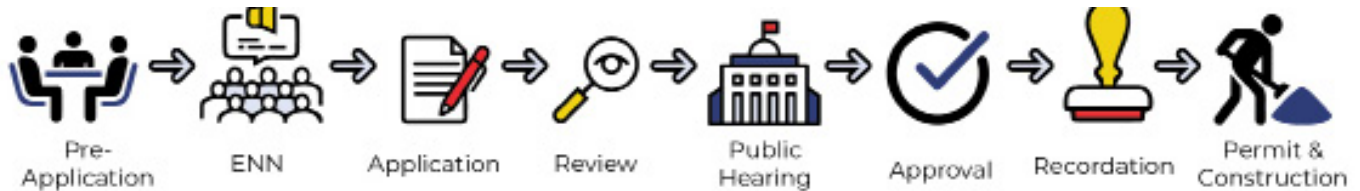
**INTERACTIVE GIS MAPS:** <https://santafenm.gov/information-technology-telecommunications/gis>

**SANTA FE CITY CODE (SFCC):** [https://library.municode.com/nm/santa\\_fe/codes/code\\_of\\_ordinances](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](mailto: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](mailto: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](mailto: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](mailto:planning@santafenm.gov).



## LAND DEVELOPMENT CODE REFERENCE

### REZONING PROCEDURES AND APPROVAL CRITERIA (SECTION 14-3.5(C) SFCC)

Procedures: All rezonings shall be submitted to the planning commission for review and recommendation at a public hearing. The review shall be based on the approval criteria and a balancing test that considers the prevailing uses and character in the area. Rezoning requests specified in Section [14-4 Zoning Districts](#) and [14-5 Overlay Zoning Districts](#), must be accompanied by a Development Plan application to be reviewed in coordination with the rezoning request.

The Planning Commission shall transmit the application to the governing body, with a recommendation for approval or disapproval. Before taking action, the governing body shall hold a public hearing and may request additional information necessary to ensure compliance with Chapter 14. The governing body shall take final action to approve, approve with conditions or deny the proposed rezoning. After approval the official zoning map shall be amended in accordance with Section [14-4.1\(C\)](#) to note the new zoning designation. If denied, the applicant must wait 12 months to reapply.

#### Approval Criteria

1. The planning commission and the governing body shall review all rezoning proposals on the basis of the following criteria, and must make complete findings of fact sufficient to show that these criteria have been met before recommending or approving any rezoning:
  - a. one or more of the following conditions exist:
    - i. there was a mistake in the original zoning;
    - ii. there has been a change in the surrounding area, altering the character of the neighborhood to such an extent as to justify changing the zoning; or
    - iii. a different use category is more advantageous to the community, as articulated in the general plan or other adopted city plans;
  - b. all the rezoning requirements of Chapter 14 have been met;
  - c. the rezoning is consistent with the applicable policies of the general plan, including the future land use map;
  - d. the amount of land proposed for rezoning and the proposed use for the land is consistent with city policies regarding the provision of urban land sufficient to meet the amount, rate and geographic location of the growth of the city; and
  - e. the existing and proposed infrastructure, such as the streets system, sewer and water lines, and public facilities, such as fire stations and parks, will be able to accommodate the impacts of the proposed development.
2. Unless the proposed change is consistent with applicable general plan policies, the planning commission and the governing body shall not recommend or approve any rezoning, the practical effect of which is to:
  - a. allow uses or a change in character significantly different from or inconsistent with the prevailing use and character in the area;
  - b. affect an area of less than two acres, unless adjusting boundaries between districts; or
  - c. benefit one or a few landowners at the expense of the surrounding landowners or general public.

### SUBMITTAL CHECKLIST

Submittal requirements may vary based on the individual application and the requested zoning district. The City reserves the right to request additional information during the review process. See [Section 14-4](#) and [14-5 SFCC 1987](#) for rezoning regulations related to specific zones. Please submit each of the following items as separate PDF files saved with unique and descriptive file names:

Application letter (purpose, intent, location, acreage)	Terrain management plans (as required by Section <a href="#">14-8.2 SFCC 1987</a> )
Statement addressing rezoning approval criteria	Traffic impact analysis (if applicable)
Legal lot of record and legal description	Archaeological Clearance (if applicable)
Development plan (see Section <a href="#">14-3.8 SFCC 1987</a> ) (if applicable)	Sewer and Water Plan (including profiles and details), letter of availability (if applicable)
ENN meeting notes	



PARCEL INFORMATION

Project Name:
Address:
Current Zoning:
Proposed Zoning:
Does a Development Plan application accompany this application?
Pre-application Conference Date:
Early Neighborhood Notice (ENN) Meeting Date:
Uniform Parcel Code Number:

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 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: