



## 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>

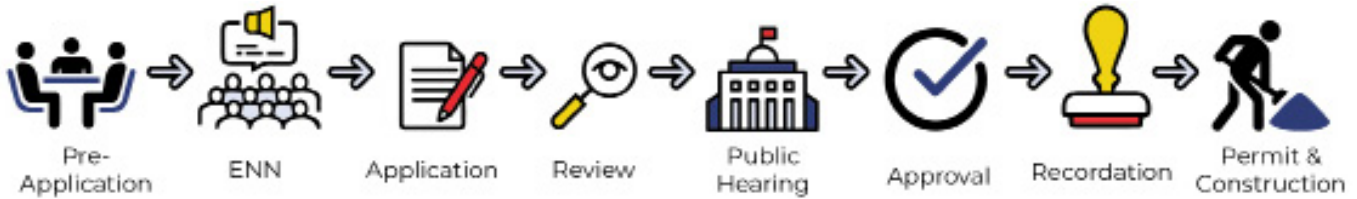
**INTERACTIVE GIS MAPS:** <https://santafenm.gov/information-technology-telecommunications/gis>

**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

SUBDIVISION PROCEDURES (SECTION 14-3.7 SFCC)

Jurisdiction: All platting and replatting of land within the jurisdiction of the city of Santa Fe is subject to these subdivision regulations.

Applicability: No person shall subdivide land, nor shall construction of any kind commence on subdivided land, nor shall transfer of ownership be made of subdivided land prior to the approval of a subdivision of the land by the planning commission and prior to the recording of the subdivision in the office of the county clerk. Until the planning commission has approved a subdivision, the owner of the land within the subdivision or his agent shall not transfer or sell or agree to transfer or sell or negotiate to transfer or sell the land or any part of it by reference to, the exhibition of or any other use of, a plat or subdivision of the land. The description by metes and bounds in an instrument of transfer or other document used in the process of selling or transfer shall constitute prima facie evidence of a violation of this section.

Subdivision Approval Criteria:

- 1. In all subdivisions due regard shall be shown for all natural features such as vegetation, water courses, historical sites and structures, and similar community assets that, if preserved, will add attractiveness and value to the area or to Santa Fe.
2. The planning commission shall give due regard to the opinions of public agencies and shall not approve the plat if it determines that in the best interest of the public health, safety, or welfare the land is not suitable for platting and development purposes of the kind proposed. Land subject to flooding and land deemed to be topographically unsuited for building, or for other reasons uninhabitable, shall not be platted for residential occupancy, nor for other uses that may increase danger to health, safety, or welfare or aggravate erosion or flood hazard. Such land shall be set aside within the plat for uses that will not be endangered by periodic or occasional inundation or produce unsatisfactory living conditions. See also Section 14-5.9 (Ecological Resource Protection Overlay District) and 14-8.3 (Flood Regulations).
3. All plats shall comply with the standards of Chapter 14, Article 9 (Infrastructure Design, Improvements and Dedication Standards).
4. A plat shall not be approved that creates a nonconformity or increases the extent or degree of an existing nonconformity with the provisions of Chapter 14 unless a variance is approved concurrently with the plat.
5. A plat shall not be approved that creates a nonconformity or increases the extent or degree of an existing nonconformity with applicable provisions of other chapters of the Santa Fe City Code unless an exception is approved pursuant to the procedures provided in that chapter prior to approval of the plat.

SUBDIVISION PLAT 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:

Table with 2 columns listing submittal requirements: Application letter (intent, location, acreage), Traffic impact analysis (if required), Legal lot of record, legal description, Sewer plan (Profiles and details), Preliminary plat or final plat, Water plan (Profiles and details), ENN meeting notes, Water Utility Service Application, Landscape, parking, street lighting plan, signage specifications, Terrain management plans (as required by Section 14-8.2 SFCC 1987), Fire and emergency access plan per IFC requirements, Phasing plan (if applicable), Santa Fe Affordable Housing Proposal, Archaeological clearance (if applicable)

PLAT AMENDMENT SUBMITTAL CHECKLIST

Table with 2 columns: Previous approvals, Purpose of amendment



Is this an amendment to a previously approved Subdivision Plat? Yes No

PARCEL INFORMATION

Form with fields for Project Name, Address, Property Size, Zoning, Current Use of Land, Proposed Use of Land, Does a rezoning application accompany this application?, Are any variances required?, Innovative Street Design?, Pre-application Conference Date, Early Neighborhood Notice (ENN) Meeting Date, UPC Number, Check one: Preliminary Plat, Final Plat

Case Number:

PROPERTY OWNER INFORMATION

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

APPLICANT/AGENT INFORMATION (IF DIFFERENT FROM OWNER)

Form with fields for Company Name, Name (First, Last), Address (Street Address, Suite/Unit #, City, State, ZIP Code), Phone, E-mail Address

AGENT AUTHORIZATION (IF APPLICABLE)

Form with text: 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:

SIGNATURE

Form with text: 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 and development plan requirements. Signature: Date: