



LAND DEVELOPMENT CODE REFERENCE

SUBDIVISION APPROVAL CRITERIA (SECTION 14-3.7(C) SFCC)

RESUBDIVISIONS

The land use director has the authority to review and approve or disapprove resubdivisions where the combination or recombination of portions of previously platted lots does not increase the total number of lots and the resulting lots comply with the approval criteria in Subsection (C) of Section 14-3.7(E) SFCC 1987.

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.
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.

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)
Preliminary plat
Legal lot of record, legal description
Statement addressing compliance with approval criteria

PRELIMINARY PLAT MUST ILLUSTRATE THE FOLLOWING:

- Vicinity map
Legal access easements and width of easements
Existing and proposed utility and right-of-way easements and widths
Drainage easements with bearings and distances
Indicate adjacent property ownership (owner name, plat book and page)
Identify old lot lines (utilizing a dashed line)
Boundary tie must be a permanent survey monument
Signature blocks & date for City Planner and City Engineer for Land Use
Give locations and description of all monuments
Define 100-year floodplain limits (if applicable) & define slopes greater than 30% (if applicable)
Common and private open space
Define lot area acreage
Show parking lot layout (if applicable)
Net leasable area calculations (non-residential only)
Signature line & date for SF County Treasurer in accordance with SB 406 effective April 2, 2013



PARCEL INFORMATION

Project Name:
Address:
Property Size: Zoning:
Current Use of Land: Proposed Use of Land:
Uniform Parcel Code Number:
Does this project have a Legal Lot of record? Yes No
Does the application comply with all zoning requirements? Please illustrate on plans Yes No

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 preapplication meeting to verify that the attached proposal is in compliance with the City's zoning and development plan requirements.
Signature: Date: