



LAND DEVELOPMENT CODE REFERENCE

INHERITANCE AND FAMILY TRANSFER SUBDIVISIONS (SECTION 14-3.7(F) SFCC

Purpose and Intent: It is the purpose of Inheritance and Family Transfer Subdivisions to support the continuation of traditional patterns of land transfer and division within families and to increase affordable housing within the family group. It is intended to assist in the transfer of property from parents to children or grandchildren with only those restrictions that are essential to the health, safety and welfare of the citizens of Santa Fe.

Procedures: Applications for inheritance or family transfer subdivisions creating two or more additional lots shall be submitted to the planning commission. Only final plat procedures as set forth in Subsection B of this section are required. Applications creating one additional lot shall follow summary committee procedures set forth in Section 14-2.3(E). In all cases, proof of a legal lot of record is required as part of the submission requirement.

Development Standards and Required Improvements: Proof of compliance with the following standards is required for the approval of an inheritance or family transfer subdivision:

- a. Terrain Management Regulation: Compliance with terrain management regulations submissions as set forth in Section 14-8.2 is required.
b. Design Standards: Subdivision design standards as set forth in Section 14-9.2 apply.
c. Required Improvements: Inheritance and family transfer subdivisions shall comply with the required improvements set forth in Section 14-9.2.
d. Density and District Regulations: Except as otherwise specifically in the Land Development Code, inheritance and family transfer subdivisions are required to meet the standards for use, density, building placement, height, open space, parking and other items set forth in the district regulations.

See Subdivisions of Land 14-3.7(C) for approval criteria and additional restrictions and requirements.

Every final plat for an inheritance or family transfer shall contain the following legend prominently portrayed:

"NOTICE: This subdivision has been approved pursuant to the inheritance and family transfer provisions of the Santa Fe City Code. Procedures for inheritance and family transfer subdivision improvements are significantly different than for other types of subdivisions. No sale or lease of any lot designated on this subdivision plat shall occur within three years of the date this transfer is legally made. Any person intending to purchase a lot within this subdivision should contact the city of Santa Fe land use director. Requests for construction permits on illegally sold lots shall be denied."

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:

Preliminary plat Statement addressing compliance with zoning criteria

Application letter (intent, location, acreage) Legal lot of record, legal description

PRELIMINARY PLAT MUST ILLUSTRATE THE FOLLOWING:

Vicinity map Location and description of all monuments

Legal access easements and width of easements Common and private open space

Existing and proposed utility and right-of-way easements and widths Define lot area (acres)

Drainage easements with bearings and distances Show dimensioned parking layout

Indicate adjacent property ownership (owner name, plat book and page) Signature blocks & date for City Planner and City Engineer for Land Use

Identify old lot lines (utilizing a dashed line) Define 100-year floodplain limits (if applicable)

Boundary tie must be a permanent survey monument Define slopes greater than 30% (if applicable)

Family Transfer special notice and notes



PARCEL INFORMATION

Form with fields for Address, Property Size, Zoning, Current Use of Land, Proposed Use of Land, and a table for project details.

The following special notes are required on the plat:

- 1. No sale or lease of any lot designated on a subdivision plat creating an inheritance or family transfer subdivision shall occur within three years of the date of the transfer.
2. If the property is transferred within three years, then the plat must be amended to reflect that transfer.

PROPERTY OWNER INFORMATION

Form with fields for Name (First, Last), Address (Street Address, Suite/Unit #, City, State, ZIP Code), Phone, and 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, and Correspondence Directed To (Owner, Applicant, Both).

AGENT AUTHORIZATION (IF APPLICABLE)

Form with fields for 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, and 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 prior to submitting this application to verify that the attached proposal is in compliance with the City's zoning and development plan requirements. Signature: Date: