



## 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>

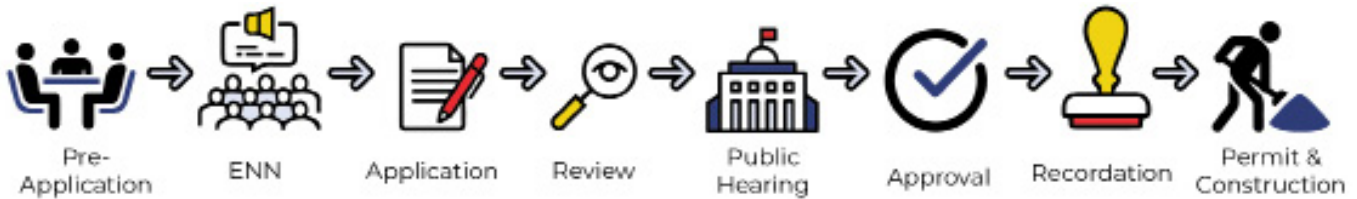
**INTERACTIVE GIS MAPS:** <https://santafenm.gov/information-technology-telecommunications/gis>

**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).



DEVELOPMENT PLAN (SECTION 14-3.8(C) SFCC)

Purpose and Intent: The intent of the development plan is to provide the plans to be followed in construction, including phasing; to ensure compliance with Chapter 14; document compliance with final actions to approve or conditionally approve development applications. Applicants shall submit plans and other documentation as required by the land use director that show compliance with the applicable provisions of the SFCC as provided in Section 14-3.1(C), including:

- a. existing conditions on the site and within two hundred (200) feet of the site;
b. proposed modifications to the site, including the locations of existing and new structures, grading, landscaping, lighting, pedestrian and vehicular circulation, parking and loading facilities;
c. the types, extent and intensity of land uses that are proposed;
d. proposed modifications to the infrastructure serving the site, including public and private streets, driveways and traffic control measures and utilities;
e. documentation of compliance with development standards such as required yards, lot coverage, height of structures and open space;
f. the phases of development, if applicable;
g. for residential development, a proposal for provision of affordable housing as required by Section 14-8.11 (Santa Fe Homes Program);
h. a development water budget as required by Section 14-8.13;
i. for a development plan or final development plan, sufficient detail to clearly show how each applicable development standard is to be met and identify any variance or waiver required;
j. for a preliminary development plan, sufficient detail to demonstrate the feasibility of meeting all applicable development standards, including an analysis of the type and extent of variances or waivers required, specific requests for which may be included.

DEVELOPMENT 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:

Table with 2 columns listing submittal requirements: Application letter, Statement addressing approval criteria, Legal lot of record, Development Plan, ENN meeting notes, Existing Site Conditions, Sewer plan, Water plan, Water Budget, Water Utility Service Application, Signage Specifications, Dimensioned color elevations, Architectural Points Analysis, Fire and emergency access plan, Terrain management plans, Landscape plan, Photometric plan, Pedestrian, Bicycle, and Vehicular plan, Site Section, Traffic impact analysis, Archaeological clearance, Affordable Housing Proposal.

DEVELOPMENT PLAN AMENDMENT SUBMITTAL CHECKLIST

Table with 2 columns listing amendment submittal requirements: Prior Approval Record, Amended Development Plan Set, Purpose of Amendment.



Is this an amendment to a previously approved Development Plan? Yes No

PARCEL INFORMATION

Form for Parcel Information including 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?, Pre-application Conference Date, Early Neighborhood Notice (ENN) Meeting Date, and Estimated Total Cost of Development.

PROPERTY OWNER INFORMATION

Form for Property Owner Information including 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 for Applicant/Agent Information including 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 for Agent Authorization including 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 for Signature including 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 and Date.