



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>

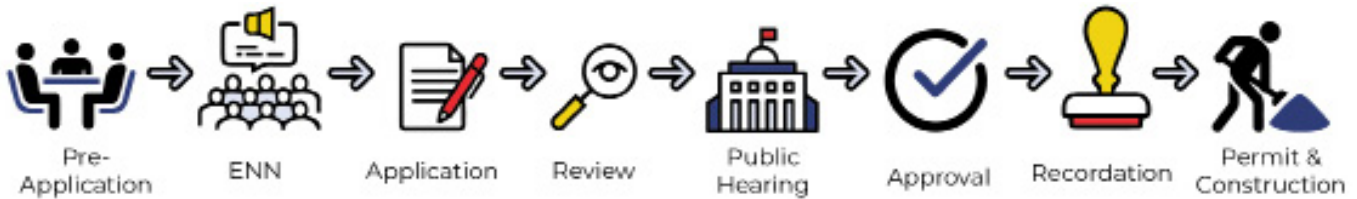
INTERACTIVE GIS MAPS: <https://santafenm.gov/information-technology-telecommunications/gis>

SANTA FE CITY CODE (SFCC): https://library.municode.com/nm/santa_fe/codes/code_of_ordinances

APPLICATION SUBMISSION AND FEES: All applications shall be submitted electronically as PDF files to 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

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. 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.



MASTER PLAN (SECTION 14-3.9(A) SFCC)

Purpose and Intent:

1. The intent of the master plan is to:
 - a. provide a comprehensive plan that must be followed during the subsequent review and approval of development plans and subdivision plats for the master-planned area.
 - b. enable the governing body , land use boards and land use director to ensure compliance with Chapter 14;
 - c. document compliance with final actions to approve or conditionally approve development applications;
2. A master plan provides for:
 - a. comprehensive and coordinated planning for the development of land, often involving multiple phases occurring over a period of several years or more and may also involve multiple developers;
 - b. plans for the funding and phased construction of major public or private infrastructure improvements required to serve the planned development.

MASTER PLAN SUBMITTAL CHECKLIST 14-3.9(C)(1)

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, including valuation	Dimensioned color elevations
Existing Conditions Site Plan	Site Section (if applicable)
Legal lot of record, legal description	Traffic impact analysis (if applicable)
Proposed Modifications Site Plan	Phases of Development (if applicable)
ENN meeting notes	Archaeological clearance (if applicable)
Infrastructure Plan	Affordable Housing Proposal (if applicable)
Fire and emergency access plan per IFC	Infrastructure Financing (if applicable)
Water Budget per 14-8.13 SFCC 1987	Fiscal Impact Analysis (if applicable)

SPECIAL DEVELOPMENT STANDARDS & DESIGN GUIDELINES

- a. Approval of the master plan may include approval of special development standards or design guidelines to be applied within the master plan area when such regulations are necessary to implement specific goals of the master plan.
- b. Special standards and guidelines must be approved as part of the master plan.
- c. Special standards and guidelines are normally more restrictive than the general standards contained in Chapter 14. All aspects of land use and development within a master planned area that are not addressed by a special guideline or standard are subject to the general standards of Chapter 14.

PRC & PRRC MASTER PLANS

- a. The master plan must include a designation of the maximum density allowed for each tract designated for use. Unless special standards are adopted, development standards for each tract shall be those specified in Section 14-7 Building Envelope and Open Space Standards and Measurements for the corresponding density .
- b. The master plan must include a designation of the type of use and extent of development allowed for each tract designated for nonresidential or mixed uses . In addition to nonresidential uses allowed in residential districts, such as schools and religious assembly, the development may include: neighborhood shopping centers, not more than thirty-five percent of mixed-used development, and neighborhood centers. Unless special standards are adopted, the provisions of Section 14-6 Permitted Uses and Use Regulations apply within the PRC and PRRC districts.



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

PARCEL INFORMATION

Form with fields: 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, Estimated Total Cost of Development.

PROPERTY OWNER INFORMATION

Form with fields: 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: 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)

Form with fields: 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: (two rows).

SIGNATURE

Form with fields: 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: