



PRE APPLICATION MEETING REQUEST FORM

Request for Staff Attendance

Project Information	
Project Name: _____	
Address: _____	Parcel Size: _____
Zoning: _____	Future Land Use: _____ Overlay: _____
Type(s) of Application/Approval Sought: _____	
Project Description: _____ _____ _____	
Property Owner Information	
Name: _____	
Address: _____	
Phone: _____	E-mail Address: _____
Applicant/Agent Information (if different from owner):	
Name: _____	
Address: _____	
Phone: _____	E-mail Address: _____
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: _____

☐ **All submittals are due electronically as PDF files to planning@santafenm.gov**

<input type="checkbox"/> Recorded Plat (Legal Lot of Record)	<input type="checkbox"/> Proposed Site Plan	<input type="checkbox"/> Detailed Project Description
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Pre Application General Provisions 14-3.1(E)

The pre-application conference is required at least 15 days before certain applications are filed. The conference is an opportunity to review the proposal for conformity with the general plan, utility accessibility, road and street system capacity, terrain management and suitability for the proposed project in relation to city codes, regulations and ordinances.

The city does not assume any responsibility for a lack of understanding of these regulations by the applicant. Advice to the applicant shall not be construed to result in the city, its officers, agents or employees becoming responsible for damages to the applicant as a result of the applicant's reliance on information given by them. Advice to the applicant does not limit the discretion of any land use board or the governing body in making conditions of approval for the proposed development not anticipated at the time of the pre-application conference.



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Pre Application General Provisions 14-3.1(E) Continued

Annexations and Rezonings: The purpose of the pre-application conference is to review the proposal for conformity with the general plan, availability of community facilities and utilities, proposed utilities and street improvements, required park and open space improvements and other requirements as may be dictated by city ordinance.

Subdivisions: The applicant must submit a sketch plan and supplementary data sufficient to determine the feasibility of the proposal. The applicant should employ a competent land planner, professional engineer or professional land surveyor to assist in the development of the proposed subdivision. All documents must be submitted as PDFs when the request for a pre-application conference is made.

The land use director, the public works department and other city department as appropriate shall advise the applicant as to the appropriateness of the subdivision proposal in relation to the general plan, utility accessibility, road and street system capacity, terrain management, and suitability of the proposed subdivision in relation to present city codes, regulations and ordinances.

Residential Developments: Those developments that are subject to the Santa Fe Homes Program set forth in Section 26-1 SFCC1987 are required to have a pre-application conference.

Other Development: The Land Use Director may determine that a pre-application conference is necessary for other applications to land use boards due to the scope or complexity of the proposed project; and the Land Use Director may waive or modify the pre-application conference procedures based on a determination that the purposes of the conference have been achieved by other means or that the limited scope or simplicity of the project does not warrant a formal pre-application conference.

Staff Use Only

Meeting Approved:

DRT staff members required: