



INSTRUCTIONS FOR OBTAINING PERMIT TO ACCESS CITY OF SANTA FE RIGHT-OF-WAY

City of Santa Fe Building Code, Chapter 23-3.2 states that before commencement of any new construction, it is **mandatory** for the owner to obtain approval from the public works department for any driveway curb cut or sidewalk crossing. This approval must be issued **before** a building permit for such new construction is approved.

Steps for submitting an application for an Access Permit:

1. **Pick up an Application Packet** from the Public Works Department - Traffic Engineering Division office, 500 Market Street Suite 200, or at the City of Santa Fe website (www.santafenm.gov). Application Packets can also be mailed to applicants via US Mail upon request by calling 955-6631.
2. **Return Completed Applications** to the Public Works Department - Traffic Engineering Division. Completed Applications can also be submitted via US Mail to the City of Santa Fe Public Works Department - Traffic Engineering Division, PO Box 909, Santa Fe, NM, 87504-0909. Completed packets can also be submitted by email to llucero@ci.santa-fe.nm.us
3. **Please allow up to five (5) working days for application to be approved**
4. **If approved**, the applicant will be contacted to schedule an appointment to pick up the permit and pay the \$100 permit fee.

CHECK LIST FOR SUBMITTING AN APPLICATION:

RESIDENTIAL PERMIT

1. _____ PERMIT APPLICATION (FOLLOWING PAGE)
2. _____ ACCURATE DRAWING OF PROPOSED DRIVEWAY SHOWING THE EXTENT AND CHARACTER OF PROPOSED DRIVEWAY WITH RESPECT TO THE PUBLIC RIGHT-OF-WAY
3. _____ LEGAL PLAT OF SURVEY FOR PROPERTY INCLUDING ANY APPLICABLE LEGAL EASEMENTS
4. _____ SUBDIVISION PLAN IF APPLICABLE
5. _____ A PERMIT FEE OF \$100 WILL BE COLLECTED WHEN PERMIT IS ISSUED. (CASH, VISA OR MASTER CARD, OR CHECK TO THE CITY OF SANTA FE)

COMMERCIAL PERMIT

1. _____ PERMIT APPLICATION (FOLLOWING PAGE)
2. _____ LEGAL PLAT OF SURVEY SHOWING ALL LEGAL EASEMENTS
3. _____ DEVELOPMENT AND BUILDING PLANS
4. _____ SUBDIVISION PLAN IF APPLICABLE
5. _____ AN APPROVED TRAFFIC IMPACT STUDY IF REQUIRED
6. _____ SUBMIT ALL RELEVANT APPROVED ROADWAY SITE PLANS
7. _____ A PERMIT FEE OF \$100 WILL BE COLLECTED WHEN PERMIT IS ISSUED. (CASH, VISA OR MASTER CARD, OR CHECK TO THE CITY OF SANTA FE)



City of Santa Fe
Public Works Department
Application for Permit to Access Public Right-of-way

A Permit for a legal access from private property onto a public right-of-way is governed by the requirements of City Code §23-3.

APPLICANT NAME_____

MAILING ADDRESS_____

EMAIL ADDRESS (OPTIONAL)_____

APPLICANT PHONE NUMBER_____

*IN ACCORDANCE WITH THE ATTACHED PLAN OR SKETCH, PLAT OF SURVEY,
AND APPROVED SUBDIVISION PLANS, APPLICATION IS MADE FOR ACCESS TO
PUBLIC RIGHT-OF-WAY FOR THE FOLLOWING LOCATION:*

SITE ADDRESS OR LOT NO_____

NAME OF SUBDIVISION (IF APPLICABLE)_____

THE WORK IS TO COMMENCE ON OR ABOUT_____

Additional Comments:

If this permit is granted, I/we agree to comply with all of the conditions, restrictions, and ordinances of the City of Santa Fe, which govern this permit. I/We further understand that failure to comply with the conditions of this permit may result in revocation of this permit and the reconstruction of any nonconforming driveway to City of Santa Fe standards at the property owner's expense.

Applicant Signature_____ **Date**_____

For Office Use Only

DATE IN_____ **DATE OUT**_____

REVIEWED AND SIGNED BY_____

PERMIT APPLICATION NUMBER_____