



(date stamp)

DEVELOPMENT PLAN APPLICATION

Parcel Information

Project Name: _____

Address: _____ Property Size: _____

Current Use of Land: _____ Proposed Use of Land: _____

Does a Rezoning application
accompany this application? ☐ YES ☐ NO Are any variances required? ☐ YES ☐ NO

Preapplication Conference Date: _____

Early Neighborhood Notice (ENN) meeting date: _____ Zoning: _____

Property Owner Information

Name: _____

First Last

Address: _____

Street Address

Suite/Unit #

City

State

ZIP Code

Phone: () E-mail Address: _____

Applicant/Agent Information (if different from owner)

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)

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: _____

Submittal Checklist (Requirements found in Section 14-3.8 SFCC 1987)

☐ Six (6) 24"x36" plan sets and one (1) CD are required. Please include the following:

<input type="checkbox"/> Letter of Application (intent, location, acreage)	<input type="checkbox"/> Statement addressing approval criteria	<input type="checkbox"/> Legal Lot of Record, Legal Description	<input type="checkbox"/> Development Plan (as defined by Section 14-3.8 SFCC 1987)	<input type="checkbox"/> Landscape, Parking and Lighting Plan, Signage Specifications
<input type="checkbox"/> Terrain Management Plans (as required by Section 14-8.2 SFCC 1987)	<input type="checkbox"/> Traffic Impact Analysis (if required)	<input type="checkbox"/> Proof of Compliance with Conditions of Annexation Approval (if applicable)	<input type="checkbox"/> Sewer and Water Plan (including profiles and details)	<input type="checkbox"/> Phasing Plan (if applicable)
<input type="checkbox"/> Archaeological Clearance (if applicable)				

Development Plan Submittal Requirements, as defined by Section 14-3.8(C) SFCC 1987:

Applicants for developments that require development plans under this section shall submit plans and other documentation as required by the land use director that show compliance with the applicable provisions of the Santa Fe City Code as provided in Section 14-3.1(C) (Form of Application), including plans that show:

- (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.

Signature

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 preapplication meeting to verify that the attached proposal is in compliance with the City's zoning and development plan requirements.

Signature: _____ Date: _____

A case manager will be assigned to your project and will notify you within 10 business days if any additional information is needed. After your application has been reviewed by City staff, you will be contacted by us regarding public notice requirements. A packet of information and instructions will be provided regarding the required mailing and sign posting. Thank you, and feel free to contact the Land Use Department staff at (505) 955-6585 with any questions.