



(date stamp)

GENERAL PLAN AMENDMENT APPLICATION

Parcel Information

Project Name: _____

Address: _____ Property Size: _____

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

Does an annexation application accompany this application? YES ☐ NO ☐ Does a rezoning application accompany this application? YES ☐ NO ☐

Early Neighborhood Notice (ENN) meeting date: _____

Preapplication Conference Date: _____

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 14-3.2 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, if applicable)	<input type="checkbox"/> Proof of Compliance with Conditions of Annexation Approval (if applicable)
<input type="checkbox"/> Letter of Water and Sewer Availability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

General Plan Amendment Approval Criteria (Section 14-3.2(E) SFCC 1987)

(1) Criteria for All Amendments to the General Plan

The planning commission and the governing body shall review all general plan amendment proposals on the basis of the following criteria, and shall make complete findings of fact sufficient to show that these criteria have been met before recommending or approving any amendment to the general plan:

- (a) consistency with growth projections for Santa Fe, economic development goals as set forth in a comprehensive economic development plan for Santa Fe and existing land use conditions such as access and availability of infrastructure;
- (b) consistency with other parts of the general plan;
- (c) the amendment does not:
 - (i) allow uses or a change that is significantly different from or inconsistent with the prevailing use and character in the area; or
 - (ii) affect an area of less than two acres, except when adjusting boundaries between districts; or
 - (iii) benefit one or few landowners at the expense of the surrounding landowners or the general public;
- (d) an amendment is not required to conform with Subsection 14-3.2(E)(1)(c) if it promotes the general welfare or has other adequate public advantage or justification;
- (e) compliance with the extraterritorial zoning ordinances and extraterritorial plans;
- (f) contribution to a coordinated, adjusted and harmonious development of Santa Fe that in accordance with existing and future needs best promotes health, safety, morals, order, convenience, prosperity or the general welfare, as well as efficiency and economy in the process of development; and
- (g) consideration of conformity with other city policies, including land use policies, ordinances, regulations and plans.

(2) Additional Criteria for Amendments to Land Use Policies

In addition to complying with the general criteria set forth in Subsection 14-3.2(E)(1), amendments to the land use policies section of the general plan shall be made only if evidence shows that the effect of the proposed change in land use shown on the future land use map of the general plan will not have a negative impact on the surrounding properties. The proposed change in land use must be related to the character of the surrounding area or a provision must be made to separate the proposed change in use from adjacent properties by a setback, landscaping or other means, and a finding must be made that:

- (a) the growth and economic projections contained within the general plan are erroneous or have changed;
- (b) no reasonable locations have been provided for certain land uses for which there is a demonstrated need; or
- (c) conditions affecting the location or land area requirements of the proposed land use have changed, for example, the cost of land space requirements, consumer acceptance, market or building technology.

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 annexation 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 you 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.