



(date stamp)

SPECIAL USE PERMIT APPLICATION 14-3.6

Parcel Information

Address: _____ Property Size: _____

Proposed Use: _____

Zoning: _____ Preapplication Conference Date: _____

ENN Meeting Date: _____ UPC Code Number: _____

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

A minimum of 2 copies, 24"x36" or 11"x17" (scalable) and 1 CD with PDF. Please include the following and check box to indicate submittal:

<input type="checkbox"/>	Letter of Application (intent, location, acreage)	<input type="checkbox"/>	Statement addressing approval criteria (see below)	<input type="checkbox"/>	Legal Lot of Record, Legal Description	<input type="checkbox"/>	Site Plan (see below)	<input type="checkbox"/>	Landscape, Parking and Lighting Plan, Signage Specifications (as required)
<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"/>	Archaeological Clearance (if required)	<input type="checkbox"/>	Sewer and Water Plan (if required)	<input type="checkbox"/>	Phasing Plan (if applicable)

Site Plan

Special use permits shall include approval of a site plan and other site development drawings necessary to document that the type and extent of development proposed can be accomplished in conformance with applicable development standards. (Section 14-3.6(C)(1) SFCC 1987)

The site plan shall be a scaled drawing showing all site improvements, existing and proposed, including but not limited to the following:

1. Buildings and other structures such as fences and walls, existing and proposed;
2. Landscape, existing and proposed; and
3. Parking, vehicular and pedestrian circulation including off-site access.

The Land Use Department may require additional information, including but not limited to:

1. Slope and topographic analysis;
2. Utility connections or availability statements;
3. Fire protection; and,
4. Traffic impact analysis.

Please check with the Case Manager to determine what additional requirements there are, if any.

Special Use Permit Approval Criteria (Section 14-3.6(D) SFCC 1987)

Attach a separate letter stating:

1. That granting the special use permit does not adversely affect the public interest; and,
2. That the use and any associated buildings are compatible with and adaptable to buildings, structures, and uses of the abutting property and other properties in the vicinity of the premises under consideration.

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 2001. 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 requirements.

Signature: _____ Date: _____

To be completed by LUD staff:

☐ Board of Adjustment ☐ Planning Commission Staff Initial _____

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, we will contact you regarding public notice requirements. A packet of information and instructions will be provided regarding the required mailing and sign posting. Please contact the Land Use Department staff at (505) 955-6585 with any questions.