



SUBDIVISION APPLICATION

Parcel Information

Project Name: _____

Address: _____ Property Size: _____ acres

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: _____

Check One: Preliminary Plat ☐ Final Plat ☐ UPC Number: _____

Property Owner Information

Company Name: _____

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 the owner and record title holder of the property located at: _____

I authorize _____ to act as my agent to execute this application.

Signed: _____ Date: _____

Submittal Checklist (Requirements found in Section 14-3.7 SFCC 1987)

☐ Six (6) 24"x36" plan sets and one CD containing the same information as the paper set (PDF) are required. Please include the following:

<input type="checkbox"/> Letter of Application (intent, location, acreage)	<input type="checkbox"/> Legal Lot of Record, Legal Description	<input type="checkbox"/> Preliminary Plat or Final Plat	<input type="checkbox"/> Landscape, Parking and Lighting Plan, Signage Specifications	<input type="checkbox"/> Terrain Management Plans (as required by Section 14-8.2 SFCC 2001)
<input type="checkbox"/> Traffic Impact Analysis (if required)	<input type="checkbox"/> Sewer and Water Plan (Profiles and details – Final Plat only)	<input type="checkbox"/> Phasing Plan (if applicable)	<input type="checkbox"/> Archaeological Clearance (if applicable)	<input type="checkbox"/>

Subdivisions per Section 14-3.7 SFCC 1987:

Preliminary Plat (Section 14-3.7(B)(3) SFCC 1987)

See above for submittal requirements. See also Section 14-9 Infrastructure Design, Improvement and Dedication Standards.

Final Plat (Section 14-3.7(B)(4) SFCC 1987)

The final plat shall conform substantially to the preliminary plat as approved.

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. Please contact the Land Use Department staff at (505) 955-6585 with any questions.