



EARLY NEIGHBORHOOD NOTIFICATION MEETING

Request for Staff Attendance

Project Information	
Project Name: _____	
Address: _____	Parcel Size: _____
Zoning: _____	Future Land Use: _____
Preapplication Conference Date: _____	
Detailed Project Description: _____ _____	
Property Owner Information	
Name: _____	
Address: _____	
Phone: _____	E-mail Address: _____
Applicant/Agent Information (if different from owner):	
Name: _____	
Address: _____	
Phone: _____	E-mail Address: _____
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: _____

Proposed ENN Meeting Dates:		
<i>Provide 2 options:</i>	<i>Preferred Option</i>	<i>Alternative</i>
DATE:		
TIME:		
LOCATION:		

(d) RELATIONSHIP TO EXISTING DENSITY AND LAND USE WITHIN THE SURROUNDING AREA AND WITH LAND USES AND DENSITIES PROPOSED BY THE CITY GENERAL PLAN *For example: how are existing City Code requirements for annexation and rezoning, the Historic Districts, and the General Plan and other policies being met.*

(e) EFFECTS ON PARKING, TRAFFIC PATTERNS, CONGESTION, PEDESTRIAN SAFETY, IMPACTS OF THE PROJECT ON THE FLOW OF PEDESTRIAN OR VEHICULAR TRAFFIC AND PROVISION OF ACCESS FOR THE DISABLED, CHILDREN, LOW-INCOME AND ELDERLY TO SERVICES *For example: increased access to public transportation, alternate transportation modes, traffic mitigation, cumulative traffic impacts, pedestrian access to destinations and new or improved pedestrian trails.*

(f) IMPACT ON THE ECONOMIC BASE OF SANTA FE *For example: availability of jobs to Santa Fe residents; market impacts on local businesses; and how the project supports economic development efforts to improve living standards of neighborhoods and their businesses.*

(g) EFFECT ON THE AVAILABILITY OF AFFORDABLE HOUSING AND AVAILABILITY OF HOUSING CHOICES FOR ALL SANTA FE RESIDENTS *For example: creation, retention, or improvement of affordable housing; how the project contributes to serving different ages, incomes, and family sizes; the creation or retention of affordable business space.*

(h) EFFECT UPON PUBLIC SERVICES SUCH AS FIRE, POLICE PROTECTION, SCHOOL SERVICES AND OTHER PUBLIC SERVICES OR INFRASTRUCTURE ELEMENTS SUCH AS WATER, POWER, SEWER, COMMUNICATIONS, BUS SYSTEMS, COMMUTER OR OTHER SERVICES OR FACILITIES *For example: whether or how the project maximizes the efficient use or improvement of existing infrastructure; and whether the project will contribute to the improvement of existing public infrastructure and services.*

(i) IMPACTS UPON WATER SUPPLY, AVAILABILITY AND CONSERVATION METHODS *For example: conservation and mitigation measures; efficient use of distribution lines and resources; effect of construction or use of the project on water quality and supplies.*

(j) EFFECT ON THE OPPORTUNITIES FOR COMMUNITY INTEGRATION AND SOCIAL BALANCE THROUGH MIXED LAND USE, PEDESTRIAN ORIENTED DESIGN, AND LINKAGES AMONG NEIGHBORHOODS AND RECREATIONAL ACTIVITY AND EMPLOYMENT CENTERS *For example: how the project improves opportunities for community integration and balance through mixed land uses, neighborhood centers and/or pedestrian-oriented design.*

(k) EFFECT ON SANTA FE'S URBAN FORM *For example: how are policies of the existing City General Plan being met? Does the project promote a compact urban form through appropriate infill development? Discuss the project's effect on intra-city travel and between employment and residential centers.*

(l) ADDITIONAL COMMENTS (optional)



City of Santa Fe Land Use Department Early Neighborhood Notification Information & Procedures

Please refer to Section 14-3.1(F) of the Santa Fe City Code for a complete representation of all regulations pertaining to Early Neighborhood Notification

Early Neighborhood Notification

Early Neighborhood Notification (ENN) opens the lines of meaningful communication between the Applicant and impacted neighborhoods before the application process formally starts. The ENN provides an opportunity for neighbors to review, comment, and provide significant feedback on a variety of projects and proposals. The ENN can save the Applicant time and can help to build goodwill.

Projects subject to ENN requirements include:

Any project requiring public hearings before any of the following:

- Board of Adjustment
- Business-Capitol District Design Review Committee
- Planning Commission

ENN meetings shall be scheduled with the Land Use Department (LUD) prior to sending notice. (Ordinance 2007-45 § 30)

As soon as possible

- Pick up the ENN packet from the Land Use Department

21 Days before the proposed meeting date

- Submit the ENN packet and schedule the meeting date through the Land Use Department

No less than 15 days prior to scheduled meeting:

- Mail meeting notice (first class mail) to all of the following located within 300 feet of the subject property:

- Neighborhood Associations registered with the City
- Property owners of record
- Physical addresses

- Post the property with notice posters obtained from LUD (\$30 each)
- Email neighborhood associations registered with the City
- Notice shall be postmarked

No later than 10 days prior to the application:

- Hold ENN meeting - In a suitable "neutral" location that meets the City's accessibility requirements and has adequate parking

For additional information please contact Noah Berke at 505-955-6647 or by email at nberke@santafenm.gov

Early Neighborhood Notification Information & Procedures



Submittals Checklist

In order to schedule an ENN meeting, the following items must accompany the completed *Request for Staff Attendance Form*

- County Parcel Map depicting properties within 300 feet of property's perimeter – *Available from County Assessor's Office, 102 Grant Avenue*
- ENN Notification Guidelines (Completed)
- Legal Lot of Record (Plat) Information indicating current ownership
- Mailing Log
- Mailing, Emailing & Posting Affidavit of ENN Notice
- Owner Authorization Letter
- Request for Staff Attendance
- Draft Notice Letter
- Santa Fe Public Schools Notification Form
- Site Plan
- Vicinity Map

Land Use Department Staff Role

Land Use Department staff is here to help, answer questions, and even facilitate or mediate the meeting if necessary.

Additional Materials Necessary for the ENN Meeting

- Copies of the Completed Early Notification Guidelines (Ord. No. 2002-12 § 10)
- Drawing(s) showing at a minimum labeled streets and structures within a 300-foot radius from the perimeter of the property or properties, excluding rights-of-way (Ord. No. 2007-45 § 30)
- Sign-In sheets
- Site Plan
- Vicinity map

Visit www.santafenm.gov to view currently scheduled ENN meetings. From the left hand menu choose Early Neighborhood Notifications.

The Santa Fe City Code is available on line at:

www.santafenm.gov >Departments>Land Use>City Zoning Code