

Application Packet for Administrative Approval

In an effort to assist you with your application and to ensure a timely and efficient review of your submittal for an administrative approval, please follow the directions below and compile all required materials for application before submitting for review:

The following items are required in your application submittal package:

PROVIDE BOTH A PAPER AND A DIGITAL PDF FORMATTED COPY OF THESE DOCUMENTS. Digital copies may be emailed to LJMcCulley@santafenm.gov or provided on CD or flashdrive.

PROPOSAL LETTER

Itemize each part or element of the proposed project in detail. Include information about square footages, heights, other dimensions, materials, colors and finishes, type of windows and their material or cladding, etc. **Anything that is not itemized may be denied or delayed for approval.**

SITE PLAN:

A scaled site plan is required for all items listed below. Each item will note what needs to be added to the site plan.

Roofing: Include detailed information on the process and materials to be used and area of roof to be worked on. Describe what is happening with mechanicals, skylights, canals, and solar that exists on the roof. If there are any changes in the rooftop equipment, then existing and proposed roof plans are required. Please note rooftop mechanicals shall not be publicly visible. Provide photograph(s) of the entire existing roof and the area of work on the roof. No roofing material is allowed on top of parapets or brick coping.

Skylights: Include detailed information on the process and materials to be used and area of roof to be worked on. Include existing and proposed roof plans and specifications of the skylights to be installed. Please note skylights shall not be publicly visible.

Canals: Include detailed information on the process and materials to be used and area of roof to be worked on. Include existing and proposed elevations and the type and specifications of the canals to be used. ****Please note changing the flow of water on a property requires approval from the Technical Review team. Please contact Martin at 955-6506 to verify your project requirements.****

Mechanicals: Include a photo and schematic of the product. Present existing and proposed roof plans. If it is ground mounted, then a site plan showing proposed location is required. Please note mechanicals shall not be publicly visible.

Solar: Provide a schematic of the product. If roof mounted, then a roof plan and elevations are required. If it is ground mounted, then a site plan and elevations are required. Please note solar shall not be publicly visible.

Brick Coping: Provide a detailed drawing of how the coping will be laid out, the color and type of brick and photos of the existing coping. If reusing older bricks, mention it in the letter.

Exterior Lights: Include a photo and schematic of the product, color desired, and a site plan showing the location(s) of the lighting. Lighting must comply with the night sky ordinance Section 14-8.9.

Fences, walls, and gates: Scaled ($\frac{1}{4}'' = 1'$ or larger) drawings of the fence/wall/gate and existing and proposed site plans. Coyote fences must have uneven latilla tops and staggered heights with requested height as the tallest latilla. If the fence, wall, or gate will be colored then see stucco and paint requirements. All Fences, walls, and gates within 20' of the streetscape have a maximum allowable height as determined through Section 14-5.2(9)(F)(c)(ii) and the Wall and Fence Guidelines. The maximum allowable height for rear and side fences beyond 20' of the streetscape is the zoning height for the property. All fences within 20' of the streetscape that exceed a height of 4' are required to go to the Historic Districts Review Board for approval and any that exceed the maximum allowable height require an exception at the HDRB.

Concrete: List the type and color you are using such as Davis "Sandstone" If the color is a custom color, then state the company and its color name and what color on the Davis chart it most closely matches. Include photos of the area to be worked on. All concrete in the public right of way is required to be earth-toned. Approved colors are Davis colors "sandstone", "sequoia sand", and "omaha tan" any other color choice may not be accepted.

Hardscaping: Provide a site plan detailing how the property looks currently and one with the hardscaping installed. We do not need to know what plants will be involved. However, if you are removing trees you need authorization from the Land Use Technical Review team.

Stucco and Paint: List the type and color you are using such as Olympic "Walnut Brown" or El Rey cementitious "Buckskin", or Sto elastomeric "Pueblo". If the color is a custom color, then state type of material custom color from company name most closely matching other company name and color. (i.e. elastomeric custom color Sto most closely matching El Rey "fawn") "To match existing" will not be accepted. Include photos of the structure to be stuccoed.

Windows and Doors: Scaled ($\frac{1}{4}'' = 1'$) existing and proposed floor plans and elevations that show the locations of the windows and doors, photos, window schedule, and schematics are required. Include details of the replacements i.e. divided lites, double hung, solid wood door, etc. on the plans.

Additions and New Construction: Please see the checklist for what is required for HDRB hearings. This type of work is allowed administratively only in the Historic Review Historic District and the Historic Transition Historic District.