Historic Districts Review Board
Application Packet for Public Hearing

In an effort to assist you with your application and to ensure a timely and efficient review of your submittal to the Historic Districts Review Board (HDRB), please follow the directions below:

☐ Read this application completely, as submittal requirements have changed.

☐ Complete the preliminary zoning review worksheet with a zoning review staff member (An appointment is required, full scale and reduced 11”x17” plan sets must have zoning staff signature and date).

☐ Compile all required materials for application. See following pages for list of requirements.

☐ Submit completed application materials in **BOTH DIGITAL AND PAPER FORMAT** by the deadline for a desired hearing. All documents must be **single sided**. Do NOT staple any documents.

**No applications will be accepted after 11:00am. Incomplete applications will not be placed on any hearing agenda.** In some cases, City staff and the HDRB may determine that there are too many cases on an agenda and may opt to move a case to the next scheduled hearing.

☐ Post the public notice poster(s) in a publicly-visible location on each applicable street frontage at least fifteen (15) days prior to the hearing.

**If your case is postponed to another date, you are required to change the hearing date on your poster.**

☐ Send a photo to your case planner that shows that the poster is up to verify you have met the posting requirement. **Failure to post the notice will result in a postponement of your case to the next available hearing.**

☐ For all proposed freestanding buildings place story pole(s) at all essential corners to indicate the proposed height of roof. Failure to place story pole(s) prior to hearing will result in a postponement of your case to the next available hearing.

☐ Attend or be represented at the scheduled public hearing.

☐ Remove public notice poster(s) from each applicable street frontage within one week of the hearing.

*If you have any questions, please contact the Historic Preservation Division office at (505) 955-6605 or the Historic Preservation Planner assigned to your case.*

Lisa Roach          Daniel Schwab          Lani McCulley
Planner Manager    Planner Senior        Planner
(505) 955-6577     (505) 955-6660       (505) 955-6605
LXRoach@santafenm.gov  DNSchwab@santafenm.gov  LJMcCulley@santafenm.gov

***NO SUBSTANTIAL CHANGES CAN BE MADE TO A HISTORIC DISTRICT REVIEW BOARD HEARING APPLICATION WITHOUT PREVIOUS PLANNER REVIEW. CHANGES OFFERED AFTER THE POSTING OF THE AGENDA OR AT THE HEARING SHALL RESULT IN POSTPONEMENT OF THE CASE.***

Revised 1 November 2019
The following items are required in your application submittal package:
Please make sure your address is listed on every page in your packet.

☐ APPLICATION FORM signed by your historic planner as well as the owner and sole agent if applicable. All signatures must be original signatures, no copies and no digital signatures.

☐ PRELIMINARY ZONING REVIEW WORKSHEET approved and signed by zoning review staff in the Land Use Department by appointment only.

☐ PROPOSAL LETTER
Itemize each part or element of the proposed project in detail. Include information about location, square footages (roofed, unroofed, and flat surfaces), heights measured from finished grade, other dimensions, materials, colors and finishes, type of windows and their material or cladding, yardwalls and gates, etc. Anything that is not itemized may be denied or delayed for approval. Include a brief architectural history of the building(s), i.e. original date of construction and dates and types of all previous alterations, etc. DO NOT rely on architectural drawing sheets.

The letter may include any of the items listed below (not necessarily all of them). The list is NOT all inclusive. It is intended as an idea of what to include.

- Demolition (full structure only)
- Removing partial structure
- Addition (part of a current structure)
- New structure (non-existent free standing structure)
- Increase height of structure
- Roof repair or replacement
- Skylights
- New appurtenances on the roof
- HVAC (roof or ground mounted)
- Solar (roof or ground mounted)
- Satellite dish
- Canales
- Parapet alterations
- Yardwalls/fences
- Gates
- Hardscaping (planters, etc)
- Laying concrete slabs or bricks, patio
- Railings
- Windows
- Doors
- Stucco
- Paint (trim included)
- Portal
- Eyebrows
- Vigas
- Corbels
- Exterior light fixtures
PHOTOGRAPHS
Photographic images illustrating the project site, visibility from a public way or entry that shows the building and its immediate vicinity, and all elevations of the building must be submitted on 8 ½”x11” sheets with one (1) 8”x10” or two (2) 5”x7” photographs per page.

Each photograph must include a caption that shows the property address and describes the subject of the image. (i.e. 1500 Canyon Road North Elevation)

EXTERIOR FINISHES
Color swatches which reflect paints, stains, and stucco colors with manufacturer name and color labels attached to an 8½” x 11” page. (i.e. Behr Brown or El Rey cementitious “Adobe”)
“To match existing” is not the name of a color and is not an acceptable request.

SITE PLAN
One (1) copy at full-scale and one (1) copy reduced to an 11”x17” sheet, both signed and dated by zoning staff. Submit a site plan showing the relationship of the project to the street and adjacent properties at 1”=20’ or larger. Include a graphic scale and a north arrow. Include zoning setback dimensions. Show all proposed changes to the site.

DO NOT SUBMIT PARTIAL SITE PLANS OR “REVISION CLOUD” DRAWINGS.

Example:
□ COMPLETE EXISTING AND PROPOSED FLOOR PLANS
One (1) copy at full-scale and one (1) copy reduced on 11”x17” sheet(s), both signed and dated by zoning staff. Floor plan(s) must be adequately dimensioned and clearly indicate the existing construction, if applicable, and the new construction of smaller structures on the same page, one above the other for ease of visual comparison. If the structure is larger, the existing and proposed floor plans may be on separate pages. Floor plans must be drawn at $\frac{1}{4}$”=1’ for residential projects or, if necessary, $\frac{1}{8}$”=1’ for large commercial/institutional and very large residential projects. Other scales are prohibited. Include a graphic scale and a north arrow.

DO NOT SUBMIT PARTIAL FLOOR PLANS OR “REVISION CLOUD” DRAWINGS.

Example:
COMPLETE EXISTING AND PROPOSED ELEVATIONS

One (1) copy at full-scale and one (1) copy reduced on 11”x17” sheet(s), both signed and dated by zoning staff. Elevations must be adequately dimensioned and clearly indicate the existing construction, if any, and the new construction on the same page one above the other for ease of visual comparison, at ¼”=1’ for residential projects or, if necessary, ⅛”=1’ for large commercial/institutional and very large residential projects. Other scales are prohibited. Include a graphic scale.

Drawings must indicate all heights, accurate window and door openings, and relevant dimension lines, extension lines, and leader lines. Drawings must indicate parapet height from existing or finished grade whichever grade is more restrictive only, do not indicate finish floor elevations. Do not submit elevations with foliage indicated.

Elevations containing existing yardwalls and fences must be done to show the elevation with the yardwall or fence and again showing the elevation without the yardwall or fence. Drawings for walls and fences may include entire lengths or just typical elevations with all relevant details including gates, pilasters, and lights.

DO NOT SUBMIT PARTIAL ELEVATIONS OR “REVISION CLOUD” DRAWINGS.

Example:
\(\square\) \textit{EXCEPTION CRITERIA} responses to the criteria below are required if you are requesting an exception. For Design Standards and Signs the 3 criteria are required. For Height, Pitch, Scale, Massing, and Floor Stepbacks the 6 criteria are required. These must be emailed to the planner for your case in a WORD document. See page 1 for email addresses.

Historic Districts and Historic Landmarks
Design Standards and Signage Exception Criteria

(i) Do not damage the character of the district
Response:

(ii) Are required to prevent a hardship to the applicant or an injury to the public welfare
Response:

(iii) Strengthen the unique heterogeneous character of the City by providing a full range of design options to ensure that residents can continue to reside within the historic districts
Response:
Historic Districts and Historic Landmarks
Height, Pitch, Scale, Massing, and Floor Stepbacks Exception Criteria

(i) Do not damage the character of the streetscape
Response:

(ii) Prevent a hardship to the applicant or an injury to the public welfare
Response:

(iii) Strengthen the unique heterogeneous character of the city by providing a full range of design options to ensure that residents can continue to reside within the historic districts
Response:

(iv) Are due to special conditions and circumstances which are peculiar to the land or structure involved and which are not applicable to other lands or structures in the related streetscape
Response:

(v) Are due to special conditions and circumstances which are not a result of the actions of the applicant
Response:

(vi) Provide the least negative impact with respect to the purpose of this section as set forth in Subsection 14-5.2(A)(1)
Response:
Preliminary Zoning Review (PZR)

All applications other than window or door replacement, roofing, and stuccoing must include a review by the zoning officials in the Land Use Department regarding potential zoning issues with your project.

You will need to make an appointment with the current planning staff to sign off on your Preliminary Zoning Review. The Preliminary Zoning Review is reviewed by appointment only.

Please allow several days prior to the HDRB application deadline to complete the Preliminary Zoning Review process. Historic Preservation may delay your hearing if the PZR is not signed prior to the submittal deadline.

To schedule with Current Planning
Please contact:
Noah Berke
955-6647
NLBerke@santafenm.gov

The Preliminary Zoning Review does not provide final zoning approval of a project. Rather, it is intended to identify any potential zoning issues early in the design phase. Preliminary zoning review is based on information provided by the applicant. Applicants are advised to pursue an independent search of official documents to verify property restrictions and applicable codes.

Submittal Requirements for Zoning Review:

- Preliminary Zoning Review Worksheet (with blue box completed by the applicant)
- Legal Lot of Record (usually available at County Clerk’s Office and should either be approved and signed by the City of Santa Fe or the County of Santa Fe or documentation of the lot prior to 12/5/1962 or prior to city annexation.)
- Scaled site plan depicting property lines, easements, access, existing and proposed improvements, parking, walls and/or fences, and building and lot square footage.
- Dimensioned scaled floor plans.
- Dimensioned scaled building elevations.

Once zoning staff has reviewed your submittals, the plan set will be stamped and initialed to confirm zoning review of the plans to Historic Preservation Division staff. Both full scale and reduced 11x17 plan set must have staff signature and date for Historic Districts Review Board submittal.
## 2020 HISTORIC DISTRICTS REVIEW BOARD SCHEDULE

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**NOTE:** Time and date of hearing may be subject to change. Please contact the Historic Preservation Division at 955-6605 for confirmation.

No submittal changes after staff writes agenda or postponement is automatic.

* Meeting is tentatively scheduled at another location please call to confirm.
If you would like to read the City Land Development Code as it applies to Historic Districts please visit: http://clerkshq.com/default.ashx?clientsite=Santafe-nm. Below is an outline of the sections of the code that apply to Archaeological and Historic Districts.

Article 14-2: REVIEW AND DECISION-MAKING BODIES

Article 14-2.6: HISTORIC DISTRICTS REVIEW BOARD
(A) Designation
(B) Delegation
(C) Powers and Duties
(D) Membership and Procedures

Article 14-2.7: ARCHAEOLOGICAL REVIEW COMMITTEE
(A) Designation
(B) Delegation
(C) Powers and Duties
(D) Membership and Procedures
(E) Qualifications for ARC Members; Qualifications for Archaeologists, Historical Archaeologists and Historians

Article 14-3: REVIEW AND APPROVAL PROCEDURES

Article 14-3.13: ARCHAEOLOGICAL CLEARANCE PERMITS
(A) Purpose and Intent
(B) Applicability
(C) Procedures
(D) Other General Provisions
(E) Approval Criteria / Archaeological Significance

Article 14-3.14: DEMOLITION OF HISTORIC OR LANDMARK STRUCTURE
(A) Summary of Procedure
(B) Hearing Required
(C) Staff Review and Report
(D) Referral to Archaeological Review Committee
(E) Appeals
(F) Denial of Demolition Request
(G) Standards

Article 14-3.15: MINOR MODIFICATIONS

Article 14-5: OVERLAY ZONING DISTRICTS

Article 14-5.2 HISTORIC DISTRICTS
(A) General Provisions
(B) Minimum Maintenance Requirements
(C) Regulation of Significant and Contributing Structures in the Historic Districts
(D) General Design Standards for All H Districts
(E) Downtown and Eastside Design Standards
(F) Historic Review District
(G) Historic Transition District
(H) Don Gaspar Area Historic District
(I) Westside-Guadalupe Historic District
(J) Creation of Historic Districts
(K) Historic Compounds
(L) Landmarks
(M) State Capital Outlay Projects
(N) County and Santa Fe Public Schools Capital Outlay Projects

Article 14-5.3 ARCHEOLOGICAL REVIEW DISTRICTS
(A) Purpose
(B) Application to State and Its Agencies, Political Subdivisions or Instrumentalities
(C) Establishment of Districts; Boundaries
(D) Archaeological Clearance Permit Required

Revised 1 November 2019