



## 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 by emailing your proposal letter, legal lot of record, and drawings to [NLBerke@santafenm.gov](mailto:NLBerke@santafenm.gov).
- Compile all required materials for application. See following pages for list of requirements.
- Submit completed application materials in **DIGITAL FORMAT** by the deadline for a desired hearing.

**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.

- Meet with your planner to hand in paper copies of all documents and pick up your poster(s) the Monday after the deadline. All documents must be **single sided**. Do NOT staple any documents.
- 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 photos that show the information on the poster and the visibility of the poster to your case planner that shows 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 and mail photos to your planner. 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.
- After the hearing, remove public notice poster(s) from each applicable street frontage within one week.

***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.***

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(505) 955-6660  
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(505) 955-6605  
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\*\*\*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.\*\*\*

**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. Digital signatures are allowed.
- PRELIMINARY ZONING REVIEW WORKSHEET** approved and signed by Current Planning staff through digital submission and signature only. Please see attached instructions.
- 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
- Rooftop appurtenances such as Skylights, Satellite dishes, and Solar
- New appurtenances on the roof
- HVAC (roof or ground mounted)
- Solar (roof or ground mounted)
- 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" photograph per page. These photos are used for the powerpoint in order to show the project in detail to the Board. Please provide any other details you wish to be seen as well as the list above.

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**

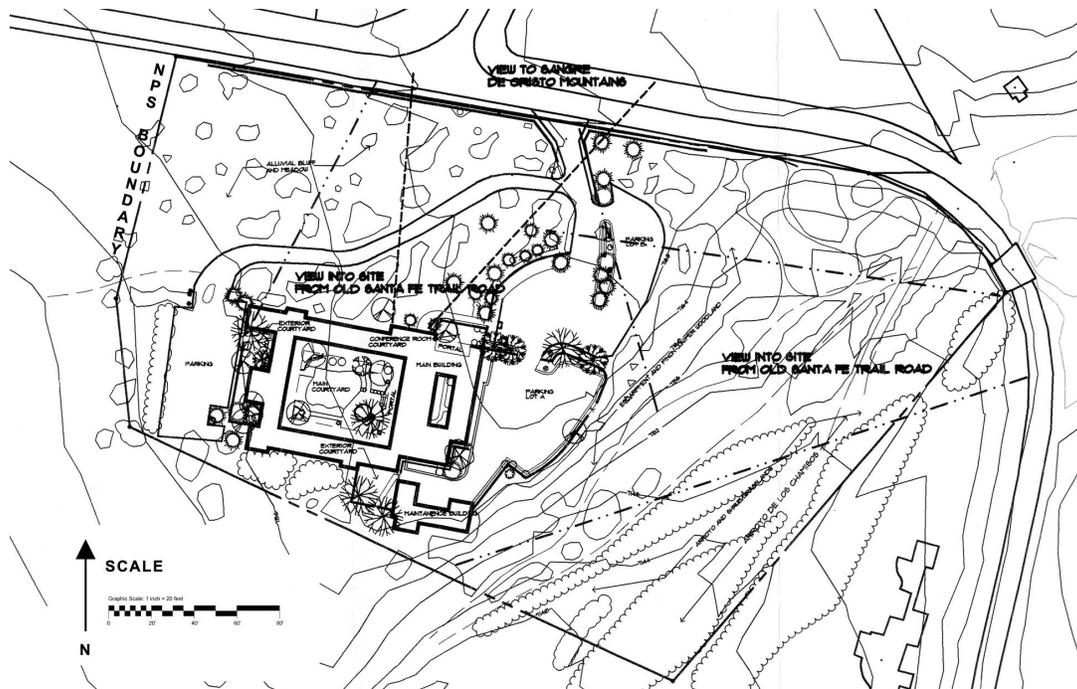
Color swatches which reflect paints, stains, and stucco colors with manufacturer name and color labels attached to an 8½" x 11" page. (i.e. Behr Brown or El Rey cementitious "Adobe") Do not use staples to attach to the paper. "To match existing" is not the name of a color and is not an acceptable request.

☐ **COMPLETE EXISTING AND PROPOSED SITE PLAN**

One (1) copy at full-scale and one (1) copy reduced to an 11"x17" sheet, both approved 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 written zoning setback dimensions. Show all proposed changes to the site.

DO NOT SUBMIT PARTIAL SITE PLANS OR "REVISION CLOUD" DRAWINGS.

Example:



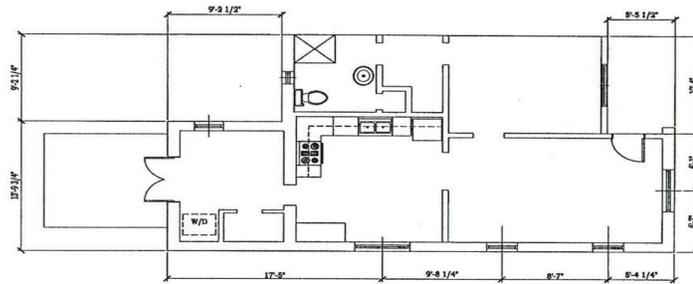
SITE PLAN

□ **COMPLETE EXISTING AND PROPOSED FLOOR PLANS**

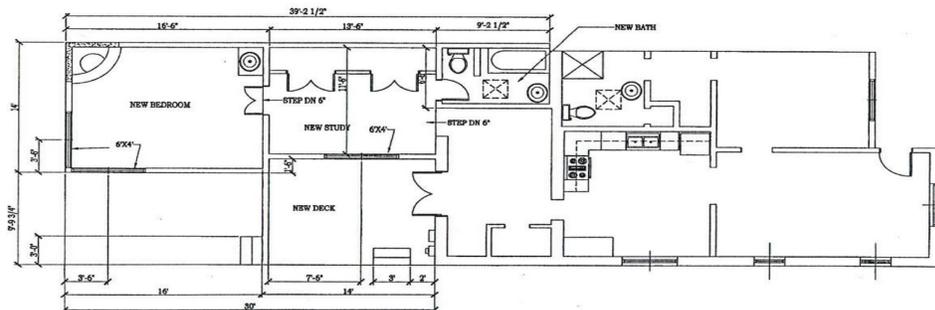
One (1) copy at full-scale and one (1) copy reduced on 11"x17" sheet(s), both approved by zoning staff. Floor plan(s) must be adequately dimensioned and clearly indicate the existing construction, if applicable, and the new construction of smaller structures on the same page, **one above the other** 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:



EXISTING FLOOR PLAN



PROPOSED FLOOR PLAN

□ **COMPLETE EXISTING AND PROPOSED ELEVATIONS**

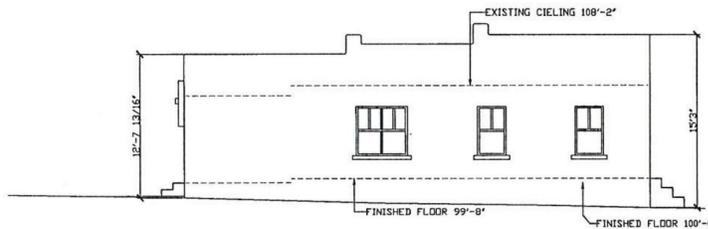
One (1) copy at full-scale and one (1) copy reduced on 11"x17" sheet(s), both signed and dated by zoning staff. Elevations must be adequately dimensioned and clearly indicate the existing construction, if any, and the new construction on the same page **one above the other** for ease of visual comparison, at 1/4"=1' for residential projects or, if necessary, 1/8"=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.

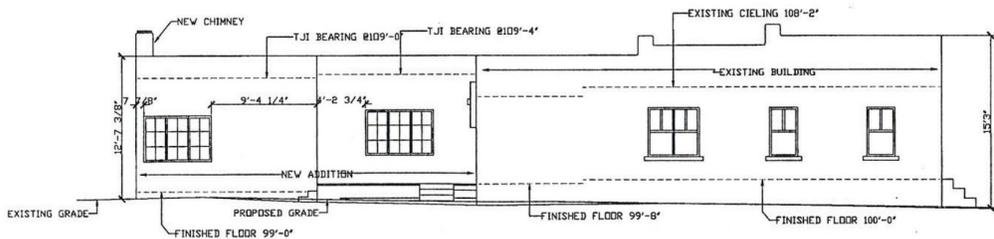
Elevations containing existing yardwalls and fences must be done to show the elevation with the yardwall or fence and again showing the elevation without the yardwall or fence. Drawings for walls and fences may include entire lengths or just typical elevations with all relevant details including gates,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

DO NOT SUBMIT PARTIAL ELEVATIONS OR "REVISION CLOUD" DRAWINGS.

Example:



EXISTING NORTH ELEVATION



PROPOSED NORTH ELEVATION



- **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.

**The Preliminary Zoning Review takes five (5) to ten (10) business days. Please provide time prior to the HDRB deadline for Current Planning to complete the review. Historic Preservation may delay your hearing if the PZR is not signed prior to the submittal deadline.**

***Email all required documents to:***

*Noah Berke*

*955-6647*

*NLBerke@santafenm.gov*

### **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, building and lot square footage, with distances from property line to all structures.
- Dimensioned scaled floor plans.
- Dimensioned scaled building elevations depicting all heights.

Once zoning staff has reviewed your submittals, zoning review and confirmation of approval will be provided to the applicant and the Historic Preservation Division staff.

\*\*\*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.\*\*\*



# Preliminary Zoning Review Worksheet

City of Santa Fe Land Use Department

<b>To Be Completed By Applicant:</b>	Site Address: _____
Date Submitted: _____	Proposed Construction Description: _____
Property Owner of Record: _____	
Applicant/Agent Name: _____	<b>TOTAL ROOF AREA:</b> _____
Contact Person Phone Number: ( ) - _____	
Zoning District: _____	Lot Coverage : _____ % □ Open Space Required: _____
Overlay: □ Escarpment _____ □ Flood Zone* _____ □ Other: _____	<b>Setbacks:</b> Proposed Front: _____ Minimum: _____ 2 <sup>nd</sup> Front? _____ Proposed Rear: _____ Minimum: _____ Proposed Sides: L ___ R ___ Minimum: _____
<b>Submittals Reviewed with PZR:</b> □ Legal Lot of Record □ Development Plan □ Building Plans □ Existing Site Plan □ Proposed Site Plan □ Elevations	<b>Height:</b> Proposed _____ Maximum Height: _____ or □ Regulated by Historic Districts Ordinance □ Regulated by Escarpment District
<b>Supplemental Zoning Submittals Required for Building Permit:</b> □ Zero Lot Line Affidavit	<b>Parking Spaces:</b> Proposed _____ Accessible _____ Minimum: _____
<b>Access and Visibility:</b> □ Arterial or Collector** □ Visibility Triangle Required	<b>Bicycle Parking**:</b> Proposed: _____ Minimum: _____ <small>** Commercial Requirement</small>
<b>Use of Structure:</b> □ Residential □ Commercial Type of Use: _____	
<b>Terrain:</b> □ 30% slopes _____	

\* Requires an additional review conducted by Technical Review Division.  
\*\* Requires an additional review conducted by the Traffic Engineering Division.

THIS REVIEW DOES NOT GRANT ZONING APPROVAL FOR BUILDING PERMIT. FINAL ZONING REVIEW WILL BE PERFORMED AT THE TIME OF BUILDING PERMIT APPLICATION.

\_\_\_\_\_[□OWNER □APPLICANT □AGENT]  
PRINT NAME

hereby certifies that the information provided for preliminary zoning review is accurate and will not be modified without consulting Land Use Department staff prior to submittal for Historic Districts Review Board review.

SIGNATURE

DATE

**To Be Completed By City Staff:**

**Additional Agency Review if Applicable:**  
 Escarpment Approval by \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_  
 Flood Plain Approval by \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_  
 Traffic Engineering Approval by \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Notes: \_\_\_\_\_

**Zoning Approval:**  
 Preliminary Approval  with conditions  Rejected  
 Comments/Conditions: \_\_\_\_\_

REVIEWER: \_\_\_\_\_ DATE: \_\_\_/\_\_\_/\_\_\_

Original color form must be submitted with Historic Districts Review Board (HDRB) application packet.



# 2021 HISTORIC DISTRICTS REVIEW BOARD SCHEDULE

<i>Tuesday</i>	<i>Wednesday</i>	<i>Sunday</i>	<i>Monday</i>	<i>Wednesday</i>	<i>Friday</i>
12:00 PM Field Trip 5:30 PM H-Board Hearing	11:00 AM SUBMITTAL DEADLINE	PUBLISH AGENDA IN NEWSPAPER	APPLICANTS DISPLAY POSTER	PACKET TO PRINT	PACKET DISTRIBUTION
Jan 12	Dec 16	Dec 27	Dec 28	Jan 6	Jan 8
Jan 26	Dec 30	Jan 10	Jan 11	Jan 20	Jan 22
Feb 9	Jan 13	Jan 24	Jan 25	Feb 3	Feb 5
Feb 23	Jan 27	Feb 7	Feb 8	Feb 17	Feb 19
Mar 9	Feb 10	Feb 21	Feb 22	Mar 3	Mar 5
Mar 23	Feb 24	Mar 7	Mar 8	Mar 17	Mar 19
Apr 13	Mar 17	Mar 28	Mar 29	Apr 7	Apr 9
Apr 27	Mar 31	Apr 11	Apr 12	Apr 21	Apr 23
May 11	Apr 14	Apr 25	Apr 26	May 5	May 7
May 25	Apr 28	May 9	May 10	May 19	May 21
June 8	May 12	May 23	May 24	June 2	June 4
June 22	May 26	June 6	June 7	June 16	June 18
July 13	June 16	June 27	June 28	July 8	July 10
July 27	June 30	July 11	July 12	July 21	July 23
Aug 10	July 14	July 25	July 26	Aug 4	Aug 6
Aug 24	July 28	Aug 8	Aug 9	Aug 18	Aug 20
Sept 14	Aug 18	Aug 29	Aug 30	Sept 8	Sept 10
Sept 28	Sept 1	Sept 12	Sept 13	Sept 22	Sept 24
Oct 12*	Sept 15	Sept 26	Sept 27	Oct 6	Oct 8
Oct 26	Sept 29	Oct 10	Oct 8 Fri	Oct 20	Oct 22
Nov 9	Oct 13	Oct 24	Oct 25	Nov 3	Nov 5
Nov 23	Oct 27	Nov 7	Nov 8	Nov 17	Nov 19
Dec 14	Nov 17	Nov 28	Nov 29	Nov 8	Dec 10

**NOTE: Currently all hearings are held via Zoom meetings. Please go to <https://santafe.primegov.com/portal/search> to view agendas and packets of materials. The agenda will have the location and time of the hearing on it.**

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:  
[https://library.municode.com/nm/santa\\_fe/codes/code\\_of\\_ordinances?nodeId=CH14LADE\\_ART14-50VZODI](https://library.municode.com/nm/santa_fe/codes/code_of_ordinances?nodeId=CH14LADE_ART14-50VZODI). 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