(Date stamp)

# development plan application

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Parcel Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Project Name: | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| Address: | | |  | | | | | | | | | | | | | | | | | | | | | | Property Size: | |  | | |
| Current Use of Land: | | | | | | |  | | | | | | | | | | | Proposed Use of Land: | | | | | | | |  | | | |
| Does a Rezoning application accompany this application? | | | | | | | | | | YES | | | NO | | | | Are any variances required? | | | | | | | | | | YES | | NO |
| Pre-application Conference Date: | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | |
| Early Neighborhood Notice (ENN) meeting date: | | | | | | | | | | | | | | |  | | | | Zoning: | | | | | | |  | | | |
|  | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | |
| Property Owner Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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/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: | |  | | | | | |

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| Submittal Checklist (Requirements found in Section 14-3.8 SFCC 1987) | | | | | | | | | | | | | | | |
| One (1) 24”x36” plan set and one (1) CD or Flashdrive is required. Please include the following: | | | | | | | | | | | | | | | |
|  | Letter of Application (intent, location, acreage) | |  | Statement addressing approval criteria |  | | Legal Lot of Record, Legal Description |  | | Development Plan (as defined by Section 14-3.8 SFCC 1987) | |  | | | Landscape, Parking and Lighting Plan, Signage Specifications |
|  | Terrain Management Plans (as required by Section 14-8.2 SFCC 1987) | |  | Traffic Impact Analysis *(if required)* | |  | Proof of Compliance with Conditions of Annexation Approval ***(if applicable)*** | |  | Sewer and Water Plan (including profiles and details) | | |  | | Phasing Plan *(if applicable)* |
|  | Archaeological Clearance *(if applicable)* | |  | ENN Meeting Notes | |  | Elevations (showing height and Architectural compliance with Subsection 14-8.7) | |  |  | | |  | |  |
| *Development Plan Submittal Requirements, as defined by Section 14-3.8(C) SFCC 1987:* | | | | | | | | | | | | | | | |
| Applicants for developments that require development plans under this section shall submit plans and other documentation as required by the land use director that show compliance with the applicable provisions of the Santa Fe City Code as provided in Section 14-3.1(C) (Form of Application), including plans that show:   1. existing conditions on the site and within two hundred (200) feet of the site; 2. proposed modifications to the site, including the locations of existing and new structures, grading, landscaping, lighting, pedestrian and vehicular circulation, parking and loading facilities; 3. the types, extent and intensity of land uses that are proposed; 4. proposed modifications to the infrastructure serving the site, including public and private streets, driveways and traffic control measures and utilities; 5. documentation of compliance with development standards such as required yards, lot coverage, height of structures and open space; 6. the phases of development, if applicable; 7. for residential development, a proposal for provision of affordable housing as required by Section 14-8.11 (Santa Fe Homes Program); 8. a development water budget as required by Section 14-8.13; 9. for a development plan or final development plan, sufficient detail to clearly show how each applicable development standard is to be met and identify any variance or waiver required; 10. for a preliminary development plan, sufficient detail to demonstrate the feasibility of meeting all applicable development standards, including an analysis of the type and extent of variances or waivers required, specific requests for which may be included. | | | | | | | | | | | | | | | |
| 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 pre-application 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. Thank you, and feel free to contact the Land Use Department staff at (505) 955-6585 with any questions.