(date stamp)

# lot consolidation or lot line adjustment

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Parcel Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Project Name: | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Address: | | |  | | | | | | | | | | | | | | | | | | | | Property Size: | | | | |  | | | |
| Current Use of Land: | | | | | | | |  | | | | | | | Proposed Use of Land: | | | | | | | | | | |  | | | | | |
| Does this project have a Legal Lot of record? | | | | | | | | | | | | | | | | YES | | | | NO | | | | |  | | |  | | |  |
| Uniform Parcel Code Number: | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | |
| Does the application comply with all zoning requirements (please illustrate on plans)? | | | | | | | | | | | | | | | | | | | | | | | | | | | YES | | | NO | | |
|  | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| 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: | | |  | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Submittal Checklist (Requirements found in Section 14-3.7 SFCC 1987) | | | | | | | | | | | | | | | | | | |
| One (1) 24”x36” copy and one (1) CD or Flashdrive with a PDF of the preliminary plat are required. Please include the following: | | | | | | | | | | | | | | | | | | |
|  | Letter of Application (intent, location, acreage) | |  | | Legal Lot of Record, Legal Description | |  | |  | | |  |  | | | | |
| *Plat must illustrate the following:* | | | | | | | | | | | | | | | | | | |
|  | Vicinity Map | |  | Legal access easements and width of easements | |  | | Existing and proposed utility and right-of-way easements and widths | |  | Drainage easements with bearings and distances | | | |  | | Indicate adjacent property ownership (Owner name, plat book and page) | |
|  | Identify old lot lines (utilizing a dashed line) | |  | Boundary tie must be a permanent survey monument | |  | | Give location and description of all monuments | |  | Define 100-year flood plain limits (if applicable) and Define slopes greater than 30% *(if applicable)* | | | |  | | Signature Line & Date for SF County Treasurer in accordance with SB 406 effective April 2, 2013 | |
|  | Define lot area, acreage | |  | Show parking lot layout *(if applicable)* | |  | | Net leasable area calculations ***(non-residential only)*** | |  | Common and private open space | | | |  | | Signature blocks for City Engineer and City Planner | |
| *Subdivision Approval Criteria (Section 14-3.7(C) SFCC 1987)* | | | | | | | | | | | | | | | | | | |
| Resubdivisions: Section 14-3.7(E) SFCC 1987: The land use director has the authority to review and approve or disapprove resubdivisions where the combination or recombination of portions of previously platted lots does not increase the total number of *lots* and the resulting lots comply with the approval criteria in Subsection (C) of this section:  (1) In all subdivisions, due regard shall be shown for all natural features such as vegetation, water courses, historical sites and structures, and similar community assets that, if preserved, will add attractiveness and value to the area or to Santa Fe.  (2) The planning commission shall give due regard to the opinions of public agencies and shall not approve the plat if it determines that in the best interest of the public health, safety or welfare the land is not suitable for platting and development purposes of the kind proposed. Land subject to flooding and land deemed to be topographically unsuited for building, or for other reasons uninhabitable, shall not be platted for residential occupancy, nor for other uses that may increase danger to health, safety or welfare or aggravate erosion or flood hazard. Such land shall be set aside within the plat for uses that will not be endangered by periodic or occasional inundation or produce unsatisfactory living conditions. See also Section 14-5.9 (Ecological Resource Protection Overlay District) and Section 14-8.3 (Flood Regulations).  (3) All plats shall comply with the standards of Chapter 14, Article 9 (Infrastructure Design, Improvements and Dedication Standards).  (4) A plat shall not be approved that creates a nonconformity or increases the extent or degree of an existing nonconformity with the provisions of Chapter 14 unless a variance is approved concurrently with the plat.  (5) A plat shall not be approved that creates a nonconformity or increases the extent or degree of an existing nonconformity with applicable provisions of other chapters of the Santa Fe City Code unless an exception is approved pursuant to the procedures provided in that chapter prior to approval of the plat. | | | | | | | | | | | | | | | | | | |
| 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 preapplication meeting to verify that the attached proposal is in compliance with the City’s zoning and development plan requirements. | | | | | | | | | | | | | | | | | | |
| Signature: | |  | | | | | | | | | | | | Date: | |  | | |

Updated 12-20-19