(Date stamp)

# lot split

# application

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| --- |
| Parcel Information |
| Project Name: |  |
| Address: |  | Property Size: |  acres |
| Current Use of Land: |  | Uniform Parcel Code Number: |  |
| Does this project have a Legal Lot of record? | YES[ ]  | NO[ ]  |  |  |  |
| Zoning District: |  | Address request for new lot complete? | YES[ ]  | NO[ ]  |
| Does the application comply with all zoning requirements? Please illustrate on plans. | YES[ ]  | NO[ ]  |
| ***Please note that subdivisions that create more than 2 lots require Planning Commission review.*** ***Please consult Current Planning staff for assistance.*** |
| 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: |  |
|  |
| Direct correspondence 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: |  |
| *Please print your name*: |  |
| Signed: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| *Please print your name*: |  |
| Submittal Checklist (Requirements found in Section 14-3.7 SFCC 1987) |
| [ ]  **Three (3) 24”x36” paper copies and one (1) electronic copy in PDF format of the preliminary plat are required. Please include the following:** |
| [ ]  | Letter of Application (intent, location, acreage) | [ ]  | Statement addressing compliance with zoning criteria | [ ]  | Recorded Plat (Legal Lot of Record) – 1 paper copy & 1 electronic PDF |
|  |  |  |  |  |  |
| *Preliminary 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) |
| [ ]  | Floodplain status statements for the most recent FIRM  | [ ]  | Boundary tie must be a permanent survey monument | [ ]  | Give location and description of all monuments | [ ]  | Define 100-year floodplain limits (if applicable) & Define slopes greater than 20% | [ ]  | Signature Line & Date for SF County Treasurer in accordance with §7-38-44.1 NMSA 1978 |
| [ ]  | Define lot area, acreage; label “new lot lines;” Show address of each lot | [ ]  | Show parking lot layout (if applicable) | [ ]  | Net leasable area calculations (non-residential only) | [ ]  | Show common and private open space; existing wells, septic, existing structures; & buildable areas | [ ]  | Signature blocks & date for: City Planner; City Engineer for Land Use |
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| Procedures |

1. Applicant must post Notification Poster on property facing the nearest public street. This poster must be publicly visible. Posting must occur within 24 hours after notification of staff that the application is complete.
2. An Affadavit of Posting and photograph providing proof of posting must be submitted to Staff within 24 hours of posting the property.
3. Applicant must send a public notification letter (template to be provided by Staff) by certified mail to all neighborhood association(s) within 1 mile and to all owners of properties as shown on the records of county treasurer and to the physical addresses of properties where the physical address is different than the address of the owner, within 300 feet measured from the perimeter of the property.
4. The Land Use Director, or designee, shall review the proposal and with the Development Review Team members to ensure completeness and compliance with all applicable provisions of Chapter 14. The Land Use Director will render a decision on the Lot Split no sooner than 30 days after determination of completeness.
5. A 30 day appeal period starts on the date that the Land Use Director renders a decision.
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| 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. Feel free to contact the Land Use Department staff at (505) 955-6820 with any questions. Thank you.

Updated 10-22-19