



PLANNING COMMISSION  
**VARIANCE APPLICATION**  
SUBDIVISION OR DEVELOPMENT PLAN STANDARDS

**Parcel Information**

Project Name: \_\_\_\_\_

Address: \_\_\_\_\_ Property Size: \_\_\_\_\_

Zoning: \_\_\_\_\_ Proposed Use of Land: \_\_\_\_\_

Does this project have a Final Development Plan approval? YES ☐ NO ☐ Case Number: \_\_\_\_\_

Early Neighborhood Notice (ENN) meeting date: \_\_\_\_\_ Uniform Parcel Code Number: \_\_\_\_\_

Preapplication Conference Date: \_\_\_\_\_

**Property Owner Information**

Company Name: \_\_\_\_\_

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

**Affidavit to Authorize Agent (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

☐ Six (6) 24"x36" plan sets and one (1) CD are required. Please include the following:

<input type="checkbox"/> Letter of Application (intent, location, acreage)	<input type="checkbox"/> Statement addressing approval criteria	<input type="checkbox"/> Legal Lot of Record, Legal Description	<input type="checkbox"/> Development Plan (as defined by Section 14-3.8 SFCC 2001)	<input type="checkbox"/> Landscape, Parking and Lighting Plan, Signage Specifications
<input type="checkbox"/> Terrain Management Plans (as required by Section 14-8.2 SFCC 2001)	<input type="checkbox"/> Traffic Impact Analysis (if required)	<input type="checkbox"/> Proof of Compliance with Conditions of Annexation Approval (if applicable)	<input type="checkbox"/> Sewer and Water Plan (including profiles and details)	<input type="checkbox"/> ENN Meeting Notes

### Variances from Subdivision Regulations (Section 14-3.16 (C) SFCC 1987)

#### (C) Approval Criteria

Subsections 14-3.16(C)(1) through (5) and, if applicable, Subsection 14-3.15(C)(6), are required to grant a variance.

- (1) One or more of the following special circumstances applies:
  - (a) unusual physical characteristics exist that distinguish the land or *structure* from others in the vicinity that are subject to the same relevant provisions of Chapter 14, characteristics that existed at the time of the adoption of the regulation from which the variance is sought, or that were created by natural forces or by government action for which no compensation was paid;
  - (b) the *parcel* is a *legal nonconforming lot* created prior to the adoption of the regulation from which the variance is sought, or that was created by government action for which no compensation was paid;
  - (c) there is an inherent conflict in applicable regulations that cannot be resolved by compliance with the more-restrictive provision as provided in Section 14-1.7; or
  - (d) the land or *structure* is *nonconforming* and has been designated as a *landmark, contributing* or *significant property* pursuant to Section 14-5.2 (Historic Districts).
- (2) The special circumstances make it infeasible, for reasons other than financial cost, to develop the *property* in compliance with the standards of Chapter 14.
- (3) The *intensity of development* shall not exceed that which is allowed on other *properties* in the vicinity that are subject to the same relevant provisions of Chapter 14.
- (4) The variance is the minimum variance that will make possible the reasonable use of the land or *structure*. The following factors shall be considered:
  - (a) whether the *property* has been or could be used without variances for a different category or lesser *intensity* of use;
  - (b) consistency with the purpose and intent of Chapter 14, with the purpose and intent of the articles and sections from which the variance is granted and with the applicable goals and policies of the *general plan*.
- (5) The variance is not contrary to the public interest.
- (6) There may be additional requirements and supplemental or special findings required by other provisions of Chapter 14.

**Note: If application is being made for Development in Special Flood Hazard Areas, then justification must be provided with the above approval criteria and the criteria found in Section 14-3.10(E) SFCC 1987.**

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 2001. 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: \_\_\_\_\_

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.