

Camilla Brom

Exhibit 29

Submittal Checklist Conditional Use Permit



## Submittal Checklist: Conditional Use Permit (Discretionary Review)

An applicant may apply for a CUP by filing an application for discretionary development approval with the Administrator. A site development plan is required to be submitted with any CUP application. The following information must be received prior to acceptance of an Application:

### Forms in the packet to be completed:

- ☐ Santa Fe County Development Application (filled out and signed)
- ☐ Public Works Department Access Permit Application form (if accessing off of a County Road)

### Documents applicant to provide (available in the building):

- ☐ Recorded Warranty Deed (available in Santa Fe County Clerk's Office)
- ☐ Approved Survey Plat signed by Land Use Administrator (available in Santa Fe County Clerk's Office) Public Notice Plats will not be accepted.
- ☐ Proof of Taxes Paid (available in Santa Fe County Treasurers Office) Tax Bills will not be accepted
- ☐ Approved Emergency 911 Assigned Address Form (Rural Addressing Department)

### Documents Applicant to provide:

- ☐ NMDOT Access Permit (if accessing off of a State Highway)
- ☐ Approved Septic Permit (State Environment Department)
- ☐ Well Permit (State Engineers Office)
- \* proof of water rights and a hydrologic report may be required
- ☐ Community sewer system (Ready Willing & Able to serve letter)

- ☐ Community water system (Ready Willing & Able to serve letter)

\*RWA Letter shall specify the amount of water to be used for the proposed use

- ☐ Notarized Letter of Consent from Property Owner

- ☐ Written Report (Addressing Design Standards outlined in Chapter 7 and the Overlay Districts of the SLDC) number of copies will be determined prior to submittal. (digital copies will also be required)

- ☐ Detailed Site Development Plan (Addressing Design Standards outlined in Chapter 7 and the Overlay Districts of the SLDC) number of copies will be determined prior to submittal. (digital copies will also be required)

The following Studies Reports and Assessments (SRAs) to be provided in the written Report (Section 6):

- ☐ Environmental Impact Report (EIR Section 6.1.2.1) if applicable.
- ☐ Adequate Public Facilities Assessment (APFA Section 6.1.2.2) if applicable.
- ☐ Water Service Availability Report (WSAR Section 6.1.2.3) if applicable.
- ☐ Traffic Impact Assessment (TIA Section 6.1.2.4) if applicable.
- ☐ Fiscal Impact Assessment (FIA Section 6.1.2.5) if applicable.

The following CUP Criteria to be addressed by applicant in the written Report (Section 4.9.6.5):

- ☐ be detrimental to the health, safety and general welfare of the area;
- ☐ tend to create congestion in roads;
- ☐ create a potential hazard for fire, panic, or other danger;
- ☐ tend to overcrowd land and cause undue concentration of population;
- ☐ interfere with adequate provisions for schools, parks, water, sewerage, transportation or other public requirements, conveniences or improvements;
- ☐ interfere with adequate light and air; and
- ☐ be inconsistent with the purposes of the property's zoning classification or in any other way inconsistent with the spirit and intent of the SLDC or SGMP.

The following shall be addressed both in the written report and the Detailed Site Development Plan:

☐ Access and Easements (Section 7.4)

☐ Fire Protection Plan (Section 7.5)

☐ Landscape and Buffering (Section 7.6)

☐ Fences and Walls (Section 7.7)

\* the maximum height of walls or fences shall not exceed eight feet

☐ Lighting (Section 7.8)

\* a lighting analysis may be required if applicable

☐ Signs (Section 7.9)

☐ Parking and Loading (Section 7.10)

☐ Road Design Standards/Plan & Profile (Section 7.11)

☐ Utilities (Section 7.12)

☐ Water Supply, Wastewater and Water Conservation (Section 7.13)

☐ Energy Efficiency - Nonresidential Structures (Section 7.14)

\* Ordinance No. 2021-02

☐ Open Space (Section 7.15)

☐ Protection of Historic and Archaeological Resources (Section 7.16)

☐ Terrain Management (Section 7.17)

☐ Flood Prevention and Flood Control (Section 7.18)

☐ Solid Waste (Section 7.20)

☐ Air Quality and Noise (Section 7.21)

\* Crushers, asphalt batch plants, concrete plants, etc. will require an air quality permit from NMED.

\* Paint shops, auto body business, cigar bars, indoor welding shops, crematoriums, cannabis commercial greenhouse, cannabis indoor consumption structures, cannabis manufacturing facility, and/or any indoor use that produces an odorous matter will require an air filtration system meeting industry standards.

- ☐ Financial Guaranty (Section 7.22)
- ☐ Infrastructure and Right-of-Way Dedication (Section 7.26)
- ☐ Traffic Circulation Plan, including egress and ingress for emergency vehicles.
- ☐ Elevations
- ☐ Plan and Profile for on-site/off-site water/wastewater lines if utilizing a Community/County System

COMMERCIAL CANNABIS ESTABLISHMENTS:

- \*Security fences and walls shall not exceed eight feet in height;
- \*Security lighting shall comply with SLDC Section 7.8;
- \* An aerial vicinity map identifying nearby schools, daycare facilities, cannabis retailers and cannabis consumption areas to verify compliance with Ordinance No. 2021-03, Sections 10.22.4 and 10.22.5;
- \*Documentation from NMRLD stating that application has been made with NMRLD for a Cannabis Establishment shall be submitted with the application;
- \* Documentation of sufficient commercial water rights, from the State Engineers Office, to utilize a well for growing Cannabis, shall be submitted with the application;
- \* Documentation/Letter from the Water Utility stating that water connection can be for growing Cannabis, shall be submitted with the application.

**Additional Submittals may be required at time of Application review. Application fees shall be required at time of submittal as per Ordinance No. 2016-8.**

**Conditional Use Permit Procedure (CUP) as per Chapter 4 of the SLDC:**

- 1) Pre-application Meeting with Staff
- 2) Pre-Application TAC Meeting (Section 4.4.3 & Table 4-1)
- 3) Pre-Application Neighborhood Meeting (Section 4.4.4 & Table 4-1)
- 4) CUP Submittal Deadline is once a month. Staff will provide Deadline Information.
- 5) 14 Day Completeness Review (Section 4.4.6)
- 6) Refer CUP Submittal to Review Agencies – 30-day Review (Section 4.4.7)
- 7) Legal Notice Is Issued (Section 4.6)
- 8) Public Hearing: Hearing Officer & Planning Commission (Table 4-1)
- 9) Approved CUP with appropriate signatures shall be recorded with the County Clerk (Section 4.9.6.8)

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Exhibit 30

Technical Advisory Committee Letter regarding the Rancho Viejo Solar Project Conditional  
Use Permit dated March 29, 2022

SANTA FE COUNTY  
TECHNICAL ADVISORY COMMITTEE

March 29, 2022

**BY ELECTRONIC MAIL**

**Re: Rancho Viejo Solar LLC/Community Energy Solar, LLC Conditional Use Permit (CUP)**

Thank you for presenting the above mentioned project at the pre-application Technical Advisory Committee (TAC) meeting on November 4, 2021. Below is a summary of relevant issues and follow-up actions in regard to your presentation.

**Summary:**

Rancho Viejo Solar LLC, Applicant, Jonathon W. Moore (Sr. Project Developer, Community Energy), Agent, request approval of a Conditional Use Permit (CUP) to allow a 96 Mega Watt solar facility on 800 ± acres (a portion of a 8,358.48 acre Tract). The project will be constructed as a single-axis tracker photovoltaic (PV) system. The panels will be supported by a horizontal racking system, attached to steel piers driven into the ground. There will be minimal disturbance to the existing grade and vegetation. The panels will rotate east to west tracking the sun and will sit approximately 9-12 feet above ground at their maximum tilt, closer to 4 feet midday. A six (6) foot high perimeter fence is being proposed. The site is zoned as Rural Fringe (RUR-F). Appendix B, Use Matrix illustrates that a commercial solar energy production facility is a Conditional Use within RUR-F zoning. The site will take access via Hwy. 14, SDA-2 (Commission District 5). Parcel ID # 910008950



**Applicant Statements:**

- The Applicant described the property/site details which included the location of the site, acreage, and scope of the proposed project;
- The Applicant summarized the design of the facility which included the size of the facility, proposed height of the arrays (9'), and setback from Hwy. 14 (one mile);
- The Applicant stated that approximately 200-300 workers would be on site during construction. Traffic after construction would be very minimal for maintenance only;
- The Applicant stated that a battery storage facility would be proposed;
- Construction of the facility would take approximately 9-12 months;
- The Applicant presented a concise report, aerials, and drawings to the TAC Committee.

**Relevant Issues to be Addressed:**

- Submittal shall comply with Ordinance No. 2016-9, the Sustainable Land Development Code (SLDC) inclusive of criteria set forth in Chapter 7 (Sustainable Design Standards) and Section 4.9.6 (Conditional Use Permits);
- Access via Highway 14 will require an NMDOT commercial access permit and a NMDOT Site Threshold Assessment;
- The Gentie line and connection to the main power line are also a Conditional Use Permit;
- SRA's required for this development are an Environmental Impact Report (EIR) and an Adequate Public Facilities & Services Assessment (APFA);
- An Archaeological Survey shall be required.

**Fire Marshal Comments:**

- Gate(s) must have an emergency unlocking/opening system (Knocks Box);
- Inside Radii of turning areas shall be 28'.

**Notice Requirements:**

- A pre Application Neighborhood Meeting is required. General requirements for Pre-Application Neighborhood meeting are outlined in Chapter 4, Section 4.4.4, of the SLDC including required notice;
- Notice Requirements for the Public Hearing are outlined in Chapter 4, Section 4.6 of the SLDC;
- Notice for the Neighborhood Meeting and Public Hearings shall include the following Registered Organizations (RO) and Community Organizations (CO).

Organization Name	Member Name	Member telephone number	Address	City	State	Zip Code	Email
Eldorado Community Improvement Association	Brenda Leonard	505-466-4248	1 La Hacienda Loop	Santa Fe	NM	87508	<a href="mailto:gm@eldoradosf.org">gm@eldoradosf.org</a>

**CORO 2022**

Organization Name	Member Name	Member telephone number	Address	City	State	Zip Code	Email
Turquoise Trail Community Association	Michael Smith	505-954-9479	1421 Luisa St. Suite R	Santa Fe	NM	87505	<a href="mailto:msmith@hoamco.com">msmith@hoamco.com</a>

**CORO 2022**

Organization Name	Member Name	Member telephone number	Address	City	State	Zip Code	Email
San Marcos Association	Donna Reynolds	505-982-8385	42 San Marcos Rd. W.	Santa Fe	NM	87508	<a href="mailto:donna@sfar.com">donna@sfar.com</a>

**CORO 2022**

Organization Name	Member Name	Member telephone number	Address	City	State	Zip Code	Email
El Vadito de Los Cerrillos Water Association	Todd Brown	505-438-3008	PO Box 6	Cerrillos	NM	87010	<a href="mailto:brownp52@yahoo.com">brownp52@yahoo.com</a>

**CORO 2022**

Organization Name	Member Name	Member telephone number	Address	City	State	Zip Code	Email
Cerrillos Hills Park Coalition	Ross Lockridge	505-471-9182	PO Box 22	Cerrillos	NM	87010	<a href="mailto:murlock@raintreecounty.com">murlock@raintreecounty.com</a>

**CO and RO contacts 2016**

Organization Name	Member Name	Member telephone number	Address	City	State	Zip Code	Email
Concerned Citizens of Cerrillos	Ross Lockridge	505-471-9182	PO Box 22	Cerrillos	NM	87010	<a href="mailto:murlock@raintreecounty.com">murlock@raintreecounty.com</a>

**CO and RO contacts 2016**

Organization Name	Member Name	Member telephone number	Address	City	State	Zip Code	Email
Turquoise Trail Regional Alliance	Karen Yank	505-281-0243	PO Box 23775	Santa Fe	NM	87502	<a href="mailto:hamonyank@cybermesa.com">hamonyank@cybermesa.com</a>

**CORO 2022**

Organization Name	Member Name	Member telephone number	Address	City	State	Zip Code	Email
Stop Hunt Power Line, Inc	Karen Koch	310-990-5308	369 Montezuma Ave. #132	Santa Fe	NM	87501	<a href="mailto:karenakoch@mac.com">karenakoch@mac.com</a>

**CO and RO contacts 2016**

Organization Name	Member Name	Member telephone number	Address	City	State	Zip Code	Email
Santa Fe Gateway Alliance	Katherine Bilton	505-471-3227	131 E. Chili Line Rd.	Santa Fe	NM	87508	<a href="mailto:kmbilton@gmail.com">kmbilton@gmail.com</a>

**CORO 2022**

Organization Name	Member Name	Member telephone number	Address	City	State	Zip Code	Email
Santa Fe Association of REALTORS	Donna Reynolds	505-982-8385	510 N Guadalupe Ste E	Santa Fe	NM	87501	<a href="mailto:donna@sfa.com">donna@sfa.com</a>

**CORO 2022**

July 17, 2025

Organization Name	Member Name	Member telephone number	Address	City	State	Zip Code	Email
Santa Fe Housing Action Coalition	Michael Barrio	310-869-5311	501 Halona St.	Santa Fe	NM	87505	<a href="mailto:mbarrio@santafehousingaction.org">mbarrio@santafehousingaction.org</a>

If you have any questions, please do not hesitate to contact this office at 986-6296.

Sincerely,

*Jose E. Larrañaga*

Jose E. Larrañaga  
Development Review Team Leader

July 17, 2025

## **Pre-Application Neighborhood Meeting Report**

After conducting the pre-application neighborhood meeting with neighborhood contacts you were given, submit the following list of items to the Santa Fe County Case Manager, with checklist attached.

Please check off the following Pre-Application Neighborhood Meeting Report Items:

- ☐ Date and location of the neighborhood meeting or meetings \_\_\_\_\_
- ☐ A list of persons and organizations invited to the meeting (attach page)
- ☐ A copy of the notice of pre-application meeting issued together with return receipts from letters mailed (attach page)
- ☐ A list of persons and organizations who attended the pre-application meeting (attach page)
- ☐ A copy of all materials distributed at the neighborhood meeting (attach pages)
- ☐ A summary of all concerns, issues and problems identified at the meeting, including how the applicant has addressed or intends to address the concerns and whether the applicant is unable to address them. Specific attention should be paid to any conditions or mitigating measures agreed to at the meeting.