



Santa Fe County Building & Development Services

Demolition Checklist

Forms in the packet to be completed

- Santa Fe County Development Application (Filled out and signed)

Documents applicants to provide (available in the building)

- Recorded Warranty Deed (Available in Santa Fe County Clerk's Office)
- Approved Survey Plat Pre 1981 or signed off 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
- Vicinity Map + Written Directions to the site
- Approved Emergency 911 Assigned Address Form (Rural Addressing Department)

Plans applicant to provide

2 Copies, 1 full size 24 x 36 to scale & 1-reduced 11 x 17

- Site Plan:
Birds eye-view of what is on the property including all existing & Proposed structures to be removed, well and septic, driveway length and width. Must show on-site dumpster.

DEVELOPMENT PERMIT PROCESS*

1. Meet with County staff to go over checklists & identify Specific Code Requirements.



2. Submit all required checklist documents & staff will verify completeness.



3. Staff reviews application & distributes to outside reviewing agencies (Fire, Utilities, Public Works & other agencies as needed). Staff also conducts a site visit.



4. Once reviews are complete, staff may provide applicant comments & revisions (redlines) to meet code requirements. The applicant reviews comments & revisions, makes needed changes & resubmits plans.



5. If application meets code requirements, a Development Permit is issued. The applicant then delivers approved, sealed plans to the NM Construction Industry Division (CID) for building permit.

- Forms included in packet
- Documents available at Santa Fe County
- Documents applicant to provide
- Plans applicant to provide

Notes

Notes

SLDC Regulations

Important Phone Numbers

Zoning _____

Community Overlay District

Density _____

Maximum height _____

Accessory Dwelling Unit _____

Setback front property line _____

Setback side & rear property line _____

Flood zone setback _____

- Santa Fe County Land Use, 102 Grant Ave, 505-986-6225
<http://www.santafecountynm.gov>
- State Engineers Office, 407 Galisteo (Bataan Memorial Building) 505-827-6175
- State Environment Department
2540 Camino Edward Ortiz, 505-827-1840
- Santa Fe County Fire Prevention
4 Fire Place, 505-995-6523
- Construction Industries Division (CID)
2550 Cerrillos Road, 505-476-4700
- Santa Fe County Utilities, 505-992-9870



**BUILDING AND DEVELOPMENT SERVICES AND
SANTA FE COUNTY FIRE PREVENTION DIVISION
DEVELOPMENT PERMIT APPLICATION**



Applicant Name: (Present &/or Former Names) _____ **Development Permit Number** _____ **Project Manager/Type/Date Received** _____

Development Fees Paid Y N Amount: _____ Fire Impact Fee Paid Y N Amount: _____ Total Fees Paid: _____
 (Additional Fire Inspections will be charged a minimum \$25.00 fee)

For official use only

Type of Development Permit:
(Indicate all that apply)

Site Dev. Plan Conceptual Plan Conceptual Use Residential Bldg. Plan Commercial Bldg. Plan Accessory Structure Driveway
 Lot Line Adj. Summary Rev Sub. Major Sub. Minor Sub. Com. Sub. Sprinkler/Alarm Mobile Home Solar Other _____

Wildland Hazard Rating: Moderate High Very High Extreme N/A Fire District _____

Fire Protection Water Source: Fire Hydrant Draft Hydrant Pond Other _____ Driveway length: _____ Width: _____

PROPERTY OWNER INFORMATION: First Name: _____ Last Name: _____

Mailing Address: _____ Zip: _____
 Rural address of Project: _____ Zip: _____
 Written Directions to Project Site: _____

 _____ Gate Code _____

Cell Phone: _____ Home Phone: _____ Email address: _____
 Contractor / Company Name: _____ Address: _____
 Cell Phone: (____) _____ - _____ Work Phone (____) _____ - _____ Contractor's License # _____

PROJECT DESCRIPTION: _____

Section: _____ Township: _____ Range: _____ Commission District _____ Parcel ID: _____
 UPC Number: _____ Plat Book: _____ Page: _____ Date Recorded: _____
 Warranty Deed Instrument #: _____ Date Recorded: _____ Subdivision Name: _____
 Acreage: _____ Estimated Completion Date: _____ Valuation: _____
 Proposed Number of Dwellings Onsite: _____ Existing: _____ Total: _____
 Proposed Number of Lots Onsite: _____ Existing: _____ Total: _____
 Proposed Roofed Area Sq. Ft.: _____ Existing Roofed Area Sq. Ft. : _____ Total Roofed Area Sq. Ft.: _____
 Lot Number: _____ Phase: _____ Affordable Unit: Yes No All Weather Access: Yes No* (*Access improvements required)
 County Road: Yes* No (Access Permit DPW required) Legal Access: Yes No
 FEMA 100-year floodplain: Yes* No Zone _____ Panel Number: _____ D (*Floodplain Dev. Permit required)
 NMED Septic Permit: Yes No Community Sewer System Yes No Water Restrictions: Yes* No Book _____ Page _____
 Shared Well: Yes* No *Share Agreement Inst. # _____ Well Meter Reading: _____
 Well Permit # _____ Well Meter Serial Number: _____ Meter Type _____ Unit of Measure: _____
 Community Water System: Yes* No (* Water Service Letter Required) Cistern Required: Yes No Rain barrels Required: Yes No
 Proof of Taxes: Yes No (SLDC Zoning): A/R RUR RUR-F RUR-R RES-F RES-E RES-C TC CN CG IL I MU PD

Owner Acknowledgment or Authorized Representative: Signature: _____ **Date:** _____

By signing I acknowledge all information is true and accurate, and I authorize Santa Fe County staff to conduct necessary inspections on my property as related to this permit application. I agree and I understand that the issuance of any subsequent permits does not prevent the Santa Fe County Fire Prevention Division from requiring additional compliance with the provisions of the Santa Fe County Fire Code as adopted by the Board of County Commissioners.

Type of Permit Issued: _____ Date: _____
 Approved By: _____ Date: _____
 Redlines Yes No Inspections Conducted: Initial Pre-Final Final Certificate of Completion Yes No

