



Santa Fe County Building & Development Services

Utility Authorization (Well Only) Checklist

**** Submittals by appointment only ****

Forms in the packet to be completed

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

Documents applicants to provide

- Recorded Warranty Deed (Available in Santa Fe County Clerk's Office)
Letter of consent needed from property owner if leasing or on real estate contract. Phone # 505-986-6280
- Approved Survey Plat (Available in Santa Fe County Clerk's Office)
Phone # 505-986-6280
- Proof of Taxes Paid (Available in Santa Fe County Treasurers Office)
Tax Bills Will Not Be Accepted Phone # 505-986-6245
- Water Restriction Covenants 2 Copies (Refer to Approved Survey Plat for Book & Page Number of Water Restrictions) **If Property Has Water Restrictions**
- 2 Copies shared well agreement (If Utilizing a Shared Well).
- Approved Emergency 911 Assigned Address Form
(Rural Addressing Department) Phone # 505-995-2732

Documents applicant to provide

- Well Permit (State Engineers Office # 827-6175).
- 1 copy of shared well agreement (If Utilizing a Shared Well).

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, well, septic, driveway length and width).
- Water Meter Proof: Water Meter Serial # + 1 picture of Meter + 1 picture Meter Reading.
- Vicinity Map + Written Directions to the site

DEVELOPMENT PERMIT PROCESS*

1. Call the SFC Land Use Office at 505-986-6225 to schedule an appointment to submit permit.



2. Submit all required checklist documents & staff will verify completeness. Incomplete submittals will not be accepted.



3. Staff reviews application & conducts a site visit.



4. Once review is 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.

Helpful Hints

- ✓ Provide the properties gate code on the development application so the Code Enforcement Officers can access the property.
- ✓ Please let our office know if you have loose dogs in your yard prior to inspection.

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

<p style="text-align: center;"><u>Notes</u></p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p style="text-align: center;"><u>Notes</u></p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p style="text-align: center;"><u>SLDC Regulations</u></p> <p>Zoning _____</p> <p>Community Overlay District _____</p> <p>Density _____</p> <p>Maximum height _____</p> <p>Accessory Dwelling Unit _____</p> <p>Setback front property line _____</p> <p>Setback side & rear property line _____</p> <p>Flood zone setback _____</p>	<p style="text-align: center;"><u>Important Phone Numbers</u></p> <ul style="list-style-type: none"> Santa Fe County Land Use, 100 Catron St, STE 2102 505-986-6225 http://www.santafecountynm.gov State Engineers Office, 407 Galisteo Bataan Memorial Building 505-827-6175 (Well Permit) State Environment Department 2540 Camino Edward Ortiz, 505-827-1840 (Septic Permit) 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 Manufactured Housing Division, 505-476-4770



**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