Santa Fe County Building & Development Services
Conditional Use Permit Checklist

- Aamodt Settlement Area (Adjudication information may be obtained from the Office of the State Engineers)
- Pueblo/Tribal land (Grant of easement from pueblo must be provided upon submittal)

**Forms in the packet to be completed**
- Santa Fe County Development Application (Completed)
- Approved Emergency 911 Assigned Address Form (Rural Addressing Department)
- Public Works Department Access Permit Application form (If Accessing County Road)

**Documents applicants to provide (available in the building)**
- Recorded Warranty Deed (Available in Santa Fe County Clerk’s Office)
- Approved Survey Plat (Available in Santa Fe County Clerk’s Office)
- Proof of Taxes Paid (Available in Santa Fe County Treasurers Office) Tax Bills Will Not Be Accepted
- Water Restriction Covenants 2 Copies (Refer to Approved Survey Plat for Book & Page Number of Water Restrictions) If Property Has Water Restrictions if required

**Documents applicant to provide**
- Approved Septic Permit (State Environment Department # 827-1840).
- Well Permit (State Engineers Office # 827-6175).
- Proof of Sewer (If on community sewer system letter from entity on letter head).
- Proof of Water (If on community water system letter from entity on letter head or if utilizing City Sewer and City Water need to provide approved Certificates).
- 2 Copies shared well agreement (If Utilizing a Shared Well).
- Water Meter Proof: Water Meter Serial # + 1 picture of Meter + 1 picture Meter Reading.
- NMDOT Access Permit Application form (If Accessing State Road)

**DEVELOPMENT PERMIT PROCESS**

1. Discretionary Review/Pre-Application meeting and placed on a TAC agenda.
2. Determine if a neighborhood meeting is required. Application can be made after if not. Application can be made
3. Project is then sent out to reviewing Agencies County and State and any other that pertain to project
4. Review agencies have 30 days for review and when complete any negative comments must be addressed. The project is placed on a Public Hearing Agenda.
Helpful Hints

- Provide the properties gate code on the development application so our code enforcement officers can access the property.
- Read the plat notes on your approved survey to check if you need fire sprinklers.
- Elevations should be dimensioned & show natural, finished & final cut grade.
- Roadways and access points should be dimensioned on site plan. (length, width, turnaround)
- **Road must be a minimum of 20’ wide.**

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**Plans applicant to provide**

Non-residential copies, 10 full size 24 x 36 to scale & 2-reduced 11 x 17 (10 reports)

- Detailed Letter of request
- Site Plan (Birds eye-view of what is on the property including all existing & proposed structures, well, septic, driveway length and width etc).
- Floor Plan
- Roof Framing Plan
- Wall Sections (details & sections)
- Foundation & Framing Plan (details & sections)
- Outdoor Lighting Plan (cut sheets, bulb types, and lighting analysis)
- Plumbing & Mechanical Plans (electrical lighting & power plan)
- Exterior Elevations (showing existing, proposed & finished grade)
- Provide setback as per Table 7-A of the SLDC
- Grading & Drainage Plan (show pond locations & drainage calculations)
- Roof Drainage Plan
- Retaining Wall (detail & sections, if applicable)
- Landscaping Plan (Chapter 7.6)
- Lighting Plan with cut sheets (Chapter7.8)
- Parking Plan/Traffic Circulation (Chapter 7.10)
- Signage Plan/Cut sheets with detail (Chapter 7.9)
- Water harvesting cistern system is required to capture 1.5 gallons per square foot of roofed area. (Show on Site Plan & provide cistern pump details)

- Fire Sprinkler Plan (if applicable).
- Vicinity Map + Written Directions to the site
- SRAs

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**Slope Analysis (If required)**

<table>
<thead>
<tr>
<th>Slope (%)</th>
<th>0-15%</th>
<th>15-20%</th>
<th>20-30%</th>
<th>30+ %</th>
</tr>
</thead>
</table>

**Slope Analysis (7400 Elevation)**

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