SANTA FE COUNTY

Santa Fe County Building & Development Services

Grading & Clearing, Roads & Driveways Checklist

Submittals by appointment only

☐ If the subject property accesses through pueblo or tribal land, please check with staff

Forms in the packet to be completed

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

☐ Public Works Department Access Permit Application form (If Accessing County Road)

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 Pre 1981 or signed off by Land Use Administrator (Available in Santa Fe County Clerk's Office) - Public Notice Plats will not be accepted. 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

☐ Vicinity Map + Written Directions to the site

☐ Approved Emergency 911 Assigned Address Form (Rural Addressing Department) Phone # 505-995-2732

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.)

Plans labeled with studio, casita, or guest house will not be accepted. Survey plats will not be accepted as site plans.

☐ Grading & Drainage Plan signed & sealed by a NM Professional Engineer (show pond locations & drainage calculations)

☐ Detailed Cross Sections of Road or Driveway

☐ Plan & Profile (if necessary) must be signed & sealed by a NM Professional Engineer.

☐ Applicant must provide proof of permit or legal non-conforming status of all existing structures/improvements on property prior to submitting permit.

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 & 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.

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.

☐ ***Slope Analysis (If applicable, slope analysis must be provided in the following increments signed & sealed by NM Professional Engineer):***

0-15%
15-20%
20-25%
25-30%
30+%

Notes	Notes
_____	_____
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SLDC Regulations	Important Phone Numbers
Zoning _____	• **Santa Fe County Land Use, 100 Catron St, STE 2102 505-986-6225** http://www.santafecountynm.gov
Community Overlay District _____	• **State Engineers Office, 407 Galisteo Bataan Memorial Building 505-827-6175 (Well Permit)**
Density _____	• **State Environment Department 2540 Camino Edward Ortiz, 505-827-1840 (Septic Permit)**
Maximum height _____	• **Santa Fe County Fire Prevention 4 Fire Place, 505-995-6523**
Accessory Dwelling Unit _____	• **Construction Industries Division (CID) 2550 Cerrillos Road, 505-476-4700**
Setback front property line _____	• **Santa Fe County Utilities, 505-992-9870**
Setback side & rear property line _____	• **Manufactured Housing Division, 505-476-4770**
Flood zone setback _____	

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

SANTA FE COUNTY

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: _____ Overlay Dis: _____

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

Santa Fe County Public Works Department

APPLICATION FOR PERMIT TO CONSTRUCT / MODIFY DRIVEWAY ACCESS ON COUNTY RIGHT OF WAY

Application No._____

Application is hereby made by _____

(Name of Applicant)

_____

(Business Address)

This application is made for permission to construct driveway(s)/Access onto the following county maintained road in accordance with attached plan or sketch:

_____

(Address of Construction Site)

- ☐ **Construct New**
- ☐ **Reconstruct**
- ☐ **Modify**
- ☐ **Close Off**
- ☐ **25 FT. Asphalt Apron**
  (Paved County Right-Way Residential)
- ☐ **50 Ft. Asphalt Apron**
  (Paved County Right-Way Non-Residential / Multi-Use)

The work is to commence on _____ (Date)

And will require approximately _____ days to complete.

*If this access permit is granted, we further agree to comply with all conditions, restrictions, and regulations of the Santa Fe County Sustainable Land Development Code.

I hereby certify the above statements to be true and correct:

Applicant: _____

By: _____

Title: _____

Date: _____**Phone #**_____

Permit Granted___ Denied___

On this ____Day of_____, 20___

Permit No. _____

By: _____

Santa Fe County Public Works Department

APPLICATION FOR PERMIT TO CONSTRUCT / MODIFY DRIVEWAY ACCESS ON COUNTY RIGHT OF WAY

Permit Granted___ Denied___

On this ____Day of_____, 20___

Permit No. _____

By: _____

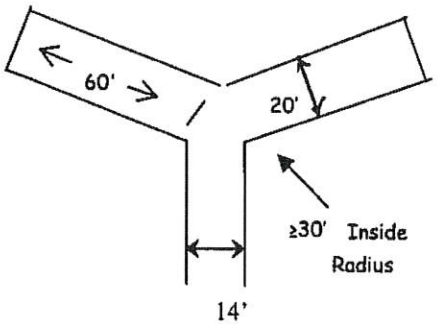
Fire Prevention Division

Fire Apparatus Access Driveway Turnarounds and Turnouts
Single Residential Lot

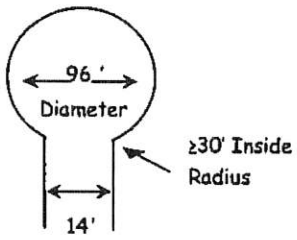
Fire apparatus access driveways shall have an approved, all weather driving surface, capable of supporting the imposed load of fire apparatus. Driveways shall be within 150 feet of the furthest portion of the exterior of each structure.
Driveways in excess of 150 feet in length shall be provided with turnarounds. Driveways in excess of 250 feet in length and less than 20 feet in width shall be provided with turnouts in addition to turnarounds.

The following is a list of width and height requirements related to residential driveways, turnarounds and turnouts:

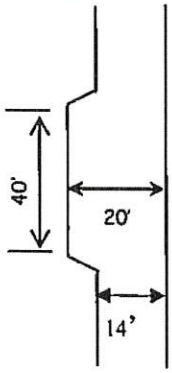
- The minimum unobstructed vertical clearance shall be 13 feet 6 inches
- The maximum slope of the turnaround shall not exceed 10% in grade.
- The minimum driveway width shall not be less than 14 feet.
- Turnarounds shall not be located within 50 feet of any combustible structure.
- The maximum slope of the driveway shall not exceed 15% in grade.



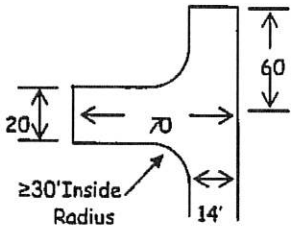
Driveway Y Turn



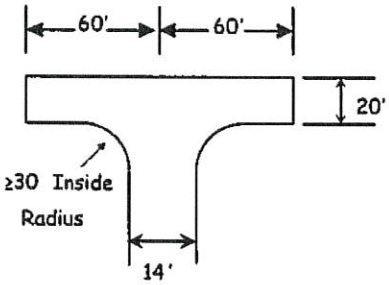
Driveway Cul-de-sac



Driveway Turnout Requirement



Driveway Alternative Hammerhead



Driveway Hammerhead

Revised: 02/28/2018 DO