Forms in the packet to be completed

☐ Fees: $50.00 Review Fee + $25.00 Fire Review + $35.00 Business License Fee = $110.00

☐ Completed Santa Fe County/Fire Department Application

☐ Completed Business Registration Application

Documents applicants to provide (available in the building)

☐ Address GIS Form

☐ Warranty Deed

☐ Survey Plat

☐ Proof of Taxes Paid (Available in Santa Fe County Treasures Office) Tax Bills will not be Accepted

☐ Letter of intent describing business, types of materials involved, number of employees (No more than 1 Non-Resident Employees). Number of appointments per day

☐ Notarized Letter of Consent from Property Owner (If Renting)

☐ Vicinity Map + Written Directions

☐ To Scale Floor Plan – 25% maximum square footage of heated area of residence

☐ To Scale Site Plan- Birds eye view of what is on the property including all existing structures including proposed outdoor storage (100 S.F. Max), employee parking (if Applicable), driveway length and width

Business License Process

1. Meet with County staff to go over checklist and identify specific Code Requirements.

2. Submit all checklist documents and staff will verify completeness.

3. Staff reviews application and distributes to outside reviewing agencies (Fire, Utilities, Public works and other agencies as necessary). Staff also conducts a site visit

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

5. If application meets code requirements, a Business License is issued within 15 Days.
<table>
<thead>
<tr>
<th>SLDC Regulations</th>
<th>Important Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zoning:</td>
<td>• State Engineers Office, 407 Galisteo (Bataan Memorial Building) 505-827-6175</td>
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<tr>
<td>Community Overlay District:</td>
<td>• State Environment Department 2540 Camino Edward Ortiz 505-827-1840</td>
</tr>
<tr>
<td>Density:</td>
<td>• Santa Fe County Fire Prevention 4 Fire Place 505-995-6523</td>
</tr>
<tr>
<td>Maximum height:</td>
<td>• Construction Industries Division (CID) 2550 Cerrillos Road 505-476-4700</td>
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<tr>
<td>Accessory Dwelling Unit:</td>
<td>• Santa Fe County Utilities 505-992-9870</td>
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<tr>
<td>Setback from the property line:</td>
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