



## Santa Fe County Building & Development Services

### Utility Authorization (Well Only) Checklist

#### Forms in the packet to be completed

Santa Fe County Development Application (Filled out & signed)

#### Documents applicants to provide (available in the building)

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.**

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**

2 Copies shared well agreement (If Utilizing a Shared Well).

Approved Emergency 911 Assigned Address Form  
**(Rural Addressing Department)**

#### 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. 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 & 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

<u>Notes</u>	<u>Notes</u>
<b><u>SLDC Regulations</u></b>	
<b>Zoning</b> _____	
<b>Community Overlay District</b> _____	
<b>Density</b> _____	
<b>Maximum height</b> _____	
<b>Accessory Dwelling Unit</b> _____	
<b>Setback front property line</b> _____	
<b>Setback side &amp; rear property line</b> _____	
<b>Flood zone setback</b> _____	



**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