

SANTA FE COUNTY

PUBLIC WORKS DEPARTMENT 424 NM 599 Frontage Road, Santa Fe, New Mexico 87507 (505) 992-3010 Fax: (505) 992-3028

APPLICATION TO REQUEST COUNTY ROAD MAINTENANCE

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

A copy of Resolution Number 2012-151 is attached to this application. County staff strongly recommends that:

- 1. Applicants and/or property owners schedule a pre-application meeting with County staff prior to submission of this application.
- 2. Neither the applicant nor any property owner commission a survey, title search, or title policy prior to acceptance or conditional acceptance of the road for maintenance by the Board of County Commissioners.

APPLICATION REQUIREMENTS:

- 1. The property owners shall select one Applicant to serve as all owners' representative in the application process. The Applicant shall sign the Applicant's Statement portion of the Application.
- 2. All property owners shall each sign a Property Owner's Statement for inclusion in the application.
- 3. All property owners shall each provide copies of their most recent instrument of ownership, i.e., deed or contract.
- 4. The property owners shall provide copies of any known easements in or within the vicinity of the proposed road dedication.
- 5. The Application must be accompanied by a non-refundable viewing Fee of \$250 as per Santa Fe County Resolution number 2014-52. Checks shall be made payable to Santa Fe County Treasurer.

- 6. The Applicant shall also pay the fee for asphalt testing if applicable, as per Santa Fe County Resolution number 2014-52.
- 7. A Phase I Environmental Assessment shall be conducted on each road being reclassified to a County-maintained classification from a non-County maintained status is sough, as per Santa Fe County Resolution number 2012-151. The costs shall be borne by the applicant, unless a waiver is requested in the initial application and is granted by the board of County Commissioners.
- 8. Any request for the County to waive any survey or title fees must be included in the initial Application.
- 9. The Applicant shall identify any and all obstructions and or clear recovery issues that the property owners are willing to remove prior to the County accepting the application.
- 10. The applicant shall identify any planned work to be done within the road area, i.e., utility or drainage work.
- 11. The application shall be submitted in person to the address above.
- 12. The applicant shall identify any waivers to the road standards such as road width.

TYPICAL REASONS FOR REJECTED APPLICATIONS:

- 1. One property owner refuses to dedicate the road to the County.
- 2. Liens or other claims against the property.
- 3. Easements on property to others, such as a utility provider.
- 4. Illegal subdivisions of land.
- 5. Multiple owners on one property-one not willing to dedicate the road.
- 6. Lack of clear title- the property owner does not have the legal right to dedicate land.
- 7. Environmental issues.

STAFF	USE	ONLY:	

- 1. Application Fee Paid: _____ (Amount/Date) ATTACH COPY
- 2. Application Complete: (Staff Initial/Date)
- 3. Application Number:

ROAD PROPOSED FOR COUNTY MAINTENANCE

USE ADDITIONAL PAGES AS NECESSARY

(1) Name of Road Requested:	(2) Approximate Length:
(3) Starting Point:	(4) Ending Point:
(5) Describe the current condition of the	e road (composition, width, length, etc)
(6) Describe any waiver to any County	road standard you are requesting:
(7) Check the level of road maintenance County Maintained	e you are requesting:
Lesser County-Mai Shared Maintained	intained Road

SUPPLEMENTAL INFORMATION

THE FOLLOWING SUPPLEMENTAL INFORMATION SHALL BE ATTACHED AS INDICATED:

- l. Copies of each property owners' most recent instrument evidencing clear title to the road property, i.e. deed or real estate contract.
- 2. A list of any known easements in or within the vicinity of the road proposed to be dedicated and copies of any plats or surveys showing the location of such easements.
- 3. A list of all obstructions and or clear recovery issues that the property owners are willing to remove/remedy prior to the County accepting the road for County improvement/maintenance.
- 4. A description of any planned work to be done within the road area, i.e. utility or drainage work.
- 5. A list of all existing liens, and the identity of any lien holders, associated with the road property.
- 6. A list of all claims against the road property, such as mortgages, judgments or other evidence of indebtedness.

- 7. A vicinity map of the road proposed for County improvement/maintenance.
- 8. Describe any waiver of environmental assessment, survey or title fees requested from the Board of County Commissioners.

APPLICANT STATEMENT

11	incredy agree to act as the Applicant on hengit	of
proposed for acceptance by the Cou Fe County Resolution Number 201	, hereby agree to act as the Applicant on behalf	
1. The property on which the propo interest to the County. The County	sed road is located shall be dedicated in fee simple will not pay for the dedication of right-of-way.	
2. The Applicant and property ownsurvey(s) unless a waiver is request Board of County Commissioners.	ers shall pay the entire cost of the right-of-way ed in the initial Application and is granted by the	
msurance, and any other costs assoc	ers shall pay the entire cost of any title search and tit ciated with the assurance of clear title to the County, nitial Application and is granted by the Board of	le
4. The Applicant and property owner Assessment for each road, unless a granted by the Board of County Con	er shall pay the entire cost of a Phase I Environmental waiver is requested in the initial Application and is mmissioners.	ıl
5. The Applicant and property owner	er shall pay the fee for asphalt testing if applicable.	
6. The property owners have selecte their behalf and to serve as the singl owners.	d me as their representative to act as Applicant on e point of contact between the County and property	
olicant's Signature		
escribed and sworn before me this	day of20	
tary Public		

Applicant's information (please print)	
Name:	
Mailing address:	
Physical address:	
Phone#:	

PROPERTY OWNER'S STATEMENT

All property owners with an ownership interest in a road proposed for County road maintenance pursuant to Resolution No. 2012-151 shall complete the information below.

USE ADDITIONAL PAGES TO INCLUDE ALL PROPERTY OWNERS

I,		, am	an owner of pro	perty associated with	
		(name of road) which is being	proposed for County	
road maintenance, purs	suant to Sa	anta Fe County I	Resolution Numb	er 2012-151. I hereby r	equest
ulat			act ac the An	olicant on my behalf for	this
request for the County	to conside	er this road as a (Check one):		
	_ County	-Maintained Ro	ad		
	_ Lesser	County-Maintai	ned Road		
	_ Snared	Maintained Roa	d		
I further understand an	d agree to	all of the follow	ing:		
1. The property on whi interest to the County.	ch the pro Γhe Coun	posed road is loot ty will not pay fo	cated shall be decor the dedication	licated in fee simple of right-of-way.	
2. The Applicant and prunless a waiver is reque County Commissioners	ested in th	vners shall pay the initial Application	ne entire cost of t	he right-of-way survey(d by the Board of	;)
3. The Applicant and prinsurance, and any other unless a waiver is requestionarty County Commissioners	r costs ass	sociated with the	assurance of cle	ar title to the Country	
4. The Applicant and Assessment for each rigranted by the Board	oad, unle	ess a waiver is i	equested in the	of a Phase I Environmential Application and	nental 1 is
5. The Applicant and	property	owner shall pay	the fee for asp	halt testing if applicat	le.
6. All property owners rowners' representative a property owners.	nust agree nd as the	e on a single App single point of co	olicant who will sontact between the	erve as the property e County and	
erty Owner Signature					
orey owner signature					

My commission expires:	
Property owner's information (please print)	
Name:	
Mailing address:	
Physical address:	
Phone #:	