



**SANTA FE COUNTY**

Santa Fe County Planning Division  
Growth Management Department  
100 Catron Street  
Santa Fe, New Mexico, 87501  
(505) 986-6225

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**Transfer of Development Rights (TDR) Program  
Application**

**I. PROPERTY OWNER & PROPERTY INFORMATION\***

Property Owner Name(s): \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

Property Owner Telephone Number: \_\_\_\_\_

Property Owner Email Address: \_\_\_\_\_

Parcel ID Number(s): \_\_\_\_\_

Tract(s): \_\_\_\_\_

Property Address: \_\_\_\_\_

Property Size (in acres): \_\_\_\_\_

Zoning District: \_\_\_\_\_

Property Description: \_\_\_\_\_

\_\_\_\_\_  
\*attach additional sheets if necessary

**II. INTENT**

Describe your intent for managing and conserving the resources on the property.

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**III. ELIGIBILITY CRITERIA**

A property is only eligible for TDR Certificates if it meets one or more of the follow eligibility criteria. Select all that apply:

- Sending Area through a Community District Overlay
- Environmental & Resource Protection Overlay
- Historic Protection Overlay
- Agricultural Overlay
- Sensitive Environmental Lands (riparian habitats, endangered or threatened species habitat, archaeological sites)
- Agricultural Land
- Conservation Land (open space, scenic vistas, natural features, area of special character)

**IV. PROPERTY DESCRIPTION**

Provide a brief description of the property with specific reference to the criteria. Write "N/A" or "Unknown" as applicable.

Current Uses and Activity. Describe how the property is currently being used.

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Road Access. Is the property accessible by road? Is it a public or private road?

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Existing Development & Infrastructure. Are there any existing dwellings or other structures on the property? Are there any other improvements on the property? (e.g. domestic water and sewer systems, utilities & transmission lines, etc.).

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Existing Easements & Other Restrictions. Does the plat or deed show any easements or other restrictions to development?

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Topography & Soils. Describe the general topography of the property, including any unique features (e.g. drainages, rock outcroppings, mesas or escarpments, etc.).

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Water Resources & Flood Zones. Describe any surface waters or storm drainage features, including arroyos, flood zones, acequias, springs, wetlands, ponds, streams, rivers, lakes, etc.

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Plant Community. Describe the types of vegetation, including any endangered threatened, or rare species.

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Wildlife Habitat. Describe the types of wildlife and wildlife habitat on the property, including any threatened, endangered or rare wildlife species.

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Historic Resources. Describe any historic buildings, historic districts, landmarks or other historic resources related to the property, including any resources that are listed on the National Register of Historic Places or the State Register of Cultural Properties.

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Cultural/Archaeological Resources. Describe any cultural or archaeological resources. Do not share confidential information. Consult with the State Historic Preservation Office if necessary.

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Scenic Resources. Describe any scenic resources on the property or in view from the property.

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\*attach supporting documents as needed

**V. ADDITIONAL CRITERIA**

Your answers to the following questions will help determine if the property is eligible for Certificates and to calculate the number of Certificates that can be generated from the property.

Are there any irrigation water rights appurtenant to the property? Do you intend to retain the water rights in exchange for TDR Certificates? If yes, please describe. Additional documentation will be required.

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Is there any existing or pending litigation related to the property that would change ownership or limit the development potential of the property? If yes, please describe.

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Are there any existing easements, liens, covenants, written or verbal agreements or encumbrances that would limit the amount of development on the property? If yes, please describe.

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Are there any property taxes due on the property? If yes, please describe.

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Are you making payment on a mortgage or other debt? If yes, please describe. Applicants must provide written approval from any mortgage or lien holders. See the TDR Lienholder Subordination Agreement.

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Are there any code violations on the property? If yes, please describe.

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Do any other parties have a leasehold interest in the property? If yes, please describe.

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Is there any planned or existing construction on the property? If yes, please describe.

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**VI. SUBMIT**

I attest that this TDR Program Application fairly and accurately represents the current conditions of the property and that all statements in this application are true and accurate to the best of my knowledge.

I affirm that I am the owner of the property and that I am authorized to sign this Application.

\_\_\_\_\_  
Name Date

\_\_\_\_\_  
Name Date

**VII. SUPPORTING DOCUMENTS**

Please attach any supporting documents which prove ownership or demonstrate how the property meets the eligibility criteria. These may include:

**REQUIRED:**

- Sending Area Plat or Map (drawn to scale)
- Deed
- Title Report
- Lien Subordination Agreement, if applicable.

**OPTIONAL:**

- Topography Map
- Official Zoning Map
- Riparian Areas & Floodplain Map
- Deed
- Restrictive Covenants, if any
- Photos
- Management Plans & Conservation Plans
- Proof of Ownership - Water Rights
- Proof of Ownership – Mineral Rights
- Studies & Surveys