



Community Organization Checklist

A Community Organization (“CO”) is a new or pre-existing association or organization that is recognized by resolution of the Board to represent a specified geographical area within the County.

Attend a Pre-Application Meeting with staff to discuss area boundaries, and topics of interest.

At this meeting staff will help the applicant identify area boundaries, answer questions, and complete the application. Please contact: Nate Crail at (505) 986-2452 or ncrail@santafecountynm.gov to set up a date and time for the meeting, to answer any questions, and turn in application materials.

The following is a checklist of required information for the Community Organization submittal process. Once the completed application is returned to the Planning Division, the Administrator will review the application and make a recommendation to the Board of County Commissioners (BCC). The BCC may approve the application, deny or approve with conditions.

Name, address, telephone number and email the person to be contacted by the County.

Map or description of the geographical boundaries (attach to the application, County Staff can help produce this map)

List of the organizations topics of interest

List of contacts/officers of the organization with phone numbers or email addresses

Signed copy of relevant organizing documents for the Community Organization (attach to application)

Organization’s regular meeting location time and date

Date of the founding of the organization

Email list and number of organization members



Community Organization Application

Community Organization Name:

Topics of interest (for example acequias, horse trails etc.):

Please identify a primary contact and two additional contacts from your organization that will be designated to receive County correspondence. Please list them below in the additional contact names section.

Contact Person

Name:

Address:

Telephone number:

Email address:

Additional Contacts:

1. Name/position:

Telephone number or email:

2. Name/position:

Telephone number or email:

Meeting Location:

Meeting Date and Time:

Date for the founding of the organization:

Number of organization members:

Please attach an email list of your membership

Thank you!