County Open Lands, Trails and Parks Advisory Committee
(COLTPAC)

Santa Fe County Open Space, Trails and Parks Program

Property Acquisition Application

Instructions:

- Please answer the questions listed below. If you need more space to answer a question, please attach additional pages to your application. Limit your narrative answers to one page, or less, for each question. Provide applicable documentation to support claims.
- You must address each item below to the best of your knowledge and ability. While all the requested information is not required for an application to be considered, more complete information will expedite evaluation and consideration of the proposal by the County and COLTPAC.
- Please print or type all entries and return the completed form to:

Open Space and Trails Planner
Santa Fe County, Growth Management Department
240 Grant Ave., P.O. Box 276, Santa Fe, NM 87501
openspace@santafecountynm.gov
(505) 995-2774

***Note**: Santa Fe County will not participate in a purchase over fair market value, as determined by a qualified appraisal. A qualified appraisal will be done if the project is prioritized by COLTPAC.*

1. **Applicant Information**
   a. Name: _____
   b. Address: _____
   c. Phone: _____
   d. Email: _____
   e. Date submitted: _____

2. **Basic Property Details**
   a. Property address: _____
   b. Common name of property (if applicable): _____

c. Estimated fair market value of property: _____
d. Provide an appraisal, if one has been done within 60 days (optional).
☐ Appraisal provided
☐ Appraisal not provided
e. Approximate acreage: _____
f. Provide a legal description, if you have one (optional):

g. Describe any existing structures on the property:

3. **Proposed Use(s)**. Describe proposed use(s) of the site if it is acquired. Describe any proposed management approaches that would protect resources and/or limit public access.

4. **Negotiation Status**. Provide the name of the property owner or representative and evidence that the owner or representative is willing to negotiate or enter into an agreement at or below appraised fair market value (e.g., a letter from the owner).
Property owner and/or representative name:_____
☐ I am the property owner or representative
☐ Letter from property owner or representative provided

5. **Maps**.
   a. Provide a site map of the proposed project site. Show property boundaries and any public land boundaries, if applicable. Show all current and proposed developments (roads, streets, easements, etc.), natural features (streams, ponds, wetlands, etc.) and mode of access to the property (public road, right-of-way, easement, etc.).
   ☐ Site map provided
   b. Provide a map of the surrounding area which displays current land uses (agriculture, rangeland, forest, pasture, development, etc.) and any proposed developments. Include any important land use features which may influence the project site. Please also identify other protected lands in the area and their ownership (e.g., local government, state or federal).
   ☐ Area map provided

6. **Water Rights**. Describe any water rights (surface, subsurface, well and drainage) that are necessary to protect and preserve the parcel's attributes. Who holds the rights? Will they transfer with the property?

7. **Mineral Rights**. Describe any mineral, sand and gravel rights that are associated with the parcel. Will they transfer with the property? If not, who owns them and is development likely?

8. **Land Uses**. Describe the existing land use practices on the site. What is the current zoning? What is the current land use? What will the land use be if the proposed open space or trails project is completed?

9. **Environmental Hazards**. Describe all known previous uses of the site, and any current uses not already described. What is the possibility of hazardous material or environmental problems on the site? Has a hazardous materials or environmental assessment been done? If so, what were the results?

10. **Encumbrances**. Describe any known encumbrances or liens on the property. Are there any known problems with the title for this property?

11. **Cost to the County**.
    a. Is the project available for a reduced cost, (e.g., does it include a partial donation, conservation easement, or offer of a bargain sale by the landowner)?

    b. Are state, federal, or private funds available to cover all or a portion of acquisition, management, or maintenance costs and, if so, for what purpose?

12. **Leveraging of Funds**. List all contributors to eligible costs of the project and their level of contribution. Funds can be cash contributions or in-kind responsibility. Are they committed or anticipated? Is a partner or another party

willing to share or finance the cost of the acquisition, or assume financial or in-kind responsibility for on-going management and maintenance of the project? Document with letters, if applicable.

☐ Letter(s) provided
☐ Letter(s) not provided

13. **Proposed Management of the Property**. Is a management approach proposed for the property other than direct County management?

14. **Access**. Describe whether the site has legal access. Does the applicant propose that public access be permitted or limited?

15. **Community Benefit and Significance**. Describe the significance of the parcel and its importance or benefit to the local community and/or County residents.

16. **Stewardship**. Are other community organizations, agencies or non-profit organizations committed in part or in full to maintenance and improvements on the property? Document with letters, if applicable.

☐ Letter(s) provided
☐ Letter(s) not provided

17. **Partnerships**. In addition to the partners listed above, list other project partners. May include coordination with public agencies, or in-kind contributions. Document through letters of support, if applicable.

☐ Letter(s) provided
☐ Letter(s) not provided

18. **Community Support**. Provide evidence that the local community and County-at-large supports the project (e.g., letters, petitions, resolutions, newspaper articles). The County will treat all communities equitably, and will favor those projects that have active community support.

☐ Evidence demonstrating community support provided
☐ Evidence demonstrating community support not provided

19. **Values**. Provide evidence through a map or photos indicating that the property contains significant cultural, historical, ecological and/or recreational values.

☐ Maps and/or photos provided
☐ Maps and/or photos not provided

20. **Aesthetic Quality**. Provide a description and photos of the aesthetic qualities of the property.

☐ Photos provided
☐ Photos not provided

21. **Cultural and Historical Areas**. Describe and map historical and cultural resources on the property, if applicable. Does the property possess multiple cultural-historical resources? Does it contribute to community identity, history, or provide a buffer between communities? Is it agricultural or contain acequias? Does it have educational or interpretive value? Does it contain archaeological or historical sites?

☐ Map of cultural and/or historical areas provided
☐ Map of cultural and/or historical areas not provided

22. **Natural Areas**. Describe and map the natural areas on the property and species of concern on the property, if applicable. Does the property protect water quality or supply or access to water for wildlife? How undisturbed is the property? Is the property connected to other undisturbed or protected properties? Does it contain unique geologic features? Does it contain wildlife habitat for a diversity of species?

☐ Map of natural areas provided
☐ Map of natural areas not provided

23. **Recreation and Trails**. Describe whether the property is on an existing trail system. Describe and map how the property serves recreation needs in the community, if applicable (e.g., County, City or other plans, aerial photos or historical documentation). Does it provide access to other public lands? Does it contain historic trails? Is the proposed open space use integrated into the natural setting?

☐ Map of recreation and/or trails provided
☐ Map of recreation and/or trails not provided

24. **Proposed "Improvements."** Describe and diagram any proposed parks, recreational facilities and/or trails proposed or other intended uses for the property, if applicable.

☐ Diagram of proposed improvements provided
☐ Diagram of proposed improvements not provided