



## Santa Fe County Building & Development Services

# Grading & Clearing, Roads & Driveways Checklist

**\*\* Submittals by appointment only \*\***

If the subject property accesses through pueblo or tribal land, please check with staff

### Forms in the packet to be completed

- Santa Fe County Development Application (Filled out & signed)
- Public Works Department Access Permit Application form (If Accessing County Road)

### Documents applicants to provide

- 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. Phone # 505-986-6280**
- Approved Survey Plat Pre 1981 or signed off by Land Use Administrator (Available in Santa Fe County Clerk's Office) - Public Notice Plats will not be accepted. Phone # 505-986-6280
- Proof of Taxes Paid (Available in Santa Fe County Treasurers Office) **Tax Bills Will Not Be Accepted Phone # 505-986-6245**
- Vicinity Map + Written Directions to the site
- Approved Emergency 911 Assigned Address Form (Rural Addressing Department) Phone # 505-995-2732

### 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.)  
**Plans labeled with studio, casita, or guest house will not be accepted. Survey plats will not be accepted as site plans.**
- Grading & Drainage Plan signed & sealed by a NM Professional Engineer (show pond locations & drainage calculations)
- Detailed Cross Sections of Road or Driveway
- Plan & Profile (if necessary) must be signed & sealed by a NM Professional Engineer.
- Applicant must provide proof of permit or legal non-conforming status of all existing structures/improvements on property prior to submitting permit.

### DEVELOPMENT PERMIT PROCESS\*

1. Call the SFC Land Use Office at 505-986-6225 to schedule an appointment to submit permit.



2. Submit all required checklist documents & staff will verify completeness. Incomplete submittals will not be accepted.



3. Staff reviews application & distributes to outside reviewing agencies (Fire, Utilities, Public Works & other agencies as needed). Staff also conducts a site visit.



4. Once reviews are 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. The applicant then delivers approved, sealed plans to the NM Construction Industry Division (CID) for building permit.

### 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.

Slope Analysis (If applicable, slope analysis must be provided in the following increments signed & sealed by NM Professional Engineer):

- 0-15%
- 15-20%
- 20-25%
- 25-30%
- 30+%

<p style="text-align: center;"><u>Notes</u></p> <hr/>	<p style="text-align: center;"><u>Notes</u></p> <hr/>
<p style="text-align: center;"><u>SLDC Regulations</u></p> <p>Zoning _____</p> <p>Community Overlay District _____</p> <p>Density _____</p> <p>Maximum height _____</p> <p>Accessory Dwelling Unit _____</p> <p>Setback front property line _____</p> <p>Setback side &amp; rear property line _____</p> <p>Flood zone setback _____</p>	<p style="text-align: center;"><u>Important Phone Numbers</u></p> <ul style="list-style-type: none"> <li>• Santa Fe County Land Use, 100 Catron St, STE 2102 505-986-6225 <a href="http://www.santafecountynm.gov">http://www.santafecountynm.gov</a></li> <li>• State Engineers Office, 407 Galisteo Bataan Memorial Building 505-827-6175 (Well Permit)</li> <li>• State Environment Department 2540 Camino Edward Ortiz, 505-827-1840 (Septic Permit)</li> <li>• Santa Fe County Fire Prevention 4 Fire Place, 505-995-6523</li> <li>• Construction Industries Division (CID) 2550 Cerrillos Road, 505-476-4700</li> <li>• Santa Fe County Utilities, 505-992-9870</li> <li>• Manufactured Housing Division, 505-476-4770</li> </ul>

- Forms included in packet
- Documents available at Santa Fe County
- Documents applicant to provide
- Plans applicant to provide



**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



Santa Fe County Public Works Department

**APPLICATION FOR PERMIT TO CONSTRUCT / MODIFY DRIVEWAY ACCESS  
ON COUNTY RIGHT OF WAY**

Application No. \_\_\_\_\_

Application is hereby made by \_\_\_\_\_

(Name of Applicant)

\_\_\_\_\_

(Business Address)

This application is made for permission to construct driveway(s)/Access onto the following county maintained road in accordance with attached plan or sketch:

\_\_\_\_\_

(Address of Construction Site)

- Construct New
- Reconstruct
- Modify
- Close Off
- 25 FT. Asphalt Apron  
(Paved County Right-Way Residential)
- 50 Ft. Asphalt Apron  
(Paved County Right-Way Non-Residential / Multi-Use)

The work is to commence on \_\_\_\_\_ (Date)

And will require approximately \_\_\_\_\_ days to complete.

\*If this access permit is granted, we further agree to comply with all conditions, restrictions, and regulations of the Santa Fe County Sustainable Land Development Code.

I hereby certify the above statements to be true and correct:

**Applicant:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Phone #** \_\_\_\_\_

Permit Granted \_\_\_ Denied \_\_\_

On this \_\_\_ Day of \_\_\_\_\_, 20\_\_\_

Permit No. \_\_\_\_\_

By: \_\_\_\_\_

Santa Fe County Public Works Department

**APPLICATION FOR PERMIT TO CONSTRUCT / MODIFY DRIVEWAY ACCESS  
ON COUNTY RIGHT OF WAY**

Permit Granted \_\_\_ Denied \_\_\_

On this \_\_\_ Day of \_\_\_\_\_, 20\_\_\_

Permit No. \_\_\_\_\_

By: \_\_\_\_\_



## Fire Prevention Division

### *Fire Apparatus Access Driveway Turnarounds and Turnouts*

#### *Single Residential Lot*

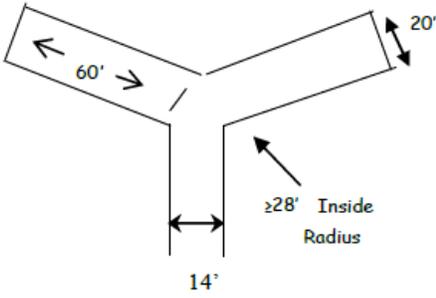
- Fire apparatus access driveways shall have an approved, all weather driving surface, capable of supporting the imposed load of fire apparatus.
- Driveways shall be located within 150'-0" of the furthest portion of the exterior of each structure.
- Dead-end driveways in excess of 150'-0" in length shall be provided with Emergency Vehicle Turnarounds.
- Emergency Vehicle Turnarounds shall not be located within the collapse zone of any existing or proposed structure. The collapse zone is a horizontal distance surrounding any existing or proposed structure equal to the structure maximum height, in feet, multiplied by 1.5.
- Driveways in excess of 250'-0" in length and less than 20'-0" in width **may require** Turnouts in addition to Turnarounds.
- Emergency Vehicle Turnarounds shall remain vacant at all times.

#### ***The following is a list of distance, width, and height requirements related to residential Driveways, Emergency Vehicle Turnarounds and Turnouts:***

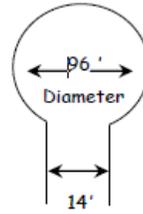
- The minimum driveway width shall be 14'-0", not including ditches.
- The minimum unobstructed vertical clearance shall be 13'-6" across all of any driveway.
- The minimum radius for any inside corner or curve shall be 28'-0".
- The maximum slope of the Turnaround shall not exceed 10% in grade.
- The maximum slope of the driveway shall not exceed 15% in grade.



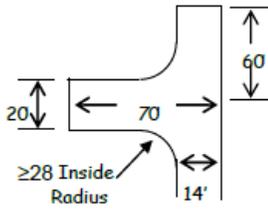
## Emergency Vehicle Turnarounds



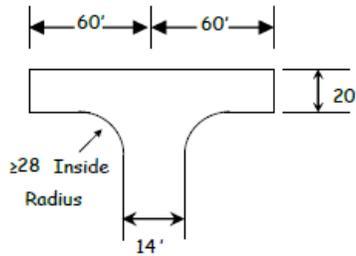
Driveway Y Turn



Driveway Cul-de-sac

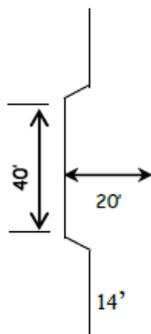


Driveway Alternative Hammerhead



Driveway Hammerhead

## Turnout



Driveway Turnout Requirement