



Santa Fe County Building & Development Services
Conditional Use Permit Checklist

- Aamodt Settlement Area (Adjudication information may be obtained from the Office of the State Engineers)**
- Pueblo/Tribal land (Grant of easement from pueblo must be provided upon submittal)**

Forms in the packet to be completed

- Santa Fe County Development Application (Completed)**
- Approved Emergency 911 Assigned Address Form (Rural Addressing Department)**
- Public Works Department Access Permit Application form (If Accessing County Road)**

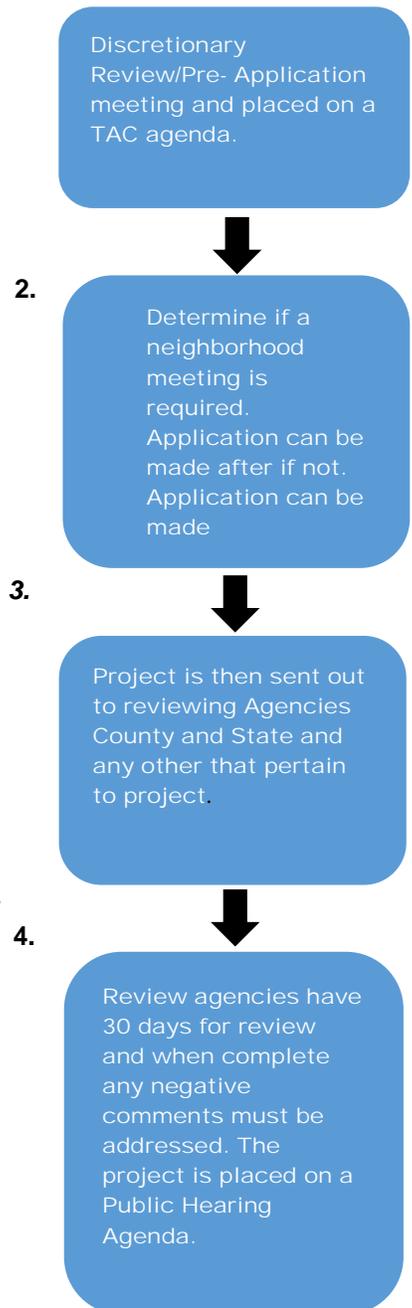
Documents applicants to provide (available in the building)

- Recorded Warranty Deed (Available in Santa Fe County Clerk's Office)**
- Approved Survey Plat (Available in Santa Fe County Clerk's Office)**
- Proof of Taxes Paid (Available in Santa Fe County Treasurers Office) Tax Bills Will Not Be Accepted**
- Water Restriction Covenants 2 Copies (Refer to Approved Survey Plat for Book & Page Number of Water Restrictions) If Property Has Water Restrictions if required**

Documents applicant to provide

- Approved Septic Permit (State Environment Department # 827-1840).**
- Well Permit (State Engineers Office # 827-6175).**
- Proof of Sewer (If on community sewer system letter from entity on letter head).**
- Proof of Water (If on community water system letter from entity on letter head or if utilizing City Sewer and City Water need to provide approved Certificates).**
- 2 Copies shared well agreement (If Utilizing a Shared Well).**
- Water Meter Proof: Water Meter Serial # + 1 picture of Meter + 1 picture Meter Reading.**
- NMDOT Access Permit Application form (If Accessing State Road)**

DEVELOPMENT PERMIT PROCESS*



Plans applicant to provide

Non-residential copies, 10 full size 24 x 36 to scale & 2-reduced 11 x 17 (10 reports)

- Detailed Letter of request
- Site Plan (Birds eye-view of what is on the property including all existing & proposed structures, well, septic, driveway length and width etc).
- Floor Plan
- Roof Framing Plan
- Wall Sections (details & sections)
- Foundation & Framing Plan (details & sections)
- Outdoor Lighting Plan (cut sheets, bulb types, and lighting analysis)
- Plumbing & Mechanical Plans (electrical lighting & power plan)
- Exterior Elevations (showing existing, proposed & finished grade)
- Provide setback as per Table 7-A of the SLDC
- Grading & Drainage Plan (show pond locations & drainage calculations)
- Roof Drainage Plan
- Retaining Wall (detail & sections, if applicable)
- Landscaping Plan (Chapter 7.6)
- Lighting Plan with cut sheets (Chapter 7.8)
- Parking Plan/Traffic Circulation (Chapter 7.10)
- Signage Plan/Cut sheets with detail (Chapter 7.9)
- Water harvesting cistern system is required to capture 1.5 gallons per square foot of roofed area. (Show on Site Plan & provide cistern pump details)

- Fire Sprinkler Plan (if applicable).
- Vicinity Map + Written Directions to the site
- SRAs

Helpful Hints

- ✓ Provide the properties gate code on the development application so our code enforcement officers can access the property.
- ✓ Read the plat notes on your approved survey to check if you need fire sprinklers.
- ✓ Elevations should be dimensioned & show natural, finished & final cut grade.
- ✓ Roadways and access points should be dimensioned on site plan. (length, width, turnaround)
- ✓ **Road must be a minimum of 20' wide.**

Slope Analysis (If required)

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

Slope Analysis (7400 Elevation)

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

