

CITY OF SANTA FE COMPLETE STREETS DIVISION

Code Enforcement and Permitting Outline

Purpose:

- Provide a concise overview of the City Code provisions and permit responsibilities administered or enforced by the Complete Streets Division to protect the safety, function, and integrity of City streets, sidewalks, and public rights-of-way.

Complete Streets Division - Enforcement and Permitting Role

1

Protect the City's public right-of-way and transportation infrastructure.

2

Review and issue applicable right-of-way and access permits.

3

Review work proposed within or affecting streets, sidewalks, curb and gutter, and other public infrastructure.

4

Inspect permitted work for compliance with approved plans, City standards, and permit conditions.

5

Require appropriate restoration when pavement, sidewalks, curb and gutter, or other City infrastructure is disturbed.

Chapter 13 – Stormwater Utility

- **Section 13-2.9- Watercourse Protection**
 - Establishes maintenance requirements for every person owning property through which a watercourse passes.
 - Includes existing privately owned structures.
 - In the process of being added to the Notice of Violation Process.

Chapter 14 - Land Development / Street Improvement Standards

- **Section 14-9.2 - Street Improvement and Design Standards**
 - Establishes requirements applicable to street improvements and related infrastructure.
 - Complete Streets applies these standards when reviewing improvements affecting the City's transportation system and public right-of-way and is represented in the City's Design Review Team.
- **Section 14-9.2(H) – Maintenance of Public Parkways**
 - Addresses responsibility for maintenance of the public parkway.
 - Ensuring pedestrian & vehicular safety and visibility.
 - Includes eradication of weeds, trimming of trees and shrubs.
 - In process of being added to Notice of Violation process.

Chapter 23 - Streets, Sidewalks and Public Places

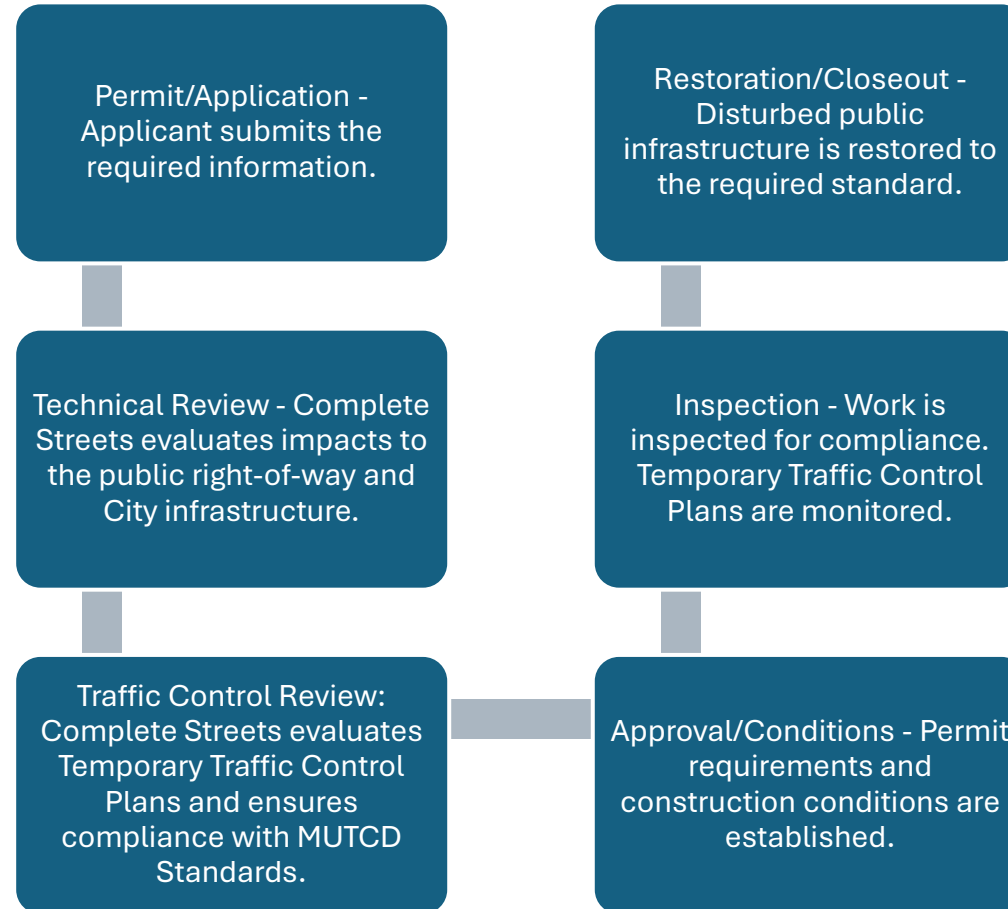
Provides authority for regulating activities affecting streets, sidewalks, and public rights-of-way.

Supports permitting and oversight of private construction or access work that affects City infrastructure.

Chapter 23 - Streets, Sidewalks and Public Places

- **Section 23-1.4/ Obstruction of Streets**
 - Requires an application for a permit from Public Works before any obstruction on any public street, alley or right-of-way in the City can take place.
 - Enforcement by police via Section 23-1.12
- **Section 23-1.6/Sidewalk Repairs; Responsibility**
 - Addresses responsibility for maintenance of any footway or sidewalk contiguous to any lot or property within the city.
- **Section 23-1.7/Repair, Improvements and Construction of Sidewalks**
 - Notice of Violation process outlined
 - Served via Certified Mail
 - Repairs commence within 30 days of notice
 - Written appeal may be filed within 15 days to the Public Works Director
 - Municipality may repair, improve, or construct the sidewalk at the cost and expense of the owner or agent. If owner/agent fails to commence repairs:
 - Within 30 days of being served NOV
 - Within 5 days of CM determination if no appeal is taken.
- **Section 23-2-Excavation, Street Cuts and Restoration**
 - The purpose of this section is to establish permit fees, inspection fees, and restoration penalties and to define responsibilities and standards of performance for all persons performing street cuts in public places and performing excavation in public rights-of-way or other property.
- **Section 23-3.1 - Permits / Access to City Right-of-Way**
 - Requires an application to Public Works before certain driveway, sidewalk/right-of-way, or curb work is undertaken.
 - Allows review of whether proposed access or construction interferes with the safe and proper use of the sidewalk, right-of-way, or street.
 - Construction subject to the permit requirement should not begin until the applicable City permit has been granted.

Complete Streets Permitting Process



Chapter 27 - Telecommunications Services / Fiber Optic Infrastructure

Governs telecommunications facilities and infrastructure placed within City public rights-of-way.

Applies to telecommunications and fiber-optic construction that occupies or disturbs the public right-of-way.

Works in conjunction with the City's applicable franchise, application, permitting, and construction requirements.

Complete Streets Role in Fiber / Telecommunications Work

Review	Coordinate	Review	Review	Inspect	Require
Review proposed routes and construction within the public right-of-way.	Coordinate applicable right-of-way permitting and construction requirements.	Review impacts on pavement, sidewalks, curb and gutter, drainage, and other City infrastructure.	Review traffic-control and work-zone impacts where applicable.	Inspect construction occurring within the public right-of-way.	Require proper restoration of disturbed City infrastructure.

Enforcement Objective

- The Complete Streets Division's enforcement and permitting responsibilities help ensure that private development, driveway/access work, utility construction, and telecommunications/fiber installations do not compromise the safety, accessibility, operation, or long-term condition of the City's transportation infrastructure and public rights-of-way.