Development Review Team (DRT)
Comment Form

DRT Review Schedule – 9-12+ weeks*

Initial DRT Comments are due to the case planner within three weeks of the *DRT Application Intake* meeting. Initial DRT review should confirm that the application is complete (i.e. Water Budget has been submitted) and/or identify additional submittals or corrections (i.e. Water Budget needs revision). The case planner will review and convey all *Initial DRT Comments* to the applicant via a *Review Memo*. The applicant must respond to all *Initial DRT Comments* and submit a revised application for Final Review. *Final DRT Comments* are due to the case planner within two weeks of receipt of the revised application. The case planner will review and convey all *Final DRT Comments* to the applicant in a *Final Review Memo*. The complete DRT Review Timeline can range from 9-12+ weeks, depending on the complexity and quality of the application and the total number of applications under review.

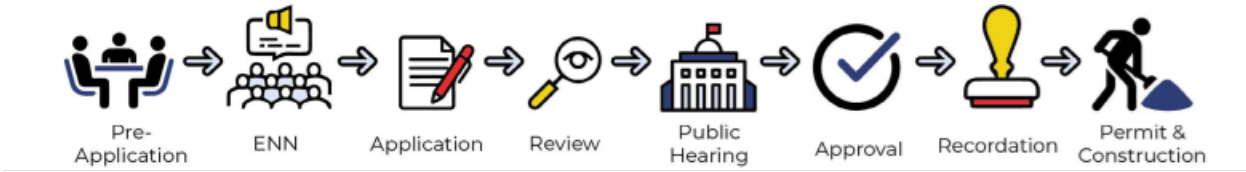


Timing of Conditions of Approval + Technical Corrections

While all DRT conditions of approval and technical corrections must be met by the applicant, the timing of compliance varies. In the "Must be completed by" column in the following tables, please time your conditions of approval and technical corrections to the following development review stages:

a. *Prior to Public Hearing* – these conditions/technical corrections must be addressed before the case may move forward to the public hearing phase of the Development Review Process.
b. *Prior to Recordation* – these conditions/technical corrections may be resolved after the public hearing but must be addressed before the Development Plan or Subdivision plat is recorded.
c. *Prior to Building Permit Approval* – these conditions/technical corrections can be addressed during the building permit review process, but prior to issuance of the permit.
d. *During Construction* – these conditions/technical corrections can be addressed during construction.

Development Review Process Flow Chart



*See the *2024 Development Review Schedule* for details

DRT Review Timeline:

Application Received	DRT Application Intake	DRT Initial Review Comments Due

Form Updated: April 2024

Date: October 13, 2026

DRT Member: Lawrence Rivera

Dept/Div: Land Used Landscape, Irrigation, and Outdoor Lighting Review

Case No.: 2026-013291. 2395 Richards Ave, Micro Community, Conditional Use

Approval. Case Planner: CRUZ-HABER, JOEL A. <jacruzhaber@santafenm.gov>

Conditions of Approval and Technical Corrections Tables

Review by this division/department has determined that this application will meet applicable standards if the following Conditions of Approval and Technical Corrections are met:

Case #

Conditions of Approval:	**Must be completed by:**	**Applicant response**:**
1.		
2.		
3.		
4.		
5.		
6.		

Technical Corrections:	**Must be completed by:**	**Applicant response**:**
1. Provide a landscape irrigation plan by a qualified irrigation designer per COSF code Chapter 14-8.4(E) Water Harvesting and Irrigation Standards and COSF Landscape Irrigation Design Standards.	Submittal of grading & drainage, and land scape permit.	
City Staff would consider landscape and irrigation as a phase #2 of the development provided that the irrigation sleeving, mainline, and lateral lines are installed as part of the construct prior to C/O and final approvals of the building permit.	Submittal of grading & drainage, and land scape permit.	
2. Provide a complete set of installation details, notes, and specifications for the irrigation system. Show on the detail drawings the installation of all assemblies without any questions for size or type of materials to use for said irrigation system.	Submittal of grading & drainage, and land scape permit.	
3. Provide a water budget: Irrigation system operation information including recommended monthly and seasonal irrigation schedules and water budgets based on gallons used for landscape plantings for year one and year three shall be included on the irrigation plan. Per 3.18. Design Regulations of Landscape Irrigation Design Standards City of Santa Fe, New Mexico.	Submittal of grading & drainage, and land scape permit.	
4. Landscape design is incomplete, tree and shrub identities are needed, the common and botanical names and varieties as well as the installation plant size are required for this review. Plant water needs as shown on the city approve plant list are also	Submittal of grading & drainage, and land scape permit.	

required. It is not possible to determine street tree compliance, screening requirements, and plant material variety approval without the plant material identified.		
5. Planter beds located at Buildings O-04 IT, S-09, O-03 Office, S-30,S-17, S-24 O-02 Security, and the play area must be defined with a border and Mulched with an approved landscape mulch. Crusher fines are not an approved mulch for plant material.	Submittal of grading & drainage, and land scape permit.	
6. Pet run must have a double door access. Provide a detail. Provide the name of the dog park surface and I cut sheet.	Submittal of grading & drainage, and land scape permit.	
7. Provide the play area surface and any proposed play equipment. Details and cut sheets are required.	Submittal of grading & drainage, and land scape permit.	
8. Provide an outdoor lighting plan with photometric data per 14-8.6 COSF code.	Submittal of grading & drainage, and land scape permit.	
STAFF RESERVES THE RIGHT TO REQUIRE ADDITIONAL SUBMITTALS UPON RECEIVING REVISIONS.		

**The Applicant must respond to the condition of approval or technical correction, indicating they have met the requirement and providing a reference in their revised submittals. If the applicant has not met the requirement, they must indicate as much and provide a response.

The applicant should be aware that the following code provisions or other requirements will apply to future phases of development of this project:

1. [list any additional items]
2.

Explanation of Conditions or Corrections (if needed):

(see following pages for notes required)