APPLICATION RESOURCES

PLANNING AND LAND USE DEPARTMENT RESOURCES

MISSION : The mission of the Current Planning Division is to review development applications for compliance with the City's land development code and land use department policies while providing information, guidance, and the highest possible level of customer service to applicants, neighborhoods, and the City's quasi-judicial decision-making bodies.

OFFICE : Santa Fe City Hall 200 Lincoln Avenue Santa Fe, NM 87501

WEBSITE : https://santafenm.gov/land-use/current-planning

CURRENT AND UPCOMING PUBLIC MEETINGS : https://santafe.primegov.com/public/portal

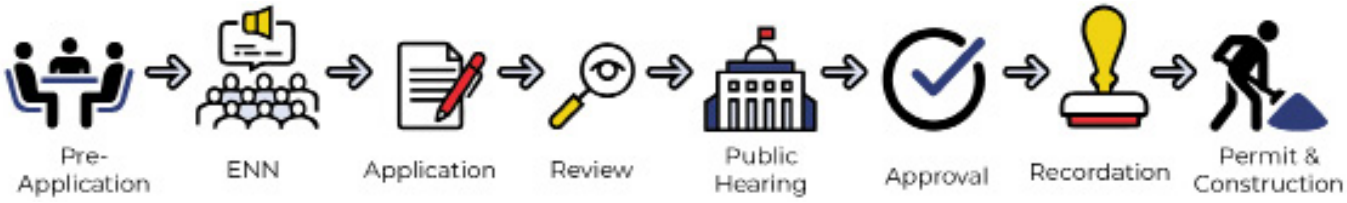
INTERACTIVE GIS MAPS : https://santafenm.gov/information-technology-telecommunications/gis

SANTA FE CITY CODE (SFCC) : https://library.municode.com/nm/santa_fe/codes/code_of_ordinances

APPLICATION SUBMISSION AND FEES : All applications shall be submitted electronically as PDF files to planning@santafenm.gov. Incomplete applications, including those missing required submittals will be returned without processing. Application fees will be assessed and invoiced upon acceptance of the application for initial review. Fee tables may be viewed online.

GENERAL QUESTIONS : zoningcounter@santafenm.gov

DEVELOPMENT REVIEW PROCESS



PRE-APPLICATION PHASE

For many applications, the development review process begins with a pre-application conference, where the applicant presents their proposal to the City's Development Review Team (DRT) for initial review and feedback. If the applicant wishes to proceed, a city planner is assigned to assist the applicant through the remaining steps of the process. For administratively reviewed applications, a pre-application conference is usually not required.

For all applications requiring a hearing before a land use board, the applicant shall schedule, notice and host an early neighborhood notification (ENN) meeting in coordination with the city planner. The intent of the ENN is to provide for an exchange of information among the applicant, residents, and property owners, prior to application submittal. ENN notification requirements are set forth in SFCC §14-3.1(H). Applications that qualify for administrative review and some variances are not required to conduct an ENN meeting.

DEVELOPMENT REVIEW PHASE

Once an application and all required submittals are prepared by the applicant, they or their agent submits the Application to the City via planning@santafenm.gov. The applicant will receive an email confirming receipt of the application, and an invoice for applicable development fees which can be paid online or at the cashier's office at City Hall. The city planner and the DRT review the application for completeness and compliance with all applicable codes, ordinances, plans and regulations. During the review process, the city planner or members of the DRT may request additional information or amendments from the applicant to complete the review process. The review timeline can range for 9-12 weeks or more depending on the complexity of the application and the total number of cases under review.

PUBLIC HEARING PHASE

When the City determines that the application is complete, the case is scheduled for a public hearing before the applicable Land Use Board. Notification requirements for public hearings are set forth in SFCC §14-3.1(H). If the application is approved at the public hearing, the city planner will prepare the findings of fact and conclusions of law (FOFCOL) documenting the approval findings, any conditions of approval and an expiration date for the approval, as required.

POST APPROVAL PHASE

When the applicant has met all necessary conditions of approval and technical corrections, the plan or plat is recorded at the County Clerk's office and filed with the City's plat room. The case planner prepares an action letter detailing the approval record. The applicant may then proceed to building permitting and construction.

If you have questions about the requirements please contact your assigned case planner or planning@santafenm.gov.

LAND DEVELOPMENT CODE REFERENCE

SPECIAL USE PERMIT PURPOSE AND PROCEDURES (SECTION 14-3.6(D) SFCC)

Purpose: Special use permits (SUPs) are intented to allow flexibility in providing for, regulating or preventing specified uses within various district as provided in Table 14-6.1-1 so they are compatible with existing or desired land use patterns. SUP approval is required for certain uses so that potential detrimental effects may be reduced or avoided and conflicts in land uses may be prevented. SUPs are needed because of the wide variety of uses allowed within zone districts and the variety of existing sites and uses in the community.

Procedures: SUP applications shall include approval of a site plan and other site development drawings necessary to document that the type and extent of development proposed can be accomplished in conformance with applicable development standards. (Section 14-3.6(C)(1) SFCC 1987)

The site plan shall be a scaled drawing showing all site improvements, existing and proposed, including but not limited to the following:

1. Buildings and other structures such as fences and walls, existing and proposed;
2. Landscape, existing and proposed; and
3. Parking, vehicular and pedestrian circulation including off-site access.

The Land Use Department may require additional information, including but not limited to:

1. Slope and topographic analysis;
2. Utility connections or availability statements;
3. Fire protection and emergecy access; and,
4. Traffic impact analysis.

Please check with the case planner to determine what additional requirements there are, if any.

Approval Criteria: To grant a special use permit, a land use board shall make the following findings:

a. That the land use board has the authority under Chapter 14 to grant a special use permit (SUP); and
b. That granting the special use permit does not adversely affect the public interest; and
c. That the use and any associated buildings are compatible with and adaptable to buildings, structures, and uses of the abutting property and other properties in the vicinity of the premises under construction.

Conditions of Approval: The land use board may specify conditions of approval necessary to accomplish proper development including:

a. Special yards or open spaces.
b. Fences, walls, or landscape screening
c. Provisions for and arrangement of parking and vehicular and pedestrian circulation
d. On-site or off-site street, sidewalk or utility improvements and maintenance agreements.
e. See Section 14-3.6(D)(2) for conditions e-r.

SUBMITTAL CHECKLIST

Submittal requirements may vary based on the individual application. The City reserves the right to request additional information during the review process. Please submit each of the following items as separate PDF files saved with unique and descriptive file names:

- ✔ Application letter (purpose, intent, location, acreage)
- ✔ Statement addressing SUP approval criteria
- ✔ Legal lot of record, legal description
- ✔ Site plan
- ✔ Terrain management plans (as required by Section 14-8.2 SFCC 1987)
- ☐ Traffic impact analysis (if required)
- ☐ Archaeological clearance (if applicable)
- ☐ Sewer and water plan (if applicable)
- ✔ Phasing plan (if applicable)

CITY OF SANTA FE

SPECIAL USE PERMIT PLUD-08

PARCEL INFORMATION

Address:	2395 Richards Ave. Santa Fe, NM 87507	Property Size:	2 Ac +/-
Current Use of Land:	Empty // Previously Developed	Proposed Use of Land:	Group Living - Micro Community (Table 5
Zoning:	R-1	Uniform Parcel Code Number:	1051096130130000000 / 993067
Section in Chapter 14 under which the SUP is sought:	14-2.1, F.2		
Pre-application Conference Date:	Occurred on 05/14/26	Early Neighborhood Notice (ENN) Meeting Date:	Occurred on 08/27/26

PROPERTY OWNER INFORMATION

Name (First, Last): City of Santa Fe, Community Services, Sandra Emory, Community Services Department Director

Address: 119 E Marcy Street (Street Address) | Suite 101 (Suite/Unit #)

Santa Fe (City) | NM (State) | 87501 (ZIP Code)

Phone: 505-955-6236 | E-mail Address: sxemory@santafenm.gov

APPLICANT/AGENT INFORMATION (IF DIFFERENT FROM OWNER)

Company Name: Woven Architecture LLC

Name (First, Last): Barbara J Felix

Address: 1114 Hickox St, Suite A (Street Address) | Suite/Unit # |

Santa Fe (City) | NM (State) | 87505 (ZIP Code)

Phone: 505-490-9710 | E-mail Address: barbara@wovenarchitecture.com

Correspondence Directed To: ☐ Owner ☐ Applicant ✔ Both

AGENT AUTHORIZATION (IF APPLICABLE)

I am/We are the owner(s) and record title holder(s) of the property located at:

2395 Richards Ave., Santa Fe, NM 87507

I/we authorize Barbara J Felix to act as my/our agent to execute this application.

Signed: Sandra Emory Date: Sep 28, 2026

Signed: Sandra Emory Date: 9.28.26

SIGNATURE

I hereby certify that the documents submitted for review and consideration by the City of Santa Fe have been prepared to meet the minimum standards outlined in the Land Development Code, Chapter 14 SFCC 2001. Failure to meet these standards may result in the rejection of my application. I also certify that I have met with the City's Current Planning staff in a pre-application meeting to verify that the attached proposal is in compliance with the City's zoning requirements.

Signature: Date:

PLUD-08_Special_Use (to Sandy) 092526

Final Audit Report 2026-09-28

Created:	2026-09-28
By:	KRISTEN WOODS (krwoods@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAz_P937SRzHaL3ht4s-XlSPhZaG9-1-bc
Documents:	PLUD-08_Special_Use (to Sandy) 092526.pdf (3 pages)
Number of Documents:	1
Document page count:	3
Number of supporting files:	0
Supporting files page count:	0

"PLUD-08_Special_Use (to Sandy) 092526" History

Document created by KRISTEN WOODS (krwoods@santafenm.gov)
2026-09-28 - 4:39:06 PM GMT- IP address: 76.113.8.63

Document emailed to Sandra Emory (sxemory@santafenm.gov) for signature
2026-09-28 - 4:41:02 PM GMT

Document e-signed by Sandra Emory (sxemory@santafenm.gov)
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