



# Santa Fe County Building & Development Services

## Grading & Clearing, Roads & Driveways

### Checklist

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 (Filled out and signed)

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 Pre 1981 or signed off by Land Use Administrator  
(Available in Santa Fe County Clerk's Office) - Public Notice Plats will not be accepted.

Proof of Taxes Paid (Available in Santa Fe County Treasurers Office)  
Tax Bills Will Not Be Accepted

Vicinity Map + Written Directions to the site

Terrain Plan (Topo Available in Rural Addressing Department)

Approved Emergency 911 Assigned Address Form  
(Rural Addressing Department)

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.

Grading & Drainage Plan (show pond locations)

Detailed Cross Sections of Road or Driveway

Plan & Profile (if necessary) must be signed and sealed by a NM Professional Engineer.

Slope Analysis (If required)

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

**DEVELOPMENT  
PERMIT PROCESS\***

1. Meet with County staff to go over checklists & identify Specific Code Requirements.



2. Submit all required checklist documents & staff will verify completeness.



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.

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

<p style="text-align: center;"><u>Notes</u></p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p style="text-align: center;"><u>Notes</u></p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <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, 102 Grant Ave, 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</li> <li>• State Environment Department 2540 Camino Edward Ortiz, 505-827-1840</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> </ul>



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