



## Santa Fe County Building & Development Services

# Demolition Checklist

**\*\*Submittals by appointment only\*\***

### Forms in the packet to be completed

- Santa Fe County Development Application (Filled out & signed)

### Documents applicants to provide

- Recorded Warranty Deed (Available in Santa Fe County Clerk's Office) Letter of consent needed from property owner if leasing or on real estate contract. Phone # 505-986-6280
- 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. Phone # 505-986-6280
- Proof of Taxes Paid (Available in Santa Fe County Treasurers Office) Tax Bills Will Not Be Accepted Phone # 505-986-6245
- Vicinity Map + Written Directions to the site
- Approved Emergency 911 Assigned Address Form (Rural Addressing Department) Phone # 505-995-2732

### 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 to be removed, well and septic, driveway length and width. Must show on-site dumpster.

Plans labeled with studio, casita, or guest house will not be accepted. Survey plats will not be accepted as site plans.

### Helpful Hints

- ✓ Provide the properties gate code on the development application so the Code Enforcement Officers can access the property.
- ✓ Please let our office know if you have loose dogs in your yard prior to inspection.

### DEVELOPMENT PERMIT PROCESS\*

1. Call the SFC Land Use Office at 505-986-6225 to schedule an appointment to submit permit.

2. Submit all required checklist documents & staff will verify completeness. Incomplete submittals will not be accepted.

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/>	<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/>
<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, 100 Catron St, STE 2102 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 (Well Permit)</li> <li>• State Environment Department 2540 Camino Edward Ortiz, 505-827-1840 (Septic Permit)</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> <li>• Manufactured Housing Division, 505-476-4770</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: Overlay Dis:

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 R/R R/R-F R/R-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