

# **City of Santa Fe, New Mexico**

**Cases #2025-9707  
5999 Airport Road  
Development Plan  
Planning Commission  
April 3rd, 2025**

## **Exhibit A**

### **Development Review Team**

- 1. Compiled list of Conditions of Approval and Technical Corrections**
- 2. Landscape and Irrigation**
- 3. Traffic**
- 4. City Engineer**
- 5. Fire Prevention**
- 6. Wastewater**
- 7. Water**

**Table 1. Conditions of Approval and Technical Corrections**

#	Condition of Approval	Dept. or Division	To be completed:
1	The parking count in the project report and development plan are conflicting. The project report proposes 104 surface spaces and 8 ADA spaces, but the total says only 87. Sheet DP_01 proposes 212 spaces, but I counted 131 including the spaces for building 11. Clarify and Revise the Parking counts.	Land Use	Prior to Recordation
2	Correct AA_202 and AB_201 to show that R-29 requires 180 architectural design points.	Land Use	Prior to Recordation
3	Provide a detail for the drip control valves as shown on Figure 8-6: Drip valve assembly. Page VIII-11 Landscape Irrigation Design Standards City of Santa Fe, New Mexico. (LIDS)	Landscape and Irrigation	Prior to Recordation
4	Provide a detail for the emitter placement as shown on Figure 5-5 Emitter Layout and wetted pattern. Page V-13 LIDS.	Landscape and Irrigation	Prior to Recordation
5	Provide a Detail for the drip emitter assembly.	Landscape and Irrigation	Prior to Recordation
6	Ammend plans to ensure that irrigation water lines do not cross city water mains.	Landscape and Irrigation	Prior to Recordation
7	Note heat tape required wrapped around the RP within the insulated enclosure.	Landscape and Irrigation	Prior to Recordation
8	Backflow Preventer yearly testing required per IAPMO 603.4.2	Landscape and Irrigation	Prior to Recordation
9	On the Plant Schedule please add plant quantities, plant size, and water requirements as shown on the city approved plant list.	Landscape and Irrigation	Prior to Recordation
10	All disturbed areas due to construction and not part of the landscape plan shall be revegetated and irrigated. Grass seed mix shall be Dryland Blend Native Grass Mixture from Plants of the Southwest or equal. The seed rate shall be 2 lbs. per 1,000 sf.	Landscape and Irrigation	Prior to Recordation
11	Clarify in the Initial Transportation Assessment (ITA) why school and student populations are relevant to this project's traffic impact.	Traffic Engineer	Prior to Recordation
12	Remove reference in the Trip Generation Section to the COSF TIA Guidelines that "no further analysis is required since the increase in am and pm traffic is less than 10%." There is no such criteria in the City's ITA.	Traffic Engineer	Prior to Recordation
13	In the initial ITA Form Table A-1 the subtotals for the am and pm peaks should be totaled and not	Traffic	Prior to Recordation

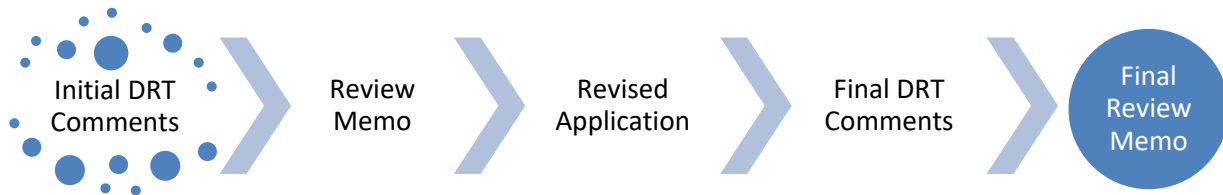
	broken down as in the previous two columns. Also the pm peak subtotal is showing in incorrect pm peak for the increase in dwelling units.	Engineer	
14	Provide discussion in the drainage narrative of how the stormwater will be directed from the new impervious surfaces into ponding areas.	City Engineer	Prior to Recordation
15	Grading and Drainage plan must clearly show existing versus new impervious surfaces. It's hard to find which sidewalks are existing, which will be replaced, and which are new. Provide flow directional areas on grading and drainage plan especially showing flow from new impervious surface areas to ponding areas. Provide additional topo elevation labels. Ponding areas are shown as 3" depressed areas however there is no way to verify this in the future. We would prefer some ponding areas to be at least one foot deep to verify pond dimensions for volumes. Ponding area volumes must be established for each ponding area showing dimensions. Label each pond with a pond number and the volume. Depressed areas are still encouraged, but the official ponding areas for the required storage must be verifiable in the future. The conveyance of water to those areas must be shown on the plans and verifiable in the future.	City Engineer	Prior to Recordation
<a href="#">16</a>	Include parking signing and striping plan.	Land Use/City Engineer	Prior to Recordation
17	Change hatching for any surfaces that are new, such as new sidewalk versus existing sidewalk. Include the same for asphalt. The Civil site plan shows there are only 3 areas of new asphalt. Clarify if the entire asphalt drive to be replaced or only those areas labelled.	City Engineer	Prior to Recordation
18	Include pond sections and show how ponds will overflow.	City Engineer	
19	A financial guarantee will be required for all public and quasi-public infrastructure. The guarantee must be in place prior to recordation of development plan.	City Engineer	Prior to Recordation
20	Shall provide location of FDCs and fire riser location.	Fire Prevention	Prior to Recordation
21	No concrete encasement of public sewer lines. A pipe sleeve as approved by the Water and Wastewater Divisions shall be used.	Wastewater	Prior to Recordation
22	Connection to existing sewer manholes shall be core drilled.	Wastewater	Prior to Recordation
23	The sewer pipe from the lift station to the connection with the public manhole shall be private.	Wastewater	Prior to Recordation

24	Any existing utilities located in the existing 20-foot easement are to be shown in the plans.	Wastewater	Prior to Recordation
25	The existing sewer manhole the sewer line from the proposed lift station connects to shall be epoxy coated.	Wastewater	Prior to Recordation
26	An approved Agreement to Construct and Dedicate (ACD) will be required for new fire and domestic water services	Water	Prior to Recordation
27	An approved Water Plan will be required for all new public water infrastructure and fire services.	Water	Prior to Recordation
28	A separate irrigation meter will be required if the total landscaped area is 1,000 square feet or greater. An approved backflow prevention device shall also be installed beyond the meter on any new irrigation service.	Water	Prior to Recordation
29	Any re-grading of site over existing water mains shall maintain a minimum of 4 feet of cover and not exceed 5 feet of cover. Depth of existing main to be adjusted to maintain a minimum of 4 feet of cover and not exceed 5 feet of cover if site grading impacts these depth requirements.	Water	Prior to Recordation
30	Developer shall work with CoSFW Engineering to appropriately size and locate master meters/fire service line.	Water	Prior to Recordation

# 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.

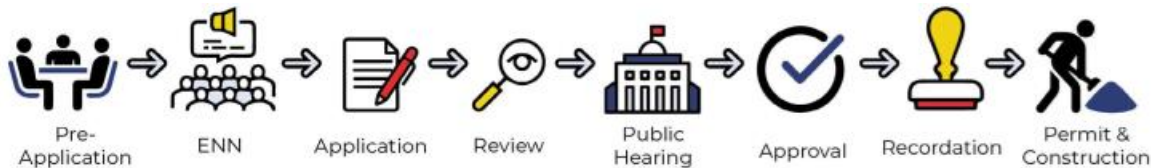


Timing of Conditions of Approval + Technical Corrections

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

Date: August 4, 2024

DRT Member: Lawrence Rivera

Dept/Div: Landscape, Irrigation, and Outdoor Lighting

Case No.: 2025-9707 Country Club Apartments Development Plan.

Case Planner: Daniel Alvarado, Case Manager, [djalvarado@santafenm.gov](mailto:djalvarado@santafenm.gov)

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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.		

Technical Corrections:	Must be completed by:	Applicant response**:
1. Provide a detail for the drip control valves as shown on Figure 8-6: Drip valve assembly. Page VIII-11 Landscape Irrigation Design Standards City of Santa Fe, New Mexico. (LIDS)	Prior to recordation	
2. Provide a detail for the emitter placement as shown on Figure 5-5 Emitter Layout and wetted pattern. Page V-13 LIDS.	Prior to recordation	
3. Provide a Detail for the drip emitter assembly.	Prior to recordation	
4. Irrigation water lines shall not cross city water mains.	Prior to recordation	
5. Note heat tape required wrapped around the RP within the insulated enclosure.	Prior to recordation	
6. Backflow Preventer yearly testing required per IAPMO 603.4.2	Prior to recordation	
7. On the Plant Schedule please add plant quantities, plant size, and water requirements as shown on the city approved plant list.	Prior to recordation	
8. All disturbed areas due to construction and not part of the landscape plan shall be revegetated and irrigated. Grass seed mix shall be Dryland Blend Native Grass Mixture from Plants of the Southwest or equal. The seed rate shall be 2 lbs. per 1,000 sf.	Prior to recordation	
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)

# Development Review Team (DRT) Comment Form

Date: 2/12/2025

DRT Member: Teddy Padilla

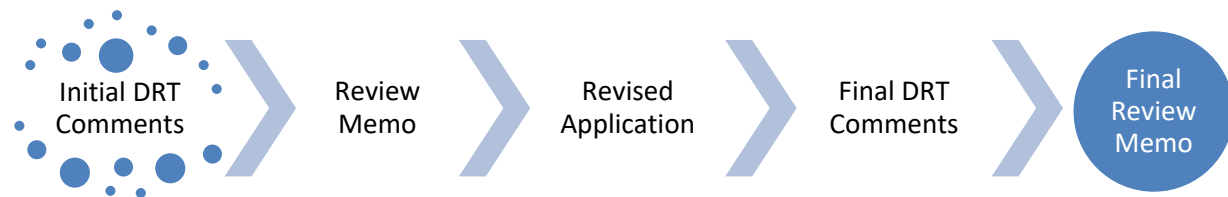
Dept/Div: Land Use Dept. Technical Review

Case No.: 2025-9707

Case Planner: Daniel Alvarado

DRT Review Schedule – 9-12+ weeks\*

*Initial DRT Comments* are due to the case planner within three weeks of receipt of the application. 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.

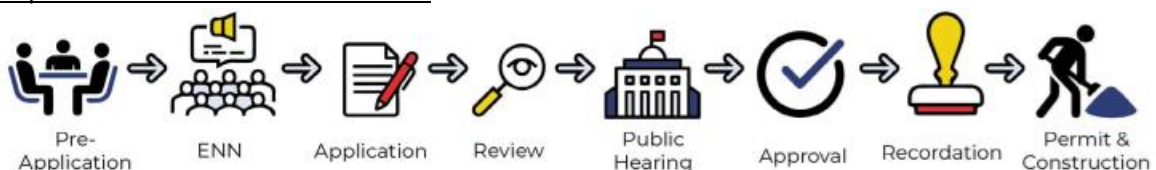


Timing of Conditions of Approval + Technical Corrections

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 Building Permit Approval* – these conditions/technical corrections can be addressed during the building permit review process, but prior to issuance of the permit.
- d. *At the time of Construction* – these conditions/technical corrections can be addressed during the construction and inspection processes.

Development Review Process Flow Chart



\*See the 2025 Development Review Schedule for details

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:

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

Technical Corrections:	Must be completed by:	Applicant Response**:
1. At time of construction, the Contractor shall ensure ADA compliance for construction of ADA accessible features and appurtenances, as detailed in, and in addition to, the approved construction permit documents as required. Improvements shall comply with ICC ANSI A117.1-2009 Chapters 1-5 and Chapter 7, 2015 New Mexico Accessible Parking Checklist, MUTCD, NMDOT Pedestrian Access Standards and PROWAG, NM State Statute and Administrative Code and DOJ regulations as applicable.		
2. Remove the #4 Accessible Parking sign, it is wrong and replace it with the 2015 NM Accessible Parking Checklist criteria for Accessible Parking Signs.		
3. Remove the #2 Accessible Parking Layout Plan it is wrong and replace it with the 2015 NM Accessible Parking Checklist criteria for Accessible Parking.		
4. ADA parking Ailes and Stalls will be placed in concrete.		

\*\*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. \*\*Inspector reserves the right to request repair to any
2. sidewalk adjacent to lot if he deems the sidewalk unsafe,
3. loose or broken. Pursuant to Ch 23-3.6 in accordance

4. with ADA standards, as provided in subsection
5. 23-1.7 SFCC 1987.\*\*
6. 23-1.6, 23-1.7

Explanation of Conditions or Corrections (if needed):

(see following pages for notes required)

# Development Review Team (DRT) Comment Form for Planning Commission

Date: January 30, 2025

DRT Member: Fire Marshal Geronimo Griego

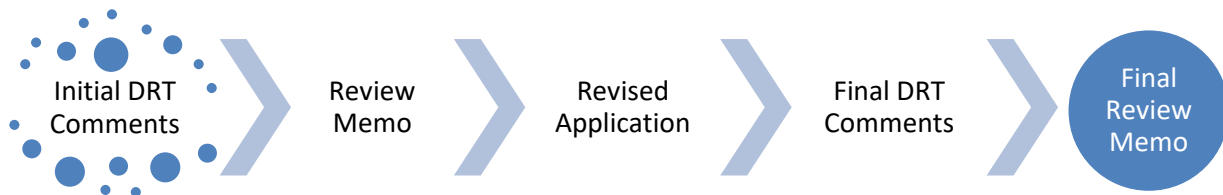
Dept/Div: Fire Prevention Division

Case No.: 2025-9707 Country Club Apartments Development Plan

Case Planner: Daniel Alvarado

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.

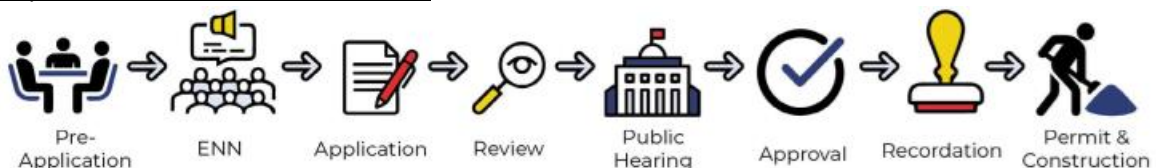


Timing of Conditions of Approval + Technical Corrections

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- d. *At the time of development* -

Development Review Process Flow Chart



\*See the 2024 Development Review Schedule for details

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:

Conditions of Approval:	Must be completed by:	Applicant response**:
	Prior to Building Permit Approval	
1. Shall provide location of FDCs and fire riser location.		
2.		
3.		
4.		
5.		

Technical Corrections:	Must be completed by:	Applicant Response**:
1.		
2.		
3.		
4.		
5.		
6.		

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

- 1.

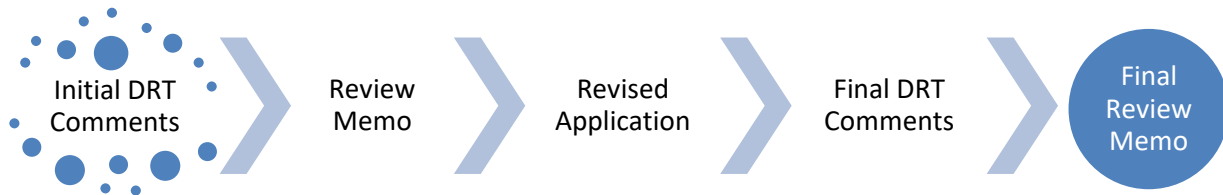
Explanation of Conditions or Corrections (if needed):

(see following pages for notes required)

# 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.

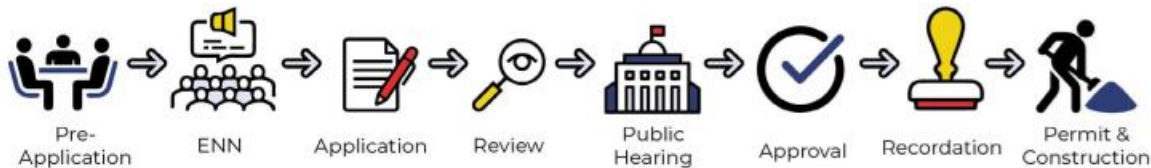


Timing of Conditions of Approval + Technical Corrections

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- 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

Date: 3-3-2025

DRT Member: Stan Holland P.E.

Dept/Div: Engineering/Wastewater

Case No.: 2025-9707 Country Club Apt. Development Plan

Case Planner: Daniel J. Alvarado

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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 # 2025-9707

<b>Conditions of Approval:</b>	<b>Must be completed by:</b>	<b>Applicant response**:</b>
1. No concrete encasement of public sewer lines. A pipe sleeve as approved by the Water and Wastewater Divisions shall be used	Prior to Recordation	
2. Connection to existing sewer manholes shall be core drilled	Prior to Recordation	
3. The sewer pipe from the lift station to the connection with the public manhole shall be private	Prior to Recordation	
4. Any existing utilities located in the existing 20-foot easement are to be shown in the plans	Prior to Recordation	
5. The existing sewer manhole the sewer line from the proposed lift station connects to shall be epoxy coated	Prior to Recordation	
6.		

<b>Technical Corrections:</b>	<b>Must be completed by:</b>	<b>Applicant response**:</b>
1.		
2.		
3.		
4.		

\*\*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)

# Development Review Team (DRT) Comment Form

Date: 1-30-25

DRT Member: Clinton Peterson

Dept/Div: Public Utilities/Water Division

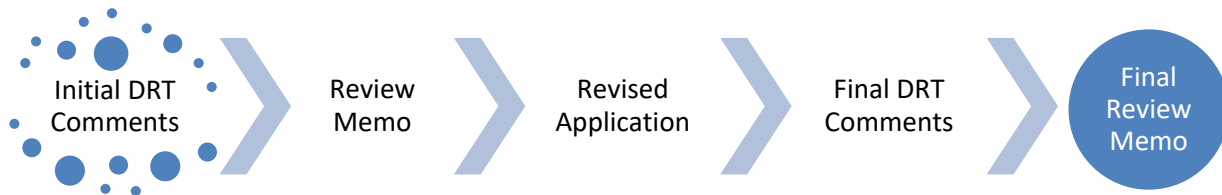
Case No.: **Case #2025-9707. Country Club Development Plan**

Case Planner: Daniel Alvarado

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## DRT Review Schedule – 9-12+ weeks\*

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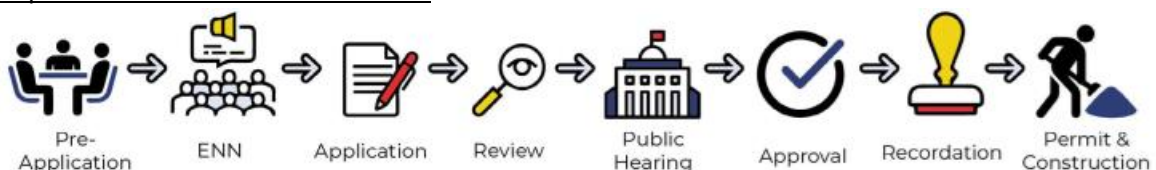


## Timing of Conditions of Approval + Technical Corrections

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- c. *Prior Building Permit Approval* – these conditions/technical corrections can be addressed during the building permit review process, but prior to issuance of the permit.
- d. *At the time of Construction* – these conditions/technical corrections can be addressed during the construction and inspection processes.

## Development Review Process Flow Chart



\*See the 2025 Development Review Schedule for details

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:

<b>Conditions of Approval:</b>	<b>Must be completed by:</b>	<b>Applicant response**:</b>
1. An approved Agreement to Construct and Dedicate (ACD) will be required for new fire and domestic water services	Prior to Building Permit Approval	
2. An approved Water Plan will be required for all new public water infrastructure and fire services.	Prior to Public Hearing	
3. A separate irrigation meter will be required if the total landscaped area is 1,000 square feet or greater. An approved backflow prevention device shall also be installed beyond the meter on any new irrigation service.	At the time of development	
4. Any re-grading of site over existing water mains shall maintain a minimum of 4 feet of cover and not exceed 5 feet of cover. Depth of existing main to be adjusted to maintain a minimum of 4 feet of cover and not exceed 5 feet of cover if site grading impacts these depth requirements.	At the time of development	
5.		
6.		

<b>Technical Corrections:</b>	<b>Must be completed by:</b>	<b>Applicant Response**:</b>
1. Developer shall work with CoSFW Engineering to appropriately size and locate master meters/fire service line.	Prior to Water Plan Approval	
2.		
3.		

\*\*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)