

June 5, 2025

Planning Commission

Case 2024-8027: 635 Alto Street Development Plan

ATTACHMENT B

DRT Memos

Development Review Team (DRT) Comment Form

Date: April 17, 2025

DRT Member: Leroy Pacheco, PE and Phil Gallegos, PE (Wilson&Company)

Dept/Div: Public Works Department – Traffic Engineering

Case No.: Case # 2024-8027 – 635 Alto Street Development Plan

Case Planner: Janice Biletnikoff, Senior Planner

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. None		
2.		
3.		
4.		
5.		
6.		

Technical Corrections:	Must be completed by:	Applicant Response:
1. None – see attached email from Wilson & Company dated 4/17/25		
2.		
3.		
4.		

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

1. City of Santa Fe Building Code, Chapter 23-3.2 states that before commencement of any new construction, it is mandatory for the owner to obtain approval from the Public Works Department for any driveway curb cut or sidewalk crossing. This approval must be issued before a building permit for such new construction is approved.
2. Note as any new public infrastructure plans move forward to building permit, these may be subject to additional reviews and possible corrections to meet Public Works Standards for roadways, ADA, signing, striping, lighting, etc. prior to building permit approval.

Explanation of Conditions or Corrections (if needed):

(see following pages for notes required)

From: Gallegos, Phil Philip.Gallegos@wilsonco.com
Subject: 635 Alto STH
Date: April 17, 2025 at 11:40 AM
To: Leroy Nicholas Pacheco, PE Engineer@leroypacheco.com
Cc: Luna, Robert Robert.Luna@wilsonco.com

PG

Leroy, I have reviewed the STH and associated description letter submitted by Santa Fe Habitat for Humanity. As per your request I reviewed the material that was submitted on March 12, 2024. The number of dwelling units in the description letter dated March 28, 2023 does not match the number of dwelling units used to determine the number of am and pm peak hour trips on the NMDOT STH Form. Since the number of dwelling units used on the STH Form are higher than what is stated in the letter and more conservative this should not require any change to the STH Form. ITE Trip Generation Manual Land Use 223 is appropriate for this development and the number of trips generated in the AM and PM peaks are low enough that no further traffic study is required. Please let me know if you have any questions or need more information. Thanks, Phil

Phil Gallegos, PE
Civil Engineer

Wilson & Company, Inc., Engineers & Architects
4401 Masthead Street NE, Suite 150 | Albuquerque, NM 87109
505-348-4126 (direct)
wilsonco.com

We bring people together to practice their craft, to create value, and to accomplish great things.

Confidential/Proprietary Note: The information in this email is confidential and may be legally privileged. Access to this email by anyone other than the intended addressee is unauthorized. If you are not the intended recipient of this message, any review, disclosure, copying, distribution, retention, or any action taken or omitted to be taken in reliance on it is prohibited and may be unlawful. If you are not the intended recipient, please reply to or forward a copy of this message to the sender and delete the message, any attachments, and any copies thereof from your system. Thank you.

Development Review Team (DRT) Comment Form

Date: 4/28/25
 DRT Member: Dee Beingessner
 Dept/Div: Land Use Engineering
 Case No.: 635 Alto St
 Case Planner:

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. A percolation test must be provided to show that all ponding areas will empty within 24 hours.	Prior to Certificate of Occupancy	
2.		
3.		
4.		
5.		
6.		

Technical Corrections:	Must be completed by:	Applicant Response**:
1.		
2.		

***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 on plat or plans

DRAINAGE FACILITIES MAINTENANCE NOTE

ALL DRAINAGE FACILITIES SHALL BE MAINTAINED BY ALL PROPERTY OWNERS. THE PROPERTY OWNERS SHALL ALSO HAVE THE RESPONSIBILITY FOR MAINTENANCE OF THE PUBLIC DRAINAGE EASEMENT.

INSPECTIONS SHALL BE CONDUCTED BY A REGISTERED PROFESSIONAL ENGINEER IN THE STATE OF NEW MEXICO OR OTHER QUALIFIED PERSON. INSPECTIONS SHALL BE CONDUCTED ON THE DRAINAGE FACILITIES IN ACCORDANCE WITH THE FOLLOWING SCHEDULE:

ON OR ABOUT MARCH 15, ON OR ABOUT SEPTEMBER 15, AND AFTER EACH STORM EVENT OF 1-INCH OR GREATER. MAINTENANCE OF THE DRAINAGE FACILITIES SHALL BE CONDUCTED AND DOCUMENTED BY THE ENGINEER OR QUALIFIED PERSON AND THE OWNER. THE OWNER SHALL MAINTAIN A FILE OF THE INSPECTIONS AND REMEDIAL ACTION CONDUCTED ON THE DRAINAGE FACILITIES.

WORK SHALL BE CONDUCTED IN ACCORDANCE WITH THE ENGINEER'S RECOMMENDATIONS, AND SHALL INCLUDE, BUT IS NOT LIMITED TO THE FOLLOWING:

A. FLUSH ALL CULVERTS, DROP INLETS AND DRAINAGE PIPES TO REMOVE SEDIMENT AND VEGETATION THAT PREVENTS OR HINDERS THE FLOW OF STORM WATER IN THE DRAINAGE STRUCTURE(S).

B. REMOVE SEDIMENT IN PONDS THAT IS GREATER THAN 6-INCHES IN DEPTH, AND IF NECESSARY, RESEED WITH NATIVE GRASSES AND INSTALL FILTER FABRIC AND 3 TO 4 INCH COBBLE AS DIRECTED BY THE ENGINEER.

C. INSPECT FOR SEDIMENTATION IN ALL SWALES, DITCHES, DRAINAGE PONDS AND REMOVE AND STABILIZE AS NECESSARY.

D. INSPECT FOR SOIL EROSION AT ALL DRAINAGE PONDS, CUT AND FILL SLOPES, AND REPAIR OR STABILIZE ACCORDINGLY.

E. INSPECT THE STRUCTURAL INTEGRITY OF DRAINAGE PONDS, SLOPES, RIP-RAP, GABIONS, DROP INLETS, CULVERTS, ENERGY DISSIPATORS, AND RETAINING WALLS, ROCK PLATING, EROSION CONTROL MATS OR BLANKETS, AND REPAIR OR STABILIZE ACCORDINGLY.

GUNNISON'S PRAIRIE DOG NOTE

THE PROJECT SHALL COMPLY WITH THE PROVISIONS OF THE GUNNISON'S PRAIRIE DOG ORDINANCE (ARTICLE 14-8.12).

DUST CONTROL NOTE

All on-site soil disturbing construction activities shall be addressed and provide measures to mitigate or control dust from being transported offsite and polluting neighboring properties.

Any person, owner, contractor or operator who conducts earthmoving and/or dust generating activities is responsible for implementing Best Management Practices (BMPs) in order to mitigate off-property transport of fugitive dust emissions.

A plan, or storm water prevention plan (SWPPP) when applicable, listing the Best Management Practices (BMPs), shall be provided to the City Engineer, or their designee for review and approval. The approved BMPs shall be applied to the graded and/or disturbed soil in order to stabilize the site.

The initial BMP shall address how the Contractor will minimize the amount of disturbed soil, and how the Contractor will stabilize the disturbed surface area exposed to wind or vehicle traffic during construction.

Some BMPs shall include:

- The reduction of vehicle speeds: establish a maximum speed limit or install traffic calming devices to reduce speeds to a rate to mitigate off-property transport of dust entrained by vehicles.
- The minimization of drop height: Drivers and operators shall unload truck beds and loader or excavator buckets slowly, and minimize drop height of materials to the lowest height possible, including screening operations.
- High winds restriction: temporarily halt work activities during high wind events greater than 30 mph if operations would result in off-property transport.
- Restrict access: restrict access to the work area to only authorized vehicles and personnel.

In the event the above practices are ineffective to prevent off property transport, the owner or operator shall use at one or more of the following Best Management Practices (BMPs):

- Wet suppression: apply water to disturbed soil surfaces, backfill materials, screenings, and other dust generating operations as necessary and appropriate considering current weather conditions, and prevent water used for dust control from entering any public right-of-way, storm water drainage facility, or watercourse.
- Wind barrier: construct a fence or other type of wind barrier to prevent wind erosion of the graded or disturbed surface.
- Vegetation: plant vegetation appropriate for retaining soils or creating a wind break.
- Surface roughening: stabilize an active construction area during periods of inactivity or when vegetation cannot be immediately established.
- Cover: install cover materials such as tackifiers, erosion control blankets, gravel, vegetation (when appropriate), cold-millings, etc. during periods of inactivity and properly anchor the cover.
- Soil retention: stabilize disturbed or exposed soil surface areas that will be inactive for more than 30 days or while vegetation is being established.

ENGINEER'S STORMWATER INFRASTRUCTURE CERTIFICATION

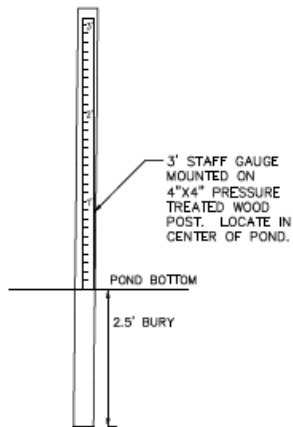
I, the undersigned professional engineer in the State of New Mexico, do hereby certify that the record information shown hereon is based on actual field measurements and visual inspections performed by myself or under my direct supervision. I further certify that the record condition as of _____ is in substantial compliance with the approved grading and drainage plan prepared by _____, dated _____.

Signature

NMPE # _____

Date

Example for pond measurement post



POST & STAFF GAUGE
NTS

City of Santa Fe, New Mexico

memo

DATE: February 27, 2024
TO: Historic Districts Review Board Members
FROM: Heather Lamboy, Assistant Director, Planning & Land Use Department

2024-007826-HDRB. 635 Alto St. Westside-Guadalupe Historic District. Brian Lawler, agent for Habitat for Humanity, propose four 24' tall two-story townhomes on the northern portion of the site adjacent to Lower Alto St., and one two-story single-family dwelling unit (12'- 5" height at Alto Street, 22' height to internal courtyard) adjacent to Alto St. The maximum permitted height is 19' for Lower Alto and 14'- 8" for Alto St. An exception to Section 14-5.2(D)(9) is requested.

REFERENCE ATTACHMENTS (Sequentially):

CITY SUBMITTALS

District Standards & yard wall
& fence standards.

Historic Inventory Form

Zoning Review Sheet

Other: Previous Case H-11-009

APPLICANT SUBMITTALS

Proposal Letter

Site Plan/Floor Plan

Elevations

Photographs

Other:

STAFF RECOMMENDATION:

Staff recommends approval of the proposed project and finds that the application complies with Section 14-5.2(D) General Design Standards for all Historic Districts, and 14-5.2(I) Westside Guadalupe Design Standards.

Staff also finds that all exception criteria to Section 14-5.2(D)(9) have been met.

BACKGROUND & SUMMARY:

The applicant proposes to construct 4 townhomes and one single-family detached residence at the vacant lot located at 635 Alto St. The lot can be accessed via Alto Street as well as “Lower Alto” street, which is a public access adjacent to the Santa Fe River corridor. There is an approximately 10-foot change in grade from Alto Street to Lower Alto St.

The proposed height of the single-family detached unit located adjacent to Alto Street is 12’- 5”, which is consistent with the overall one-story character of that streetscape. The proposed height of the townhomes located to the north of the single-family residence, which will be accessed off Lower Alto, is 22’.

The proposed buildings are designed in a Spanish-Pueblo Revival style articulated with divided lite windows, portales, stepbacks, and changes in stucco color.

A similar case was brought for HDRB review on March 22, 2011 where 5 dwelling units were approved in two buildings. Similarly, the height of the building adjacent to Alto Street was approximately 12’- 6” and the building adjacent to Lower Alto Street was 24’. That case was approved.

The HDRB previously heard a similar case for the construction of townhome units in 2011. For reference, that staff report packet has been provided as part of this staff report packet.

EXCEPTION CRITERIA AND RESPONSES:

Exception to Section 14-5.2(D)(9) to permit a 22’ high building at the courtyard (which is the overall average height of the building given the changes in grade) where 19’- 0” is the permitted streetscape height.

It should be noted that Section 14-14(D)(9)(c)(ii) the HDRB may increase the allowable height by 4 feet on sites with greater than a 2-foot change in grade along the building’s foundation. While this criterion has been met with the proposed project, an exception is requested to confirm the HDRB’s acceptance of the proposed additional height.

(i) Do not damage the character of the district

Applicant Response: Our priority is to preserve and enhance the single story character of Alto Street, which we viewed as the significant historic streetscape. Unlike our neighbor 635 Alto to the east, we never considered asking for a height exception on the Alto streetscape. While a 19 foot height was allowed, we have elected to keep the height to 24 feet, more consistent with the median height vs the average height. The portion of Lower Alto we abut is already primarily two story structures:

To the east along Lower Alto:

- 623 Alto, immediately to the east is effectively three stories viewed from the Lower Alto side, given that its lower floor sits more than 12 feet above our highest proposed lower floor level

- 619 & 621 Alto properties to the east have two story facades facing and accessed from Lower Alto
- 609 Alto is a historic structure, two stories on the Lower Alto side, but it fronts Alto Street and the Lower Alto side is very much its backside, Lower Alto effectively being an alley.
- 605 Alto is contributing structure, fronting on Alto, due to grade changes, becoming one and half stories on backside facing Alto. It is not really a part of the Lower Alto streetscape
- 603 Alto fronts on Alto. It is not a part of the Lower Alto streetscape
- 601 Alto is a historic structure, but more effectively fronts on Closson Street and again is not really a part of the Lower Alto streetscape.

To the west:

- 637 Alto both fronts on Lower Alto but has two two story elements.
- 675 Alto fronts on Alto and presents a two story facade with a garage door to Lower Alto. Recently added casitas on the northwest side create single story structures facing Lower Alto
- 701 and 703 Alto are really the only true single story homes fronting Lower Alto, containing a mix of contributing and non-contributing structures

Staff Response: Due to the change in grade between Alto Street and Lower Alto Street, different heights were determined per streetscape. The Lower Alto Street permitted height is higher than the Alto Street streetscape; the proposed buildings will be separated from the adjacent W. Alameda Street streetscape by the Santa Fe River. The overall visual impact of height will be mitigated due to this separation.

(ii) *Are required to prevent a hardship to the applicant or an injury to the public welfare*

Applicant Response: Without a height exception it will be impossible for Habitat to provide the five units it is contractually obligated to the City to provide. Further the failure to grant a height exception would reduce the number of units possible reducing the City's ability to address its growing affordability crisis.

Previous meetings with HDRB staff indicated that we were permitted 24 feet on the Lower Alto side. The project was designed to that standard. To deny an exception would both add additional costs to a project struggling to maintain affordability and delay the commencement of construction idling Habitat's volunteer construction crews, reducing the number of affordable units Habitat will be able to produce this year.

Staff Response: Due to the unique circumstances of the lot's grade change, the exception enables the development of the lot with a two-story building.

(iii) *Strengthen the unique heterogeneous character of the City by providing a full range of design options to ensure that residents can continue to reside within the historic districts*

Applicant Response: The intent of the City Competition that Habitat won is to provide affordable housing in an area of Santa Fe where affordable housing is scarce. While Alto Street once represented a more affordable area, recent pressures have made the older modest

homes unaffordable to new homeowners. If the goal was to provide vacation rentals it would be possible to develop five units without a height exception but the City's and Habitat's intention is to provide permanent housing for families at 80% of the median household income. When the height regulations were adopted in the historic district back in the 1990's, it was important to provide a mechanism to make sure that those newly adopted restrictions, while important to preserving the character of the Historic District would not also accelerate the gentrification of the district. The proposed Habitat project at 635 Alto is precisely the sort of project the height exception process was created to encourage.

Staff Response: By permitting the extra height, the applicant will be able to provide additional and larger affordable housing units within the historic district, and as a result will provide a full range of design options to ensure affordable housing options are available in the Westside-Guadalupe Historic District.

- (iv) *Are due to special conditions and circumstances which are peculiar to the land or structure involved and which are not applicable to other lands or structures in the related streetscape;*

Applicant Response: The proposed structures have a special circumstance, as noted previously, that they are being built at the request of the Santa Fe Office of Affordable housing. We have promised to build 5 units, and the units must be 2 stories in order to accommodate the request. This project has 8'-0" ceiling heights in all units and keeps the parapet height to the minimum possible while still maintaining a profile of visual interest of varied levels that fits with the local neighborhood.

Staff Response: Due to the change in grade from Alto Street to Lower Alto Street, a special circumstance is peculiar to the land in that streetscape. Furthermore, a streetscape is only established on the south side of the street due to the adjacent Santa Fe River. Due to this large separation, the additional height will not impact the W. Alameda streetscape.

- (v) *Are due to special conditions and circumstances which are not a result of the actions of the applicant*

Applicant Response: 635 Alto is a relatively unique parcel with frontages on two sides, Alto Street being a more traditional streetscape and Lower Alto is a less conventional frontage. Additionally, there is 14 feet of grade change from the Alto Street side to the Lower Alto side. While Lower Alto is a primary access for several lots, its architectural character is more that of an alley or backside than that of a traditional streetscape.

Staff Response: The lot, in its current configuration, is owned by the City of Santa Fe. Most lots on this section of Alto Street are of the same shape. Once the applicant has entitlements, the purchase of the property will be made. The special conditions of the grade change and two street frontages are not the result of the actions of the applicant.



(vi) Provide the least negative impact with respect to the purpose of this section as set forth in Subsection 14-5.2(A)(1).

Applicant Response: It is our opinion that this project will provide a benefit to the architectural and social character of the neighborhood, especially when compared to the empty lot before. Instead of a vacant lot which provides an environment for invasive Siberian elms and a place for people to dump trash, our project will provide affordable housing for five hardworking Santa Fe families.

Staff Response: As the design is comparable to and compatible with other buildings in the Westside-Guadalupe Historic District and meets all design criteria,

RELEVANT CODE CITATIONS:

14-5.2(A)(1) General Purpose

In order to promote the economic, cultural, and general welfare of the people of the city and to ensure the harmonious, orderly and efficient growth and development of the city, it is deemed essential by the governing body that the qualities relating to the history of Santa Fe, and a harmonious outward appearance, which preserve property values and attract tourists and residents alike, be preserved, some of these qualities being:

- (a) The continued existence and preservation of historical areas and buildings;
- (b) The continued construction of buildings in the historic styles; and
- (c) A general harmony as to style, form, color, height, proportion, texture and material between buildings of historic design and those of more modern design.

Sloping Sites:

14-5.2(D)(9) Height, Pitch, Scale, Massing and Floor Stepbacks

- (c)(ii)(F) The board may increase the allowable height for proposed buildings and additions located on a sloping site where the difference in the natural grade along the structure's foundation exceeds two (2) feet. In no case shall the height of a façade exceed four (4) feet above the allowable height of the applicable streetscape measured from natural or finished grade, whichever is more restrictive. This increase in height shall be constructed only in the form of building stepbacks from the street.

14-5.2(I) Westside-Guadalupe Historic District

(1) District Standards

Compliance with the following structural standards shall occur whenever those exterior features of buildings and other structures subject to public view from any public street, way, or other public place are erected, altered, or demolished:

- (a) Slump block, stucco, brick, or stone, shall be used as exterior wall materials. Wood and other materials may be used for details. Aluminum siding, metal panels, mirrored glass, and unstuccoed concrete block or unstuccoed concrete shall not be used as exterior wall materials;
- (b) The color of stuccoed buildings shall predominantly be in browns, tans, local earth tones and soft pastels. Surfaces of stone or brick shall be in the natural color. Entryways, and portales or porches may be emphasized by the use of white or other colors. Painting of buildings with a color that causes arresting or spectacular effects or with bold repetitive patterns or using buildings as signs is prohibited. Murals, however, are permitted and may be referred to the city arts board for an advisory recommendation;
- (c) Roof form, slope, and shape. It is intended that buildings be designed to be "wall dominated". "Wall dominated" means that the building's geometry is more defined by walls than by roofs. Buildings with flat, gabled, shed, or hipped roofs can be designed as "wall dominated" solutions and are allowed. The height of the roof above the wall shall be no greater than the height of the wall. Folded plate, hyperbolic or mansard roofs are not allowed;
- (d) The use of solar and other energy collecting and conserving strategies is encouraged. The use of large glazed areas on south facing walls for trombe walls or other solar collectors, direct gain, or other energy collecting purposes is allowed. When in view from any public street, way, or other public place, solar equipment shall be screened as follows:
 - (i) raising the parapet;
 - (ii) setting back from the edge of the roof;
 - (iii) framing the collector with wood;
 - (iv) in the case of pitched roofs, by integrating the collector into the pitch;
 - (v) in the case of ground solar collectors by a wall or vegetation;
 - (vi) in the case of wall collectors, by enclosing by end or other walls;
 - (vii) other means that screen the collector or integrate it into the overall structure. Non-glare materials shall be used in solar collectors.
- (e) Mechanical, electrical, telephone equipment, microwave satellite receiving dishes, and other obtrusive equipment shall be architecturally screened with opaque materials by raising the parapet, boxing in the equipment, or other appropriate means. The equipment shall be of a low profile to minimize the screening problems;
- (f) Walls and fences shall be of brick, adobe, masonry, rock, wood, coyote fencing, or similar materials. Wrought iron fences and slump block walls are allowed. Walls of unstuccoed concrete block, unstuccoed concrete, chain-link, metal wire, or similar materials are prohibited, except where the wall or fence is not in the street frontage;
- (g) Greenhouses
- (h) Attached greenhouses that front on the street shall give the appearance of being integrated into the structure of the building or of being a substantive addition rather than having a lean-to effect. The use of corrugated fiberglass or rolled plastic for the

external surface of attached or freestanding greenhouses that front on the street is prohibited. Greenhouses with slanting sides shall be bracketed at the ends and that greenhouses made from enclosed porches or portales maintain the shape of the porch or portal;

- (i) Porches and portales are encouraged;
- (j) When parking spaces are required for commercial or multi-family residential buildings, they shall be placed to the rear or side of the building.

(2) Walls; Fences; Solar Collectors; Administration

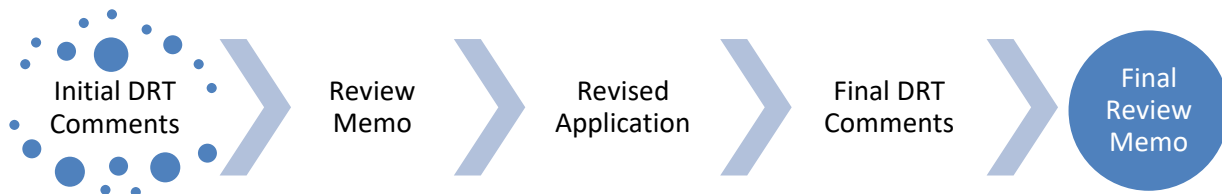
Applications for erection, alteration, or demolition of walls, fences, and solar collectors and required submittals shall be reviewed by the land use department. Approval, disapproval or referral shall be indicated by the division on the application for the building permit and on each of the required submittals, all of which shall be signed by the division staff assigned to the review. The division shall report approvals, disapprovals, and referrals to the board at its next regular meeting as an informational item. (Ord. No. 2007-45 § 30)

Development Review Team (DRT) Comment Form

Date: April 8, 2025
DRT Member: Geronimo Griego, Fire Marshal
Dept/Div: Fire Marshal's Office
Case No.: 2024-8027: 635 Alto. Street Development Plan
Case Planner: Janice Biletnikoff, AICP

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.

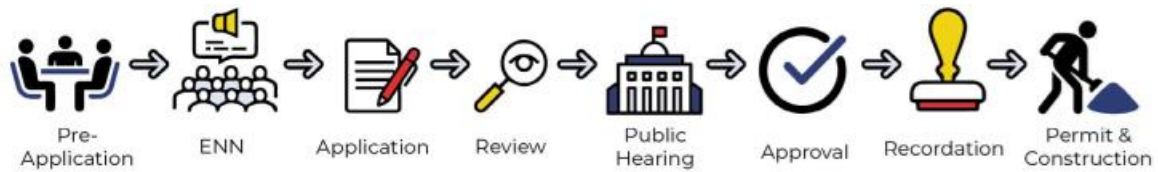


Timing of Conditions of Approval + Technical Corrections

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 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 *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**:
1. Shall comply with the most currently adopted International Fire Code by the City of Santa Fe.	<i>Prior Building Permit Approval.</i>	
2.		
3.		
4.		
5.		
6.		

Technical Corrections:	Must be completed by:	Applicant Response**:
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):

1. See sheet A100 “Code Analysis” for verification of compliance for this case.

From: ISAACSON, ZOE R.
Sent: Tuesday, May 13, 2025 10:42 AM
To: CLOUSER, REBEKAH E.
Subject: RE: 635 Alto Street Development Plan Review

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Rebekah-

I don't have access to the comment form right now, but the one unresolved comment from my original review is that I do not see the stormwater maintenance notes on the drawings- there should be a stormwater maintenance note on sheet C2 indicating that the developer and or HOA are responsible for maintaining all stormwater facilities and improvements, including performing routine inspections.

In the general notes, the following should be included:

STORMWATER MAINTENANCE:

ALL STORMWATER FACILITIES SHALL BE INSPECTED AND MAINTAINED BY THE DEVELOPER AND OR HOA. ENSURING PROPER FUNCTION OF THESE FACILITIES AS INTENDED IS THE RESPONSIBILITY OF THE DEVELOPER AND OR HOA. INSPECTIONS SHALL BE CONDUCTED BY A REGISTERED PROFESSIONAL ENGINEER IN THE STATE OF NEW MEXICO OR OTHER QUALIFIED PERSON. INSPECTIONS SHALL BE CONDUCTED ON THE DRAINAGE FACILITIES IN ACCORDANCE WITH THE FOLLOWING SCHEDULE:

ON OR ABOUT MARCH 15TH, ON OR ABOUT SEPTEMBER 15TH, AND AFTER EACH STORM EVENT OF 1-INCH OR GREATER. MAINTENANCE OF THE DRAINAGE FACILITIES SHALL BE CONDUCTED AND DOCUMENTED BY THE ENGINEER AND THE OWNER. THE OWNER SHALL MAINTAIN A FILE OF THE INSPECTIONS AND REMEDIAL ACTION CONDUCTED ON THE DRAINAGE FACILITIES.

WORK SHALL BE CONDUCTED IN ACCORDANCE WITH THE ENGINEER'S RECOMMENDATIONS, AND SHALL INCLUDE BUT NOT LIMITED TO THE FOLLOWING:

- A. FLUSH ALL CULVERTS, DROP INLETS AND DRAINAGE PIPES TO REMOVE SEDIMENT AND VEGETATION THAT PREVENTS OR HINDERS THE FLOW OF STORMWATER IN THE DRAINAGE STRUCTURE.
- B. REMOVE SEDIMENT IN PONDS THAT IS GREATER THAN 6-INCHES IN DEPTH AND IF NECESSARY RESEED WITH NATIVE GRASSES AND 3 TO 4 INCH COBBLE AS DIRECTED BY THE ENGINEER.
- C. INSPECT FOR SEDIMENTATION IN ALL SWALES, DITCHES, DRAINAGE PONDS AND REMOVE AND STABILIZE AS NECESSARY.
- D. INSPECT FOR SOIL EROSION AT ALL DRAINAGE PONDS CUT AND FILL SLOPES AND REPAIR OR STABILIZE ACCORDINGLY.
- E. INSPECT STRUCTURAL INTEGRITY OF DRAINAGE PONDS SLOPES RIP-RAP AND OTHER EROSION CONTROL MEASURES AND REPAIR OR STABILIZE ACCORDINGLY.

THE CITY OF SANTA FE IS HEREBY GRANTED THE RIGHT TO ACCESS AND INSPECT THESE EASEMENTS AND DRAINAGE FACILITIES AT THE DISCRETION OF THE CITY. THE OWNER AGREES TO INDEMNIFY AND TO HOLD HARMLESS FROM ALL DAMAGE TO PERSONS OR PROPERTY RESULTING FROM THE CITY'S REASONABLE EXERCISE TO THEIR ACCESS AND INSPECTION RIGHT.

Development Review Team (DRT) Comment Form

Date: 4/14/2025

DRT Member: Clinton Peterson

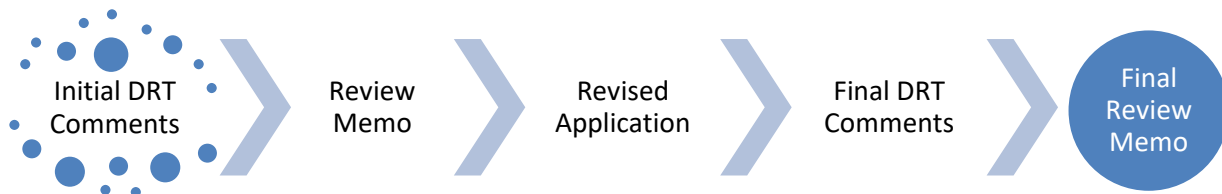
Dept/Div: Public Utilities / Water Division

Case No.: Case #2024-8027: 635 Alto. Street Development Plan

Case Planner: Janice Biletnikoff, AICP

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.

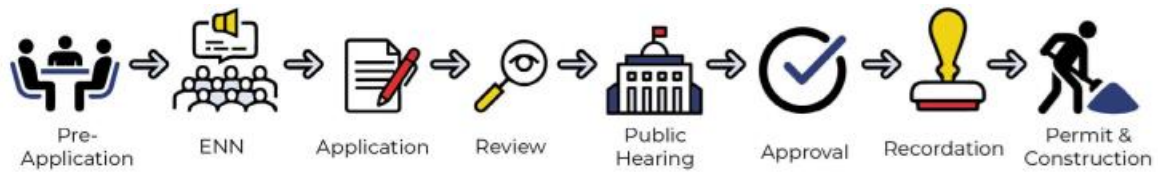


Timing of Conditions of Approval + Technical Corrections

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 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 *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**:
1. An approved agreement for metered service (AMS) will be required to install new domestic or irrigation services.	Prior to Building Permit Approval	
2. 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	
3.		
4.		
5.		
6.		

Technical Corrections:	Must be completed by:	Applicant Response**:
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: 5/13/2025

DRT Member: Teddy Padilla

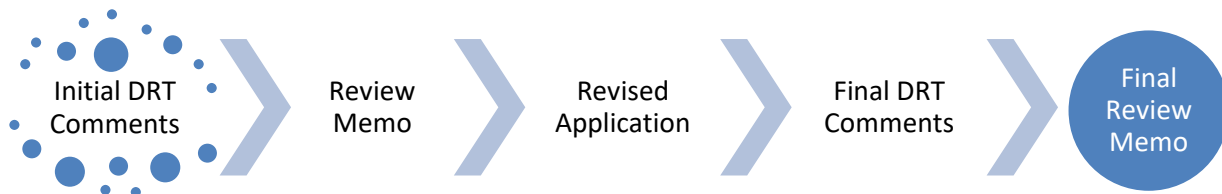
Dept/Div: Land Use Dept. Technical Review

Case No.: Case #2024-8027: 635 Alto. Street Development Plan

Case Planner: Rebekah Clouser

DRT Review Schedule – 9-12+ weeks*

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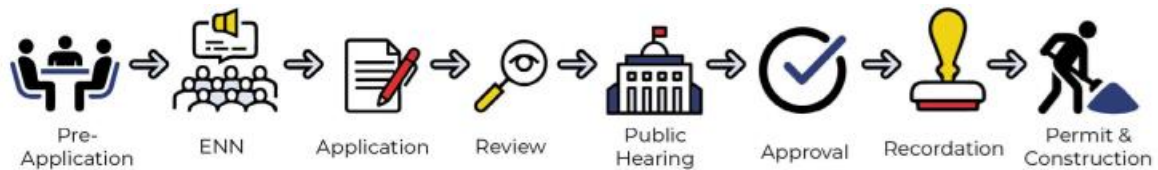


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Development Review Process Flow Chart



*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**:
1.		
2.		
3.		
4.		
5.		
6.		

Technical Corrections:	Must be completed by:	Applicant Response**:
1. IEBC Section 705, Accessibility: Businesses must comply with the provisions of the ADA Standards to the "maximum extent feasible" with a building alteration. The costs for the added ADA work is considered disproportionate if it is over 20% of the costs of the project. Improvements should be prioritized up to the 20% limit: entrance; route to the primary function area;.	Permitting	
2. Edge protection/guard rails/handrails shall be provided at steps, sidewalks and walkways with greater than 30" vertical change in grade adjacent to the path of travel. IBC 1015.2 - Where Required, Guards shall be located along open-sided walking surfaces, including mezzanines, equipment platforms, aisles, stairs, ramps and landings that are located more than 30 inches (762 mm) measured vertically to the floor or grade below at any point within 36 inches (914 mm) horizontally to the edge of the open side. Guards shall be adequate in strength and attachment in accordance with Section 1607.8.	Permitting	
3. 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.		
4. Add details for Sidewalks in the ROW. Must comply with 2010 ADA Standards and Design.	Permitting	
5. Add details for vehicular entrance of Alto St.	Permitting	
6. Add detail sheet of NMDOT Series 608, 609 for concrete work in ROW.	Permitting	
7. Show details of stairs and railings. Must comply with 2010 ADA Standards and Design and 2021 IBC.	Permitting	

***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. Please contact Teddy Padilla for any questions or clarification. 505-231-4794
- 2.

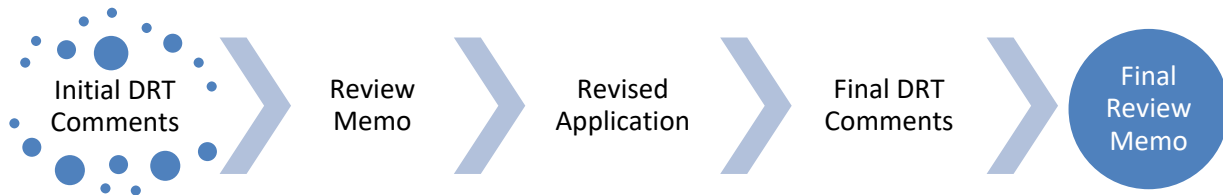
Explanation of Conditions or Corrections (if needed):

(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.

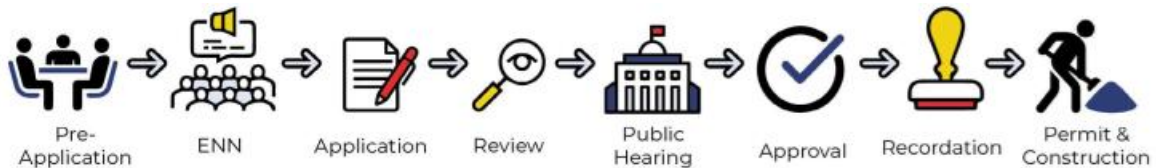


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- d. *During Construction* – these conditions/technical corrections can be addressed during construction.

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: May 9, 2025

DRT Member: Lawrence Rivera

Dept/Div: Landscape, Irrigation, and Outdoor Lighting

Case No.: #2024-8027. 635 Alto Street Development Plan

Case Planner: Rebekah Clouser, Case Manager, reclouser@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.		

Technical Corrections:	Must be completed by:	Applicant response**:
1. Provide the water use needs for each plant within the landscape schedule as shown in the city's approved plant material list. This information is critical for the irrigation design and review.	Prior to recordation	
2. 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.	Prior to recordation	
3. GIS mapping shows extensive tree and shrub growth in 2024. Provide a significant tree survey, list species, size, and quantities. Provide a plant material demo list, provide the plant species and size. Caliper for deciduous, height for evergreen, and height and width for shrubs. Highlight all existing plant material to stay in the landscape and clearly identify the size and species.	Prior to recordation	
4. Provide two additional street trees in the landscape fronting Alto Street for compliance with city code 14-8.4(G)(2).	Prior to recordation	
5. 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	

6. No stop & waste valves or automatic drain valves (King Drains) permitted per COSF Irrigation Design Standards.	Prior to recordation	
7. Provide Flush valves instead of automatic drain valves. 4.17.6 Flush Valves: A. Design systems with sufficient pressure to flush the tubing in each run; as a rule, the system should have at least 10 psi to 15 psi of water pressure for flushing. B. Design all systems with the capability of flushing out accumulated particulate matter. C. Design system to provide a means for servicing such flushing requirements with a minimum of erosion or disruption to the surrounding landscape. D. Provide manual flush valves (e.g., ball valves, manual drain valves, or flushable end caps) at the ends of all irrigation laterals. Install an eight-inch round valve box over the flush valve. Provide a detail of the flush valve on the sheet L103 and remove the data sheet of the King Drains on sheet L104.	Prior to recordation	
8. Provide on Detail 2 AVB ASSEMBLY on sheet L103 the complete information on the minimum height of the AVB. "6-inch minimum height above the highest outlet".	Prior to recordation	
9. Provide an emitter placement detail on sheet L103.	Prior to recordation	
10. Outdoor Lighting: 14-8.9(D)(3) All outdoor luminaires shall be designed, installed, located and maintained such that nuisance glare onto adjacent properties or streets shall be minimized to the greatest extent practicable. Disabling glare onto adjacent properties or streets is not allowed.	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)

Water Offset Requirement Fee Chart

Type of Use	Amount of Acre Feet	Fee	Unit of Measurement
WATER RIGHT			
<i>Average per acre foot cost (to be up-dated annually)</i>	<i>1</i>	<i>\$16,600*</i>	<i>1 Acre Feet Per Year (AFY)</i>
<i>Due diligence (minimum per application)</i>	<i>NA</i>	<i>\$1,000</i>	<i>NA</i>
RESIDENTIAL			
**Single Family Dwelling Unit	0.18		Per Dwelling unit
Single Family Dwelling Unit Lot (<6000sq ft)	0.15	\$2490	Per Dwelling unit
Single Family Dwelling Unit Lot (6,000-10,890)	0.17	\$2905	Per Dwelling Unit
Single Family Dwelling Unit Lot (>10,890 sq ft)	0.25	\$4150	Per Dwelling Unit
Apartment/Condominium	0.16	\$2656	Per Dwelling Unit
Mobile Home	0.17	\$2905	Per Dwelling Unit
Accessory Dwelling Unit	0.09	\$1494	Per Dwelling Unit
Senior Complex	0.12	\$1992	Per Dwelling Unit
COMMERCIAL			
Restaurant, Full Service	0.02	\$332	Per Seat
Restaurant, Limited Service	1.63	\$27,058	Per Site
Hotel	0.13	\$2158	Per Room
Motel	0.09	\$1494	Per Room
Grocery Store	1.27	\$21,082	Per 10,000 sq. ft
Retail, Large (>75,000 sq ft)	0.45	\$7470	Per 10,000 sq. ft
Retail, Medium (75,000-25,000 sq ft)	0.43	\$7138	Per 10,000 sq. ft
Retail, Small (<25,000 sq ft)	0.06	\$996	Per Site
Gallery	0.60	\$9960	Per Site
Medical Office	0.72	\$11,952	Per 10,000 sq ft
Office – City/State	0.58	\$9628	Per 10,000 sq ft
Office – Non Medical	0.70	\$11,620	Per 10,000 sq ft
Research & Development Lab	1.18	\$19,588	Per 10,000 sq ft
Manufacturing – Goods	0.21	\$486	Per Site
Manufacturing – Consumables	2.33	\$38,678	Per Site
Gas Station	0.88	\$14,608	Per Site
Gas Station w/ Carwash	6.56	<i>Water rights required</i>	Per Site
Carwash, Full Service	5.66	<i>Water rights required</i>	Per Site
Carwash, Limited Service	0.94	\$15,604	Per Bay
Laundromat, Commercial	0.78	\$12,948	Per Machine
Laundromat, Other	0.22	\$3652	Per Machine
Drycleaner	0.41	\$6806	Per Site
Plant Nursery	0.56	\$9296	Per 10,000 sq ft
Gyms w/ Showers	8.94	<i>Water rights required</i>	Per Site
Gyms w/o Showers	0.77	\$12,782	Per Site
Salons	0.21	\$3486	Per Site
Pet Grooming	0.52	\$8632	Per Site
Pet Daycare	0.11	\$1826	Per Site
Auto Repair	0.12	\$1992	

Type of Use	Amount of Acre Feet	Fee	Unit of Measurement
Car Rental	0.12	\$1992	Per Site
Car Sales	0.07	\$1162	Per 10,000 sq ft
Self Storage	0.13	\$2158	Per Site
PUBLIC SERVICES			
Parks	1.48	\$24,568	Per Acre
Schools, Daycare	0.85	\$14,110	Per 100 children
Schools, Elementary	0.53	\$8798	Per 100 students
Schools, Middle	1.68	\$27,888	Per 100 students
Schools, High	2.64	\$43,824	Per 100 students
Places of Worship	0.15	\$2490	Per Site
Places of Worship w/ Daycare & School	0.95	\$15,770	Per Site

* Fee comprised of current (2010) consumptive use water rights purchase price (\$15,000/AFY) plus a \$1,600/AFY City administrative fee.

**Average of residential lot sizes, used for estimating purposes only

Development Review Team (DRT) Comment Form

Date: July 5, 2024

DRT Member: Alan G. Hook

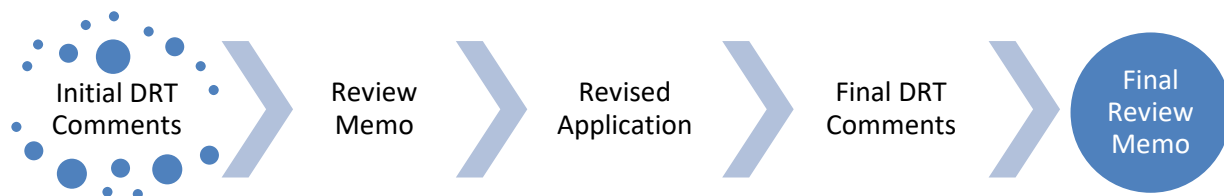
Dept/Div: Public Utilities/Water Division/Water Resources

Case No.: Case #2024-8027: 635 Alto. Street Development Plan

Case Planner: Janice Biletnikoff, AICP

DRT Review Schedule – 9-12+ weeks*

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Development Review Process Flow Chart



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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:

Conditions of Approval:	Must be completed by:	Applicant Response**:
1. 1 An approved Development Water Budget including a 9.8% contingency per SFCC 14-8.13(E)(1) will be required. A technical evaluation request for a Development Water Budget needs to be submitted to the City Water Division for review.	Prior to Planning Commission packet submittal.	
2. 2 An Agreement to Construct and Dedicate (ACD) from the Water Division will be required for all new public water infrastructure or fire services. An approved Development Water Budget, including Landscape Irrigation Budget and a 9.8% Contingency is required prior to processing the ACD.	Prior to Recordation of Development Plan or Plat.	
3. 3 Each lot shall be served by separate water service at the time of development.	Prior to construction permit approval.	
4. An agreement for metered service (AMS) will be required to install new services, including water offset fees	Prior to construction permit approval.	

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

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1. [list any additional items]
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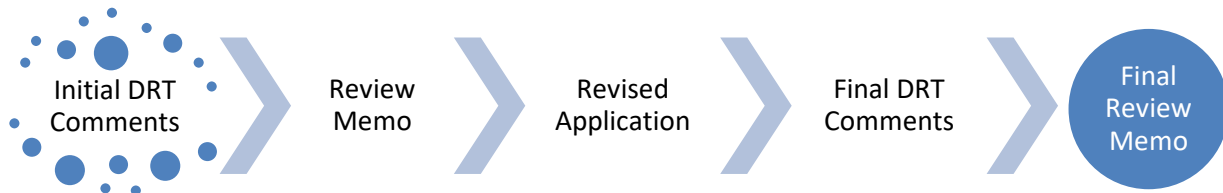
Explanation of Conditions or Corrections (if needed):

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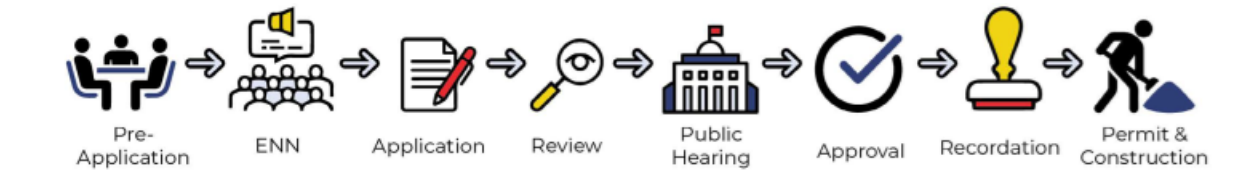


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Development Review Process Flow Chart



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DRT Review Timeline:

Application Received	DRT Application Intake	DRT Initial Review Comments Due

Date: May 22, 2025

DRT Member: Stan Holland, P.E.

Dept/Div: Utilities/Wastewater

Case No.: #2024-8027. 635 Alto Street Development Plan

Case Planner: Rebekah Clouser, Case Manager, reclouser@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. Applicant shall provide drawing indicating where and how they propose to connect to the City's sewer system.	<i>Prior to Recordation</i>	
2.		
3.		

Technical Corrections:	Must be completed by:	Applicant response**:

**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.

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