

**City of Santa Fe
Planning Commission
Findings of Fact and Conclusions of Law**

Case #2025-11270

875 Camino don Emilo Family Transfer Subdivision

Owner/Applicant's Name – Nancy Hoffman

Agent's Name – NM Land Solutions

THIS MATTER came before the Planning Commission (“Commission”) for hearing on March 5, 2026, upon the application (“Application”) of NM Land Solutions, agent for Nancy Hoffman (“Applicant”).

The Applicant requests approval of a family transfer subdivision to subdivide an existing 4.59-acre lot at 875 Camino don Emilio into three (3) lots, gifting the two (2) newly created lots to her children (“Project”).

After conducting a public hearing and having heard from staff and all interested persons, the Commission hereby FINDS, as follows:

FINDINGS OF FACT

- 1) Santa Fe City Code (“SFCC”) 1987 Section 14-3.7(C)¹ sets out approval criteria and requires the Commission to make complete findings of fact sufficient to show that these criteria have been met before recommending approving a family transfer subdivision.
- 2) SFCC 1987 Section 14-3.1² sets out certain procedures to be followed on the Application, including, without limitation, (a) a pre-application conference [SFCC 1987 § 14-3.1(E)]; (b) an Early Neighborhood Notification (“ENN”) meeting [SFCC 1987 § 14-3.1(F)(2)(a)(v)]; and (c) compliance with notice and public hearing requirements [SFCC 1987 § 14-3.1(H)-(I)].
- 3) The Applicant attended a pre-application conference on April 24, 2025.
- 4) The Applicant conducted an ENN meeting on August 19, 2025, virtually via Zoom. The Agent, Applicant, City Staff, and approximately six (6) members of the public attended the ENN. Members of the public raised concern over the current owner’s contributions to the maintenance of the private road and potential disturbance of dry arroyos on the property.
- 5) City staff reviewed the Application and all related materials and information submitted by the Applicant for conformity with applicable SFCC requirements and provided the Commission with a written report of its findings (“Staff Report”), which evaluates the factors relevant to the Application.
- 6) At the Planning Commission (“Commission”) Hearing, the Commission received reports from staff and testimony and evidence from the Applicant. No members of the public were in attendance.

¹ The provisions now appear at SFCC 1987 Section 14-2.1.E.8.VIII, effective January 1, 2026, following recodification.

² The provisions now appear at SFCC 1987 Section 14-2.1.B, effective January 1, 2026, following recodification.

- 7) Once the Chair closed the Public Hearing, the Commission discussed a motion and voted to approve the family transfer subdivision subject to the Conditions of Approval and Technical Corrections outlined in Attachment A of the staff report.

CONCLUSIONS OF LAW

Under the circumstances and given the evidence and testimony submitted during the hearing, the Commission CONCLUDES as follows:

- 8) Pursuant to SFCC 1987 Section 14-3.1(H)(1)³, notice of the ENN and Public Hearing meeting were properly given. The Applicant gave notice by posting one (1) sign on the property and mailing notice to all tenants and property owners within 300 feet of the property. Neighborhood associations within 300 feet of the property also received mailed and emailed notice.
- 9) Pursuant to SFCC 1987 Section 14-3.1⁴, all procedural requirements regarding the pre-application conference, ENN meeting, and notice of public hearing have been met.
- 10) The ENN meeting was properly conducted, pursuant to SFCC 1987 Section 14-3.1(F)⁵.
- 11) The Planning Commission has the power and authority at law and under SFCC 1987 Section 14-3.7(F)(4)⁶ to review and approve or deny family transfer subdivisions creating two (2) or more additional lots.
- 12) The Applicant met all applicable Submittal Requirements.
- 13) Pursuant to SFCC 1987 Section 14-3.7(C)(1)⁷, the Commission finds that due regard has been shown for all natural features.
- 14) Pursuant to SFCC Section 14-3.7(C)(2)⁸, the Commission finds that the land is suitable for platting and development purposes of the kind proposed.
- 15) Pursuant to SFCC Section 14-3.7(C)(3)⁹, the Commission finds that the plat complies with the infrastructure design, improvement and dedication standards set forth in SFCC Section 14-9 due to the roadway's approval in the County in 2000. The City recognizes this roadway under the Santa Fe Extraterritorial Land Use Authority Subdivision, Platting, Planning and Zoning Ordinance (SPPaZO) (Ord. No. 2009-01).
- 16) Pursuant to SFCC Section 14-3.7(C)(4)-(5)¹⁰, the Commission finds that the plat will not increase the existing nonconformity of the private Camino Don Emilio Rd and will not create any new nonconformities.

³ The provisions now appear at SFCC 1987 Section 14-2.1.B.3.V, effective January 1, 2026, following recodification.

⁴ The provisions now appear at SFCC 1987, 14-2.1.B effective January 1, 2026, following recodification.

⁵ The provisions now appear at SFCC 1987 Section 14-2.1.B.1.II, effective January 1, 2026, following recodification.

⁶ The provisions now appear at SFCC 1987 Section 14-2.1.E.8.IV.b, effective January 1, 2026, following recodification.

⁷ The provisions now appear at SFCC 1987 Section 14-2.1.E.9.II, effective January 1, 2026, following recodification.

⁸ The provisions now appear at SFCC 1987 Section 14-2.1.E.9.III, effective January 1, 2026, following recodification.

⁹ The provisions now appear at SFCC 1987 Section 14-2.1.E.9.IV, effective January 1, 2026, following recodification.

¹⁰ The provisions now appear at SFCC 1987 Section 14-2.1.E.9.V, effective January 1, 2026, following recodification.

17) The Commissions approves the family transfer subdivision, subject to the conditions of approval and technical corrections set forth in Attachment A of the Staff Report because the applicable code requirements and criteria for approval for the proposed subdivision have been addressed.

WHEREFORE, IT IS ORDERED ON THE 16TH DAY OF APRIL 2026 BY THE PLANNING COMMISSION OF THE CITY OF SANTA FE:

Considering the foregoing findings and conclusions, the Commission approves the family transfer subdivision for the Project, subject to the conditions of approval and technical corrections set forth in Attachment A of the Staff Report. Approval of the final subdivision plat will expire on April 16, 2029, unless the plat is filed for record with the County Clerk, or an extension is granted under SFCC Section 14-3.19¹¹.

Janet Clow
Chair

Date:

FILED:

Geraldyn F. Cardenas
Interim City Clerk

Date:

APPROVED AS TO FORM:

Frank Ruybalid
Assistant City Attorney

Date:

¹¹ The provisions now appear at SFCC 1987 Section 14-2.1.6.VII.b, effective January 1, 2026, following recodification.

City of Santa Fe, New Mexico

Attachment A Conditions of Approval and Technical Corrections

- 1. Table of Conditions of Approval**
- 2. Table of Technical Corrections**
- 3. Development Review Team Compiled Comments**

Conditions of Approval & Technical Corrections

Conditions of Approval			
#	Condition of Approval	Dept. or Division	To be completed:
1	Provide draft of appropriate well sharing request letter for the State of New Mexico	Planning	Prior to public hearing (COMPLETED)
2	Provide executed well share agreement from State of New Mexico (SFCC 1987 14-9.6(A))	Planning	At time of recordation
3	Provide proof of appropriate septic assurances from the State of New Mexico (14-9.6(A))	Planning	Prior to building permit
4	Provide a <u>draft</u> copy of appropriate documentation of conveyance along with an affidavit with the county clerk containing the following: (i) a legal description of the property being transferred; and (ii) a statement that the transferor has not made any other transfers of any other lots to the person receiving it that would require the filing of an affidavit pursuant to this section. (SFCC 1987 14-3.7(F)(2)(b)).	Planning	Prior to public hearing (COMPLETED)
5	Record appropriate documentation of conveyance described above	Planning	At time of recordation
6	All utilities shall be underground	Planning	Prior to building permit
7	Proposed development is under 10 acres and no further review required unless utility plan exceeds 550-linear feet of utility lines.	Archaeology	-
8	The slope analysis map and the plat must show 2000 square foot buildable areas on each new lot that meet the criteria of no disturbance for 30% slopes and where 50% of the buildable area is on slopes of less than 20%.	Terrain Management/Engineering	Prior to recordation (COMPLETED)
9	The firm Map number is incorrect on Note 3 for the flood statement. It should be 35049C0411E	Terrain Management/Engineering	Prior to public hearing (COMPLETED)
10	Shall comply with IFC 2021 and city adopted ordinance 2024-2. Section 507	Fire	Prior to recordation
11	Shall note on plat "Shall comply with IFC 2021 and city adopted ordinance 2024-2 Section 507	Fire	Prior to public hearing (COMPLETED)
12	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.	Traffic	Prior to building permit
13	Note as the public infrastructure plans move forward to building permit, these may be subject to additional reviews and possible correction to meet Public Works Standard for	Traffic	Prior to building permit

Conditions of Approval			
#	Condition of Approval	Dept. or Division	To be completed:
	roadways, ADA, signing, striping, lighting, etc. prior to building permit approval.		
14	City Sewer Service is not available to serve this site. The project is to follow the requirements of Chapter 22 of the City Code for septic sewer service	Sewer	Prior to building permit
15	IF Applicant would like to connect to City water, an approved Agreement to Construct and Dedicate (ACD) will be required for new fire and domestic water services	Water	Prior to Building Permit Approval (Applicant is not connecting to city water)
16	IF Applicant would like to connect to City water, an approved Water Plan will be required for all new public water infrastructure and fire services.	Water	Prior to Public Hearing (Applicant is not connecting to city water)
17	IF new easements for public utilities are required as identified on the water plan, easements will be recorded on the final plat	Water	Prior to Recordation

Technical Corrections			
#	Technical Correction	Dept. or Division	To be completed:
1	Plat shall contain the following notice prominently portrayed: "NOTICE: This subdivision has been approved pursuant to the inheritance and family transfer provisions of the Santa Fe City Code. Procedures for inheritance and family transfer subdivision improvements are significantly different than for other types of subdivisions. No sale or lease of any lot designated on this subdivision plat shall occur within three years of the date this transfer is legally made. Any person intending to purchase a lot within this subdivision should contact the city of Santa Fe land use director. Requests for construction permits on illegally sold lots shall be denied." (14-3.7(F)(3)(5)(b))	Planning	Prior to public hearing (COMPLETED)
2	Adjust line weights to better show proposed lot lines	Planning	Prior to public hearing (COMPLETED)
3	Show buildable area for Lot 3. Minimum of 2,000 sq ft	Planning	Prior to public hearing (COMPLETED)
4	Show setbacks for all lots on plat	Planning	Prior to public hearing (COMPLETED)
5	Include the name of each family member to whom a lot is being transferred on the plat (14-3.7(F)(3)(d))	Planning	Prior to public hearing (COMPLETED)

Technical Corrections			
#	Technical Correction	Dept. or Division	To be completed:
6	Add signature blocks for Planning Commission Chair and Planning Commission Secretary	Planning	Prior to public hearing (COMPLETED)
7	Plat shall contain the following note: "Lots shall not be further subdivided unless in accordance with SFCC Ch.14, as amended, relevant to zoning and family transfer standards."	Planning	Prior to public hearing (COMPLETED)
8	Delete note #4 currently on plat. Add utility signature blocks for the following: PNM Electric Service, NM gas Co., Comcast, Century Link.	Planning	Prior to public hearing (COMPLETED)
9	Add case #2025-11270 to plat	Planning	Prior to public hearing (COMPLETED)
10	The request to defer the landscape and irrigation to the permit phase is approved based on the following code: 14-9.6 - STANDARDS FOR INHERITANCE OR FAMILY TRANSFER SUBDIVISIONS (A) Installation of Improvements: Any improvements required to be constructed on inheritance or family transfer subdivisions are only required to be completed at the time a construction permit is issued on any lot contained in the subdivision, and not at the time of plat approval or recordation. A financial guarantee is not required at the time of plat recordation. If an inheritance or family transfer subdivision will result in the creation of only one additional lot and will not have public sewer or water available, the applicant will be required to provide proof of appropriate well and septic assurances from the State of New Mexico prior to approval of the subdivision.	Landscaping	-
11	1. Provide a significant tree survey, list species, size, and quantities. Any trees to be removed shall be mark on the plan with a red X. Replacement trees are required, tree for tree.	Landscaping	At time of building permit
12	Provide a landscape irrigation plan by a qualified irrigation designer per COSF code Chapter 14-8.4(E) (for the required replacement trees) Water Harvesting and Irrigation Standards and COSF Landscape Irrigation Design Standards.	Landscaping	At time of building permit
13	All disturbed areas due to construction shall be revegetated and irrigated. Grass seed mix shall be Dryland Blend Native Grass Mixture from Plants of the Southwest or equal. Seed rate shall be 2 lbs. per 1,000 sf.	Landscaping	At time of building permit
14	Transition line between excavation and native soil shall be smoothly raked, creating a clean consistent grade. Existing grade below native trees and shrubs shall remain undisturbed throughout the dripline of the plant material. No mounding of soil, fill dirt, organic or inorganic debris shall be abandoned under native plant material canopies.	Landscaping	At time of building permit

Technical Corrections			
#	Technical Correction	Dept. or Division	To be completed:
	All disturbed areas due to construction and not part of the landscape plan shall be revegetated and irrigated including spoil piles and stockpiles of any material. Grass seed mix shall be Dryland Blend Native Grass Mixture from Plants of the Southwest or equal. Seed rate shall be 2 lbs. per 1,000 sf. Areas of natural gravel, cobble, fractured stone, and/or boulder fields shall be restored to the natural state that existed prior to construction. Grade out any damage to the natural terrain prior to the re-application of native stone material.		
15	Retaining Wall / Fence: 14-8.4(J)(2)(b)(i) Any wall or fence that is more than three (3) feet above finished grade on the side facing the street, shall be set back from the street right of way line a distance equal to or greater than the height.	Landscaping	Prior to recordation



City of Santa Fe, New Mexico

200 Lincoln Avenue, P.O. Box 909, Santa Fe, N.M. 87504-0909

www.santafenm.gov

Alan Webber, Mayor

Councilors:

Signe I. Lindell, Mayor Pro Tem, District 1

Alma G. Castro, District 1

Michael J. Garcia, District 2

Carol Romero-Wirth, District 2

Lee Garcia, District 3

Pilar F.H. Faulkner, District 3

Jamie Cassutt, District 4

Amanda Chavez, District 4

October 9, 2025

Case # 2025-11270

Victoria Dalton
NM Land Solutions
915 Mercer St.
Santa Fe, NM 87505

Dear Victoria,

Your application was received on September 8, 2025 for:

Case #2025-11270. 875 Camino Don Emilio Family Transfer Subdivision. NM Land Solutions, (“Agent”), for Nancy Hoffman, Owner and Applicant (“Applicant”), requests approval of a Family Transfer Subdivision to split the existing lot into 3-lots, gifting the 2 created lots to her children. The property is 4.59-acres, zoned R-1 (Residential, 1 Dwelling Unit per Acre). (Alexa Hempel Case Manager, anhempel@santafenm.gov).

This application has been reviewed by Planning Division staff (Staff) and the City’s Development Review Team (DRT). Attached are the initial DRT review comments including conditions of approval and technical corrections. Additional corrections may follow throughout the development review and permitting processes. I would like to highlight and summarize the following key items. **Those items in green font must be completed prior to planning commission.**

A. Initial Planning Division Review Summary

Your family transfer subdivision application has been reviewed by Planning Division staff and the following necessary revisions have been identified:

1. Provide appropriate well sharing permit from the State of New Mexico
2. Provide proof of appropriate septic assurances from the State of New Mexico (14-9.6(A))
3. Provide a statement that the transferor has not made any other transfers of any other lots to the person receiving it that would require the filing of an affidavit pursuant to this section. (SFCC 14-3.7(F)(2))
4. A copy of the instrument of transfer to the transferee or their authorized representative must be provided to the city

5. All utilities shall be underground
6. Plat shall contain the following notice prominently portrayed: "NOTICE: This subdivision has been approved pursuant to the inheritance and family transfer provisions of the Santa Fe City Code. Procedures for inheritance and family transfer subdivision improvements are significantly different than for other types of subdivisions. No sale or lease of any lot designated on this subdivision plat shall occur within three years of the date this transfer is legally made. Any person intending to purchase a lot within this subdivision should contact the city of Santa Fe land use director. Requests for construction permits on illegally sold lots shall be denied." (14-3.7(F)(3)(5)(b))
7. Adjust line weights to better show proposed lot lines
8. Show buildable area for Lot 3. Minimum of 2,000 sq ft
9. Show setbacks for all lots on plat
10. Include the name of each family member to whom a lot is being transferred on the plat (14-3.7(F)(3)(d))
11. Add signature blocks for Planning Commission Chair and Planning Commission Secretary
12. Plat shall contain the following note: "Lots shall not be further subdivided unless in accordance with SFCC Ch.14, as amended, relevant to zoning and family transfer standards."
13. Delete note #4 currently on plat. Add utility signature blocks for the following: PNM Electric Service, NM gas Co., Comcast, Century Link.
14. Add case #2025-11270 to plat

B. Initial DRT Review Summary

Your family transfer subdivision application has been reviewed by the DRT and the following necessary revisions have been identified:

1. City Sewer Service is not available to serve this site. The project is to follow the requirements of Chapter 22 of the City Code for septic sewer service.
2. Proposed development is under 10 acres and no further review required unless utility plan exceeds 550-linear feet of utility lines.
3. Shall comply with IFC 2021 and city adopted ordinance 2024-2. Section 507
4. Shall note on plat: "Shall comply with IFC 2021 and city adopted ordinance 2024-2 Section 507."
5. 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.
6. Note as the 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.
7. The City of Santa Fe Water Division recognizes that this parcel falls within the County to City Annexation Area 3, and is treated as within presumptive City limits. The property boundary falls >300 ft away from an existing public water distribution main, so a domestic water well permit application is a possibility for obtaining domestic water service for the two new residential lots created by the subdivision of the existing parcel per 25-1.10. If the Applicant desires public City water service, a main extension is required per Chapter 25, Exhibit A, Rule 19. This would

necessitate an Agreement to Construct and Dedicate (ACD), and a water plan. For this property, it may also require the installation of a Pressure Reducing Valve (PRV) due to the location of the parcel in the overall water system. The Water Division can supply a technical evaluation to determine the details of what it would take to supply public City water service to this parcel if the Applicant desires.

8. Provide a significant tree survey, list species, size, and quantities. Any trees to be removed shall be mark on the plan with a red X. Replacement trees are required, tree for tree.
9. Provide a landscape irrigation plan by a qualified irrigation designer per COSF code Chapter 14-8.4(E) (for the required replacement trees) Water Harvesting and Irrigation Standards and COSF Landscape Irrigation Design Standards.
10. All disturbed areas due to construction shall be revegetated and irrigated. Grass seed mix shall be Dryland Blend Native Grass Mixture from Plants of the Southwest or equal. Seed rate shall be 2 lbs. per 1,000 sf.
11. Transition line between excavation and native soil shall be smoothly raked, creating a clean consistent grade. Existing grade below native trees and shrubs shall remain undisturbed throughout the dripline of the plant material. No mounding of soil, fill dirt, organic or inorganic debris shall be abandoned under native plant material canopies. All disturbed areas due to construction and not part of the landscape plan shall be revegetated and irrigated including spoil piles and stockpiles of any material. Grass seed mix shall be Dryland Blend Native Grass Mixture from Plants of the Southwest or equal. Seed rate shall be 2 lbs. per 1,000 sf. Areas of natural gravel, cobble, fractured stone, and/or boulder fields shall be restored to the natural state that existed prior to construction. Grade out any damage to the natural terrain prior to the re-application of native stone material.
12. Retaining Wall / Fence: 14-8.4(J)(2)(b)(i) Any wall or fence that is more than three (3) feet above finished grade on the side facing the street, shall be set back from the street right of way line a distance equal to or greater that the height.
13. The slope analysis map and the plat must show 2000 square foot buildable areas on each new lot that meet the criteria of no disturbance for 30% slopes and where 50% of the buildable area is on slopes of less than 20%.

Please review all attached Staff and DRT Initial comments, revise your submittals as needed and resubmit for secondary review. Once revised submittals are accepted, a public hearing date may be scheduled. Please let me know if you have any questions or concerns.

Thank you,

Alexa Hempel

Senior Planner, Planning and Land Use Department

Attachments:

1. Planning DRT Memo
2. Wastewater DRT Memo
3. Traffic DRT Memo
4. Landscape, Lighting, Irrigation DRT Memo
5. Water DRT Memo

October 9, 2025

Initial Review Memo for 875 Camino Don Emilio

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6. Fire DRT Memo
7. Archaeology DRT Memo
8. Engineering DRT Memo

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
9/8/25	9/23/25	10/17/25

Date: 9/25/25

DRT Member: Alexa Hempel

Dept/Div: Planning

Case No.: #2025-11270

Case Planner: Alexa Hempel

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 # 2025-11270

Conditions of Approval:	Must be completed by:	Applicant response**:
1. Provide appropriate well sharing permit from the State of New Mexico	Prior to public hearing	
2. Provide proof of appropriate septic assurances from the State of New Mexico (14-9.6(A))	Prior to building permit	
3. Provide a statement that the transferor has not made any other transfers of any other lots to the person receiving it that would require the filing of an affidavit pursuant to this section. (SFCC 14-3.7(F)(2))	Prior to public hearing	
4. A copy of the instrument of transfer to the transferee or their authorized representative must be provided to the city	Draft - prior to public hearing Final – prior to recordation	
5. All utilities shall be underground	Prior to building permit	

Technical Corrections: All technical corrections listed below are also included as redlines on attached plat	Must be completed by:	Applicant response**:
1. Plat shall contain the following notice prominently portrayed: "NOTICE: This subdivision has been approved pursuant to the inheritance and family transfer provisions of the Santa Fe City Code. Procedures for inheritance and family transfer subdivision improvements are significantly different than for other types of subdivisions. No sale or lease of any lot designated on this subdivision plat shall occur within three years of the date this transfer is legally made. Any person intending to purchase a lot within this subdivision should contact the city of Santa Fe land use director. Requests for construction permits on illegally sold lots shall be denied." (14-3.7(F)(3)(5)(b))	Prior to public hearing	
2. Adjust line weights to better show proposed lot lines	Prior to public hearing	
3. Show buildable area for Lot 3. Minimum of 2,000 sq ft	Prior to public hearing	
4. Show setbacks for all lots on plat	Prior to public hearing	

5. Include the name of each family member to whom a lot is being transferred on the plat (14-3.7(F)(3)(d))	Prior to public hearing	
6. Add signature blocks for Planning Commission Chair and Planning Commission Secretary	Prior to public hearing	
7. Plat shall contain the following note: "Lots shall not be further subdivided unless in accordance with SFCC Ch.14, as amended, relevant to zoning and family transfer standards."	Prior to public hearing	
8. Delete note #4 currently on plat. Add utility signature blocks for the following: PNM Electric Service, NM gas Co., Comcast, Century Link.	Prior to public hearing	
9. Add case #2025-11270 to plat	Prior to public hearing	

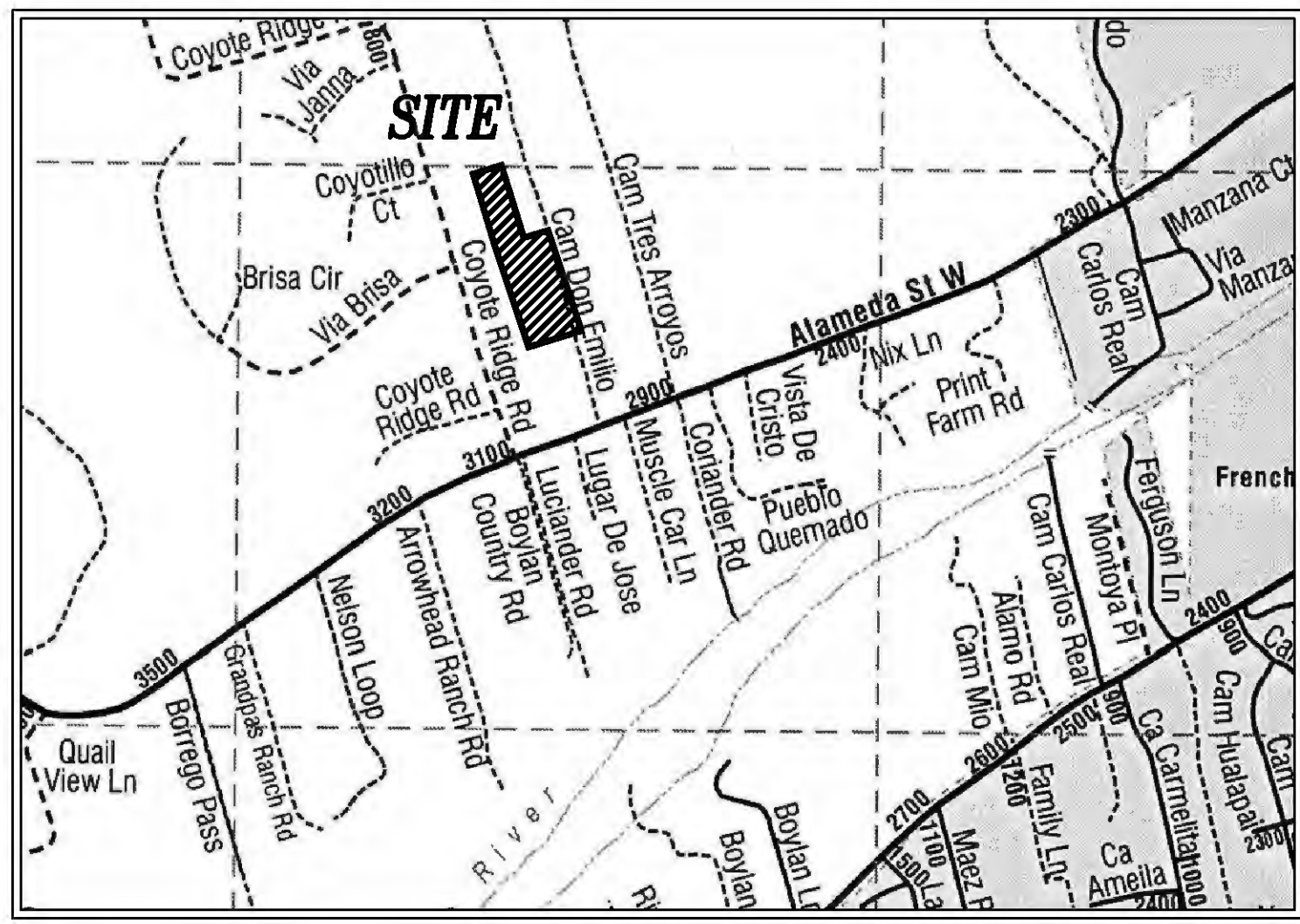
**The Applicant must respond to the condition of approval or technical correction, indicating they have met the requirement and providing a reference in their revised submittals. If the applicant has not met the requirement, they must indicate as much and provide a response.

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)



VICINITY MAP (NTS)

DEDICATION AND AFFIDAVIT

KNOW ALL MEN BY THESE PRESENTS THAT THE UNDERSIGNED OWNER(S), HAVE CAUSED TO BE DIVIDED THOSE LANDS SHOWN HEREON. THIS DIVISION IS MADE WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE WISHES AND DESIRES OF SAID OWNER(S). UTILITY COMPANIES ARE GRANTED EASEMENTS AS SHOWN AND FOR EXISTING UTILITIES. OTHER EASEMENTS ARE GRANTED AS SHOWN.

THIS DIVISION CONTAINS 4.590 AC.±, AND LIES WITHIN THE PLANNING AND PLATTING JURISDICTION OF THE CITY OF SANTA FE, NEW MEXICO.

by _____
NANCY HOFFMAN OWNER TRACT A-3

STATE OF NEW MEXICO SS
COUNTY OF SANTA FE
THE FOREGOING INSTRUMENT WAS SWORN, ACKNOWLEDGED AND SUBSCRIBED BEFORE ME BY NANCY HOFFMAN

THIS _____ DAY OF _____, 2025
MY COMMISSION EXPIRES _____ NOTARY PUBLIC

Add signature blocks for Planning Commission Chair and Planning Commission Secretary

Add case #2025-11270

Add signature blocks for the following utilities: PNM Electric Service, NM Gas Co., Comcast, Century Link

Add Note: Lots shall not be further subdivided unless in accordance with SFCC Ch.14, as amended, relevant to zoning and family transfer standards.

Delete note 4. Cannot have this not for subdivisions.

COUNTY OF SANTA FE REVIEW

COUNTY TREASURER _____ DATE _____

CITY OF SANTA FE APPROVAL, NOTES AND CONDITIONS:

CITY ENGINEER FOR LAND USE _____ DATE _____

CITY PLANNER _____ DATE _____

CASE NUMBER 25-000000

NOTES

- PROPERTY DEVELOPMENT IS REQUIRED TO COMPLY WITH APPLICABLE PROVISIONS OF CHAPTER 14, LAND DEVELOPMENT CODE, SFCC 1987 AND SUBSEQUENT AMENDMENTS.
- FIRE DEPARTMENT SHALL HAVE 150 FEET DISTANCE TO ANY PORTION OF THE BUILDING ON ANY NEW CONSTRUCTION.
- TRACT A-3 LIES WITHIN ZONE "X" AREAS DETERMINED TO BE OUTSIDE OF THE 0.2% ANNUAL CHANCE FLOODPLAIN AS PER F.I.R.M. PANEL# 35049C0414E DATED 12/04/12.
- CITY APPROVAL OF THIS PLAT DOES NOT ALTER OR REMOVE ANY EASEMENTS, RESTRICTIONS, OR RESERVATIONS OF RECORD PERTAINING TO THE LAND HEREIN DESCRIBED.

LEGEND AND NOTES

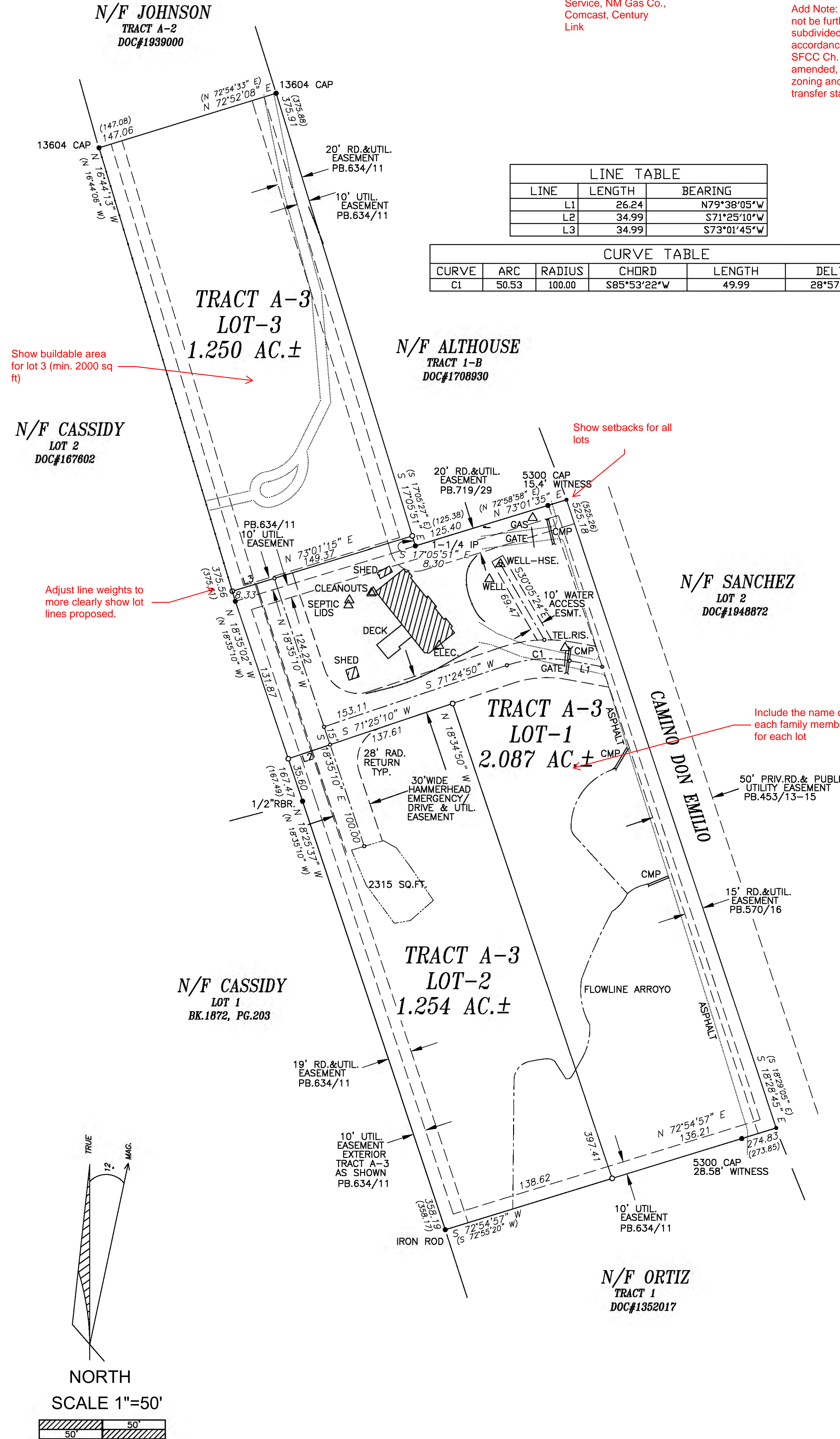
- DENOTES SANITARY SEWER MANHOLE
- DENOTES POINT FOUND AS NOTED
- DENOTES POINT TO BE SET THIS SURVEY
- DENOTES POINT CALCULATED
- △ DENOTES UTILITY AS NOTED
- DENOTES EDGE OF ACCESS AND UTILITY EASEMENT
- DENOTES FENCELINE
- DENOTES BUILDBLE AREA

1. BASIS OF BEARING IS FROM "FAMILY TRANSFER LAND DIVISION AND LOT LINE ADJUSTMENT AND BOUNDARY SURVEY PLAT OF THE CAMINO DON EMILIO PROPERTY PREPARED FOR THE ESTATE OF TONY SANDOVAL"

BY PAUL A. ARMJO NMPLS# 13604, AND BEING FILED IN THE OFFICE OF THE SANTA FE COUNTY CLERK IN BK. 719, PG. 029, RECORD DATA SHOWN IN ().

2. THIS PLAT IS SUBJECT TO ANY EASEMENTS, RESTRICTIONS AND COVENANTS OF RECORD.

Add NOTICE: This subdivision has been approved pursuant to the inheritance and family transfer provisions of the Santa Fe City Code. Procedures for inheritance and family transfer subdivision improvements are significantly different than for other types of subdivisions. No sale or lease of any lot designated on this subdivision plat shall occur within three years of the date this transfer is legally made. Any person intending to purchase a lot within this subdivision should contact the city of Santa Fe land use director. Requests for construction permits on illegally sold lots shall be denied.



LINE TABLE		
LINE	LENGTH	BEARING
L1	26.24	N79°38'05"W
L2	34.99	S71°25'10"W
L3	34.99	S73°01'45"W

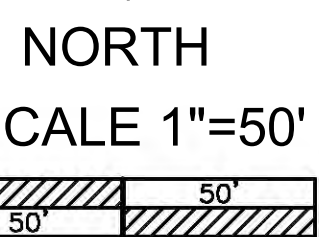
CURVE TABLE					
CURVE	ARC	RADIUS	CHORD	LENGTH	DELTA
C1	50.53	100.00	S85°53'22"W	49.99	28°57'05"

Show buildable area for lot 3 (min. 2000 sq ft)

Show setbacks for all lots

Adjust line weights to more clearly show lot lines proposed.

Include the name of each family member for each lot



SURVEYORS CERTIFICATE

I HEREBY CERTIFY THAT THIS PLAT AND THE NOTES HEREON ARE AN ACCURATE DELINEATION OF A FIELD SURVEY COMPLETED BY ME OR UNDER MY DIRECTION ON JAN. 24TH, 2025, AND ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND MEET THE MINIMUM STANDARDS FOR PROFESSIONAL LAND SURVEYORS PRACTICING IN NEW MEXICO.



RICHARD A. CHATROOP N.M.P.L.S.#11011

COUNTY OF SANTA FE)SS
STATE OF NEW MEXICO)
I hereby certify that this instrument was filed for record on the _____ day of _____ A.D. 20____ at _____ o'clock _____ m. and was duly recorded in book _____ of the records of _____ of the County of Santa Fe.

Witness my Hand and Seal of Office
Katherine Clark
County Clerk, Santa Fe County, N.M.

Deputy

FAMILY TRANSFER LAND DIVISION OF TRACT A-3 FOR NANCY HOFFMAN
PARCEL# 99304168

LYING WITHIN PROJECTED SEC. 28, T.17N., R.9E., N.M.P.M., CITY OF SANTA FE, SANTA FE COUNTY, NEW MEXICO.

RICK CHATROOP
PROFESSIONAL LAND SURVEYOR

NEW MEXICO REGISTRATION NO. 11011
(505) 470-0037 110 WAGON TRAIL RD. CERRILLOS, NM. 87010

INDEXING INFORMATION FOR THE COUNTY CLERK

OWNER: HOFFMAN
LOCATION: LYING WITHIN PROJECTED SEC. 28, T.17N., R.9E., N.M.P.M., CITY OF SANTA FE, SANTA FE COUNTY, NEW MEXICO.

Date: 9/29/2025

DRT Member: Stan Holland P.E.

Dept/Div: Utilities/Wastewater

Case No.: 2025-11270 – 875 Camino Don Emilio

Case Planner: Alexa Hempel

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 #

Case #	Must be completed by:	Applicant response**:
1. Conditions of Approval: City Sewer Service is not available to serve this site. The project is to follow the requirements of Chapter 22 of the City Code for septic sewer service.	Prior to Building Permit	
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):

(see following pages for notes required)

Development Review Team (DRT) Comment Form

Date: September 29, 2025

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

Dept/Div: Public Works Department – Traffic Engineering

Case No.: #2025-11270 – 875 Camino Don Emilio Family Transfer

Case Planner: Alexa Hempel, LEED Green Associate, 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:

Case #

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		
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. 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 the 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:

Proposed family transfer creates 2 additional lots with access to a private-access easement (whose traffic impacts were not considered on private property). Traffic impacts considered were at intersection with City Public Infrastructure (W. Alameda) and the 2 additional lots will create minimal traffic impacts to West Alameda. Estimated 2 additional peak hour trips using ITE Trip generation LUC 210 (single family detached housing) for each of the 3 lots.

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: October 1, 2025

DRT Member: Lawrence Rivera

Dept/Div: Landscape, Irrigation, Outdoor lighting Technical Review Division

Case No.: 2025-11270, 875 Camino Don Emilio Family Trust Subdivision

Case Planner: Alexa Hempel, Senior Planner, anhempel@santafenm.gov (505)-946-7072

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.		
4.		
5.		
6.		

Technical Corrections:	Must be completed by:	Applicant response**:
1. Provide a significant tree survey, list species, size, and quantities. Any trees to be removed shall be mark on the plan with a red X. Replacement trees are required, tree for tree.	Prior to Recordation	
2. Provide a landscape irrigation plan by a qualified irrigation designer per COSF code Chapter 14-8.4(E) (for the required replacement trees) Water Harvesting and Irrigation Standards and COSF Landscape Irrigation Design Standards.	Prior to Recordation	
3. All disturbed areas due to construction shall be revegetated and irrigated. Grass seed mix shall be Dryland Blend Native Grass Mixture from Plants of the Southwest or equal. Seed rate shall be 2 lbs. per 1,000 sf.	Prior to Recordation	
4. Transition line between excavation and native soil shall be smoothly raked, creating a clean consistent grade. Existing grade below native trees and shrubs shall remain undisturbed throughout the dripline of the plant material. No mounding of soil, fill dirt, organic or inorganic debris shall be abandoned under native plant material canopies. All disturbed areas due to construction and not part of the landscape plan shall be revegetated and irrigated including spoil piles and stockpiles of any material. Grass seed mix shall	Prior to Recordation	

<p>be Dryland Blend Native Grass Mixture from Plants of the Southwest or equal. Seed rate shall be 2 lbs. per 1,000 sf.</p> <p>Areas of natural gravel, cobble, fractured stone, and/or boulder fields shall be restored to the natural state that existed prior to construction. Grade out any damage to the natural terrain prior to the re-application of native stone material.</p>		
<p>5. Retaining Wall / Fence: 14-8.4(J)(2)(b)(i) Any wall or fence that is more than three (3) feet above finished grade on the side facing the street, shall be set back from the street right of way line a distance equal to or greater that the height.</p>	<p>Prior to Recordation</p>	

**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

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: 10/3/2025

DRT Member: Clinton Peterson

Dept/Div: Public Utilities / Water Division

Case No.: 2025-11270: 875 Camino Don Emilio Family Transfer

Case Planner: Alexa Hempel

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 # 2025-11270: 875 Camino Don Emilio Family Transfer

Conditions of Approval:	Must be completed by:	Applicant response**:
1. IF Applicant would like to connect to City water, an approved Agreement to Construct and Dedicate (ACD) will be required for new fire and domestic water services	Prior to Building Permit Approval	
2. IF Applicant would like to connect to City water, an approved Water Plan will be required for all new public water infrastructure and fire services.	Prior to Public Hearing	
3. IF new easements for public utilities are required as identified on the water plan, easements will be recorded on the final plat	Prior to Recordation	
4.		
5.		
6.		

Technical Corrections:	Must be completed by:	Applicant response**:
1. Note for Applicant's information below	n/a	
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):

The City of Santa Fe Water Division recognizes that this parcel falls within the County to City Annexation Area 3, and is treated as within presumptive City limits. The property boundary falls >300 ft away from an existing public water distribution main, so a domestic water well permit application is a possibility for obtaining domestic water service for the two new residential lots created by the subdivision of the Form Updated: April 2024

existing parcel per 25-1.10. If the Applicant desires public City water service, a main extension is required per Chapter 25, Exhibit A, Rule 19. This would necessitate an Agreement to Construct and Dedicate (ACD), and a water plan. For this property, it may also require the installation of a Pressure Reducing Valve (PRV) due to the location of the parcel in the overall water system. The Water Division can supply a technical evaluation to determine the details of what it would take to supply public City water service to this parcel if the Applicant desires.

Development Review Team (DRT) Comment Form for Planning Commission

Date: September 3, 2025

DRT Member: Fire Marshal Geronimo Griego

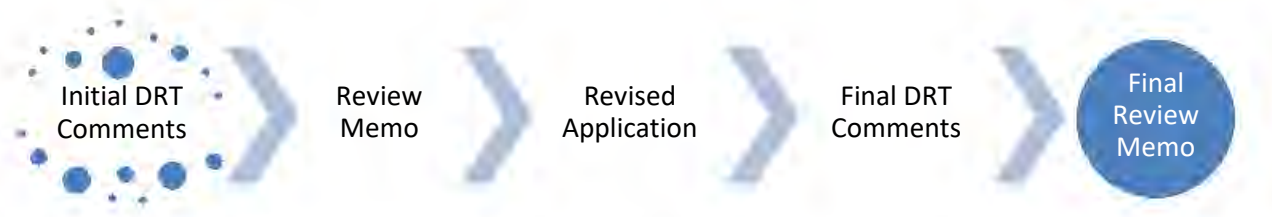
Dept/Div: Fire Marshal's Office

Case No.: 2025-11270_875 Camino Don Emilio_Fam Transfer Subdivision

Case Planner: Alexa Hempel, Senior Planner

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 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**:
1. Shall comply with IFC 2021 and city adopted ordinance 2024-2. Section 507. (see note below)	<i>Prior to Recordation</i>	

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.

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

Explanation of Conditions or Corrections (if needed):

1. Shall note on plat “Shall comply with IFC 2021 and city adopted ordinance 2024-2 Section 507.”

1 **CITY OF SANTA FE, NEW MEXICO**

2 **ORDINANCE NO. 2024-2**

3
4
5 **AN ORDINANCE**

6 **AMENDING SECTION 12-2.1 OF SFCC 1987 TO REPLACE THE CITY'S ADOPTION**
7 **OF THE 2015 EDITION OF THE INTERNATIONAL FIRE CODE WITH THE**
8 **ADOPTION OF THE 2021 EDITION AND SPECIFY THAT CITY CODE SUPERSEDES**
9 **THE ADOPTED INTERNATIONAL FIRE CODE WHEN THE CITY'S CODE IS MORE**
10 **STRINGENT; REPEALING AND REPLACING EXHIBIT A OF CHAPTER 12.**

11
12 **BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF SANTA FE:**

13 **Section 1. Section 12-2.1 of SFCC 1987 (being Ord. No. 2020-25, § 1; as**
14 **amended) is amended to read as follows:**

15 **12-2.1 - Adoption of fire code.**

16 **A. Pursuant to Section 3-18-11 NMSA 1978, the city may adopt regulations for the**
17 **prevention of fire.**

18 **B. For the purposes of reasonably safeguarding life and property from the hazards of**
19 **fire and explosion arising from the storage, handling and use of hazardous substances, materials**
20 **and devices, and from hazardous conditions in the use or occupancy of buildings or premises, the**
21 **2021 International Fire Code (IFC) as published by the International Code Council (ICC) is adopted**
22 **by reference and incorporated as fully as if set out herein except as amended by the governing body.**
23 **The amendments are set forth in Exhibit A, located at the end of this chapter. The 2021 International**
24 **Fire Code as amended by the governing body shall be known as "the fire code of the city of Santa**
25 **Fe."**

1 C. A copy of the fire code of the city of Santa Fe shall be kept on file at the Santa Fe
2 fire prevention bureau, 1751 Cerillos Road, Santa Fe, New Mexico 87504 and shall be, at all
3 reasonable times, available and subject to inspection. A copy of the fire code of the city of Santa
4 Fe shall be available to any individual upon request and payment of a reasonable charge.

5 D. In the event of conflict between the city's code and the IFC, the code with the
6 higher minimum standard prevails.

7 **Section 2. Exhibit A of Chapter 12 (being Ordinance No. 2020-25 § 2 Exhibit A,**
8 **as amended) is hereby repealed and replaced to read as follows:**

9 **CITY OF SANTA FE**

10 **CHAPTER 12**

11 **EXHIBIT A**

12 **AMENDMENTS TO THE 2021 INTERNATIONAL FIRE CODE**

13 **(SUBSECTION 12-2.1 SFCC 1987)**

14 **ADOPTED: DATE (effective DATE)**

15 **AMENDED:**

16 **1. Section 101.1 of the 2021 International Fire Code shall read:**

17 **101.1 Title.** These regulations shall be known as the Fire Code of the City of Santa Fe
18 ("City"), hereinafter referred to as "this code."

19 **2. Section [A] 103.1 of the 2021 International Fire Code shall read:**

20 **103.1 Fire code official.** In the City's Fire Department, the "fire code official," as
21 referenced in the International Fire Code, shall be hereby known as the Fire Marshal. Any reference
22 in the International Fire Code to "fire code official" shall be the Fire Marshal of the City. In the
23 absence of the Fire Marshal, the "fire code official" shall be the Deputy Fire Marshal, or other Fire
24 Department official identified by the Fire Marshal. The function of the agency shall be the
25 implementation, administration, and enforcement of the provisions of this code.

1 **3. Section 111 of the 2021 International Fire Code shall be titled:**

2 **APPEALS**

3 **4. Subsection 111.1 of the 2020 International Fire Code is deleted in its entirety and a**
4 **new Section 111.1 shall read:**

5 **111.1 Appeal of Department Decisions.** When the fire department disapproves an
6 application or refuses to grant a permit applied for as required by this code or when it is claimed
7 that the provisions of this code do not apply or that the true intent and meaning of this code has
8 been misconstrued or wrongly interpreted, the applicant may appeal the decision of the fire
9 department to the city manager within thirty (30) days of the decision. The applicant may appeal
10 the decision of the city manager to the governing body within ten (10) days of the city manager's
11 decision.

12 **5. Section 111.2 of the 2021 International Fire Code is deleted in its entirety.**

13 **6. Section 111.3 of the 2021 International Fire Code is deleted in its entirety.**

14 **7. Section 112.4 of the 2021 International Fire Code is deleted in its entirety and a new**
15 **Section 112.4 shall read:**

16 **12.4 Violation penalties.** Any person violating any of the provisions of this code or failing
17 to comply with any order made thereunder, building in violation of any detailed statement of
18 specifications or plans submitted and approved, any certificate or permit issued thereunder and
19 from which no appeal has been taken; or failing to comply with an order as affirmed or modified
20 by the governing body or by a court of competent jurisdiction within the time defined herein, shall
21 severally for each noncompliance be subject to the penalties provided by Section 1-3 SFCC 1987.
22 The imposition of a penalty for any violation shall not excuse the violations or permit it to continue.
23 All such persons shall be required to correct or remedy the violations or defects within a reasonable
24 time; and when not otherwise specified, each ten (10) days that prohibited conditions are
25 maintained shall constitute a separate offense.

1 **8. Section 112.4 of the 2021 International Fire Code is deleted in its entirety.**

2 **9. Section 113.4 of the 2021 International Fire Code shall read:**

3 **113.4 Failure to comply.** Any person who shall continue any work after having been
4 served with a stop work order, except such work as that person is directed to perform to remove a
5 violation or unsafe condition, shall be liable to a fine as provided in Section 1-3 SFCC 1987.

6 **10. A new Section 503.7 of the 2021 International Fire Code is hereby ordained to**
7 **read:**

8 **503.7 Driveways for New Construction One- and Two-family dwellings, New**
9 **Construction Group R-3 and R-4 buildings, and New Construction Townhouses.**

10 **503.7.1 Driveways Required.** Driveways shall be provided where any portion of an
11 exterior wall of the first story of a building is located more than 150 feet (45720 mm) from a fire
12 apparatus access road.

13 **503.7.1.1 Width.** Driveways shall provide a minimum unobstructed width of 14 feet (3658
14 mm) and a minimum unobstructed height of 13 feet 6 inches (4115 mm).

15 **503.7.1.2 Length.** Driveways in excess of 150 feet (45720 mm) in length shall be provided
16 with turnarounds. Driveways in excess of 200 feet (60960 mm) in length and less than 20 feet (6096
17 mm) in width shall be provided with turnouts in addition to turnarounds.

18 **503.7.1.3 Service Limitations.** A driveway shall not serve in excess of five dwelling units.

19 **Exception:** Where such driveways meet the requirements for fire apparatus access roads
20 in accordance with Section 503 of the International Fire Code.

21 **503.7.1.4 Turnarounds.** Driveway turnarounds shall have inside turning radii of not less
22 than 30 feet (9144 mm) and outside turning radii of not less than 45 feet (13 716 mm). Driveways
23 that connect with a road or roads at more than one point shall be considered as having a turnaround
24 if all changes of direction meet the radii requirements for driveway turnarounds.

25 **503.7.1.5 Turnouts.** Driveway turnouts shall be an all-weather road surface not less than

1 10 feet (3048 mm) wide and 30 feet (9144 mm) long. Driveway turnouts shall be located as required
2 by the code official. The minimum combined width of turnout and driveway is 24 feet (7315 mm).

3 **503.7.1.6 Bridges.** Vehicle load limits shall be posted at both entrances to bridges on
4 driveways and private roads. Design loads for bridges shall be capable of supporting the imposed
5 load of fire apparatus weighing up to 75,000 pounds (34050 kg).

6 **503.7.1.7 Driveway access and loading.** Facilities, buildings or portions of buildings
7 hereafter constructed shall be accessible to fire department apparatus by way of an approved
8 driveway with an asphalt, concrete or other approved driving surface capable of supporting the
9 imposed load of fire apparatus weighing up to 75,000 pounds (34050 kg).

10 **11. The following Section 902.1, Definitions, of the 2021 International Fire Code, and**
11 **in Chapter 2, Definitions, Subsection 202, of the International Fire Code 2021 shall read:**

12 **STANDPIPE SYSTEM, CLASSES OF.** Standpipe classes are as follows:

13 **Class I system.** A system providing 2.5-inch (64 mm) hose connections to supply water
14 for use by fire departments and those trained in handling heavy fire streams.

15 **Class II system.** A system providing 1.5-inch (38 mm) hose stations to supply water for
16 use primarily by the building occupants or by the fire department during initial response. 1.5-inch
17 hoses and hose cabinets shall not be provided, unless required by the New Mexico laws applicable
18 to fire protection for class II and class III standpipe systems.

19 **Class III system.** A system providing 1.5-inch (38 mm) hose stations to supply water for
20 use by building occupants and 2.5-inch (64 mm) hose connections to supply a larger volume of
21 water for use by fire departments and those trained in handling heavy fire streams. 1.5-inch hoses
22 and hose cabinets shall not be provided, unless required by the New Mexico laws applicable to fire
23 protection for class II and class III standpipe systems.

24 **12. Section 5704.2.9.6.1 of the 2021 International Fire Code shall read:**

25 **5704.2.9.6.1 Locations where above-ground tanks are prohibited.** Storage of Class I

1 and II liquids in above-ground tanks outside of buildings is prohibited within the limits established
2 by law in subsection 12-2.4 SFCC 1987.

3 **13. Section 5706.2.4.4 of the 2021 International Fire Code shall read:**

4 **5706.2.4.4 Locations where above-ground tanks are prohibited.** The storage of Class I
5 and II liquids in above-ground tanks is prohibited within the limits established by law in subsection
6 12-2.4 SFCC 1987.

7 **14. Appendix B is hereby adopted in its entirety, and section B105 shall read:**

8 SECTION B105

9 FIRE-FLOW REQUIREMENTS FOR BUILDINGS

10 **B105.1 One- and two-family dwellings, Group R-3 and R-4 buildings and**
11 **townhouses.** The minimum fire-flow and flow duration requirements for one- and two-family
12 dwellings, Group R-3 and R-4 buildings and townhouses shall be as specified in Tables
13 B105.1(1) and B105.1(2).

14 **B105.2 Buildings other than one- and two-family dwellings, Group R-3 and R-4**
15 **buildings and townhouses.** The minimum fire-flow and flow duration for buildings other than
16 one- and two-family dwellings, Group R-3 and R-4 buildings and townhouses shall be as
17 specified in Tables B105.1(2) and B105.2.

18 **B105.3 Water supply for buildings equipped with an automatic sprinkler system.**

19 For buildings equipped with an approved automatic sprinkler system, the water supply shall be
20 capable of providing the greater of:

- 21 1. The automatic sprinkler system demand, including
- 22 hose stream allowance.
- 23 2. The required fire flow.

24 **B105.4 Life safety equipment in lieu of fire flow.** In lieu of fire flow, the Fire Marshal
25 may approve the use of a fire sprinkler system complying with NFPA 13, NFPA 13R, NFPA

1 13D, Type VA construction and/or monitored fire alarms system. and/or water storage tanks
2 complying with NFPA 1142 for one- or two- family dwellings, R-3, or R-4.


3 **Exception:** Automatic fire sprinkler systems shall not be required for existing one-family
4 or two-family dwellings that do not meet fire flow, that are not already provided with an
5 automatic sprinkler system where an addition to the existing structure's total roofed square feet
6 does not exceed 500 square feet.

7 **15. Appendix D of the 2021 International Fire Code is hereby adopted in its entirety,**
8 **and section D103.1 shall read:**

9 **D103.1 Access Road width with a hydrant.** Where a fire hydrant is located on a fire
10 apparatus access road, the minimum road width shall be 20 feet (6096 mm), exclusive of shoulders
11 (see Figure D103.1).


12 **16. Appendix F of the 2021 International Fire Code is hereby adopted in its entirety.**

13 PASSED, APPROVED, and ADOPTED this 24th day of April, 2024.

14
15
16 
Alan Webber (Apr 26, 2024 11:11 MDT)

17 ALAN WEBBER, MAYOR

18 ATTEST:

19 
20 GERALYN CARDENAS (Apr 26, 2024 15:35 MDT)

21 GERALYN F. CARDENAS, INTERIM CITY CLERK
22
23
24
25

1 APPROVED AS TO FORM:

2 Erin McSherry

3 Erin McSherry (Apr 25, 2024 16:47 MDT)

4 ERIN K. McSHERRY, CITY ATTORNEY

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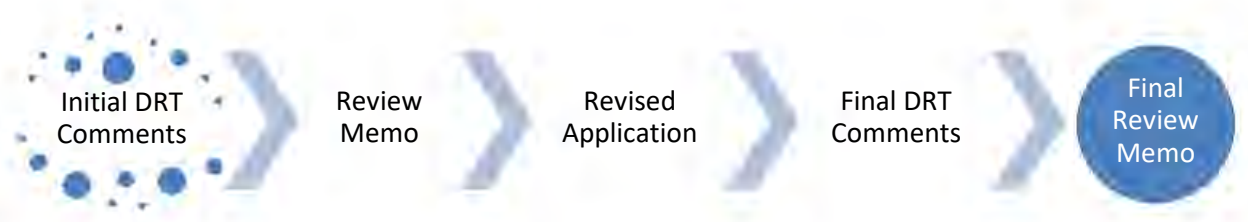
24 *Bill No. 2024-2*

25 *Legislation/2024/Ordinances/2024-2(O) Adopting International Fire Code*

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: 9/29/2025

DRT Member: Paul A. Duran

Dept/Div: Land Use/ HPD

Case No.: #2025-11270

Case Planner: Alexa Hempel

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**:
<ol style="list-style-type: none">1. (3)Suburban Archaeological Review District2. In this district, an archaeological clearance permit shall be required prior to approval of the final development plan or plat for the following projects:3.4. (a)All annexations, rezonings, subdivisions, planned unit developments , or other development requiring approval by the Planning Commission, having over ten (10) acres5. (b)All city projects over two (2) acres in size.6. (c)All city park projects over one (1) acre in size. <p>(4) Utility Mains An archaeological clearance permit is required for new construction of sewer mains or main lines of other utilities such as telephone lines, gas lines, and fiber optics, including the entire construction easement:</p> <ol style="list-style-type: none">(a) With an extension of sixty (60) feet or more if the main is in the historic downtown archaeological review district;(b) With an extension of five hundred fifty (550) or more if the main is in the river and trails or suburban archaeological review district.	Proposed development is under 10 acres and no further review required unless utility plan exceeds 550-linear feet of utility lines.	
7.		
8.		
9.		
10.		
11.		

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

4.		
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**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)

Date: 6/11/2025

DRT Member: Dee Beingessner

Dept/Div: Engineering

Case No.: 2025-11270 875 Camino Don Emilio FamTrsr

Case Planner: Alexa Hempel

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. The slope analysis map and the plat must show 2000 square foot buildable areas on each new lot that meet the criteria of no disturbance for 30% slopes and where 50% of the buildable area is on slopes of less than 20%.	Prior to plat approval	
2.		
3.		
4.		
5.		
6.		

Technical Corrections:	Must be completed by:	Applicant response**:
1.	Prior to plan set approval and recording	
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)



Michael J. Garcia, Mayor

February 3, 2026

Case # 2025-11270

Victoria Dalton
NM Land Solutions
915 Mercer St.
Santa Fe, NM 87505

Dear Victoria,

Your revised application was received on January 20, 2026 for:

Case #2025-11270. 875 Camino Don Emilio Family Transfer Subdivision. NM Land Solutions, “Agent” for Nancy Hoffman, Owner and Applicant (“Applicant”), requests approval of a Family Transfer Subdivision to split the existing 4.59-acre lot at 875 Camino Don Emilio into 3-lots, gifting the 2 created lots to her children. The property is zoned R-1 (Residential, 1 Dwelling Unit per Acre). (Alexa Hempel Case Manager, anhempel@santafenm.gov).

This revisions have been reviewed by Planning Division staff (Staff) and the City’s Development Review Team (DRT) under Ch.14 of the SFCCC 1987. Attached and summarized below are the remaining and revised DRT review comments including conditions of approval and technical corrections. Additional corrections may follow throughout the development review and permitting processes. **Those items in green font must be completed prior to planning commission.** Refer to the attachments for when the items listed in black font must be completed.

A. Initial Planning Division Review Summary

Your family transfer subdivision application has been reviewed by Planning Division staff and the following necessary revisions have been identified:

1. Provide a **draft of appropriate well sharing permit from the State of New Mexico**
2. Provide executed well share agreement from the state of New Mexico
3. Provide proof of appropriate septic assurances from the State of New Mexico (14-9.6(A))
4. **Provide a draft copy of appropriate documentation of conveyance along with an affidavit with the county clerk containing the following: (i) a legal description of the property being**

City Council

Alma G. Castro, District 1
Patricia Feghali, District 1

Elizabeth “Liz” Barrett, District 2
Paul C. Bustamante, District 2

Lee Garcia, Mayor Pro Tem, District 3
Pilar F.H. Faulkner, District 3

Jamie Cassutt, District 4
Amanda Chavez, District 4

transferred; and (ii) a statement that the transferor has not made any other transfers of any other lots to the person receiving it that would require the filing of an affidavit pursuant to this section. (SFCC 1987 14-3.7(F)(2)(b)).

5. Record appropriate documentation of conveyance described above
6. All utilities shall be underground
7. Delete note #5 currently on plat. "City approval of this plat does not alter or remove any easements, restrictions, or reservation of record pertaining to the land herein described." This plat is granting new easements so this note should not be included.

B. DRT Review Summary

Your family transfer subdivision application has been reviewed by the DRT and the following necessary revisions have been identified:

1. The firm Map number is incorrect on Note 3 for the flood statement. It should be 35049C0411E
2. The request to defer the landscape and irrigation to the permit phase is approved based on the following code:
 - a. 14-9.6 - STANDARDS FOR INHERITANCE OR FAMILY TRANSFER SUBDIVISIONS (A)
Installation of Improvements: Any improvements required to be constructed on inheritance or family transfer subdivisions are only required to be completed at the time a construction permit is issued on any lot contained in the subdivision, and not at the time of plat approval or recordation. A financial guarantee is not required at the time of plat recordation. If an inheritance or family transfer subdivision will result in the creation of only one additional lot and will not have public sewer or water available, the applicant will be required to provide proof of appropriate well and septic assurances from the State of New Mexico prior to approval of the subdivision.
3. Provide a significant tree survey, list species, size, and quantities. Any trees to be removed shall be mark on the plan with a red X. Replacement trees are required, tree for tree.
4. Provide a landscape irrigation plan by a qualified irrigation designer per COSF code Chapter 14-8.4(E) (for the required replacement trees) Water Harvesting and Irrigation Standards and COSF Landscape Irrigation Design Standards.
5. All disturbed areas due to construction shall be revegetated and irrigated. Grass seed mix shall be Dryland Blend Native Grass Mixture from Plants of the Southwest or equal. Seed rate shall be 2 lbs. per 1,000 sf.
6. Transition line between excavation and native soil shall be smoothly raked, creating a clean consistent grade. Existing grade below native trees and shrubs shall remain undisturbed throughout the dripline of the plant material. No mounding of soil, fill dirt, organic or inorganic debris shall be abandoned under native plant material canopies. All disturbed areas due to construction and not part of the landscape plan shall be revegetated and irrigated including spoil piles and stockpiles of any material. Grass seed mix shall be Dryland Blend Native Grass Mixture from Plants of the Southwest or equal. Seed rate shall be 2 lbs. per 1,000 sf. Areas of natural gravel, cobble, fractured stone, and/or boulder fields

- shall be restored to the natural state that existed prior to construction. Grade out any damage to the natural terrain prior to the re-application of native stone material.
7. Retaining Wall / Fence: 14-8.4(J)(2)(b)(i) Any wall or fence that is more than three (3) feet above finished grade on the side facing the street, shall be set back from the street right of way line a distance equal to or greater than the height.
 8. City Sewer Service is not available to serve this site. The project is to follow the requirements of Chapter 22 of the City Code for septic sewer service.
 9. Proposed development is under 10 acres and no further review required unless utility plan exceeds 550-linear feet of utility lines.
 10. Shall comply with IFC 2021 and city adopted ordinance 2024-2. Section 507
 11. 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.
 12. Note as the 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.
 13. The City of Santa Fe Water Division recognizes that this parcel falls within the County to City Annexation Area 3, and is treated as within presumptive City limits. The property boundary falls >300 ft away from an existing public water distribution main, so a domestic water well permit application is a possibility for obtaining domestic water service for the two new residential lots created by the subdivision of the existing parcel per 25-1.10. If the Applicant desires public City water service, a main extension is required per Chapter 25, Exhibit A, Rule 19. This would necessitate an Agreement to Construct and Dedicate (ACD), and a water plan. For this property, it may also require the installation of a Pressure Reducing Valve (PRV) due to the location of the parcel in the overall water system. The Water Division can supply a technical evaluation to determine the details of what it would take to supply public City water service to this parcel if the Applicant desires.

Please review all attached Staff and DRT comments, revise your submittals to address those items in green and resubmit for review. Once revised submittals are accepted, a public hearing date may be scheduled. Please let me know if you have any questions or concerns.

Thank you,

Alexa Hempel

Senior Planner, Planning and Land Use Department

Attachments:

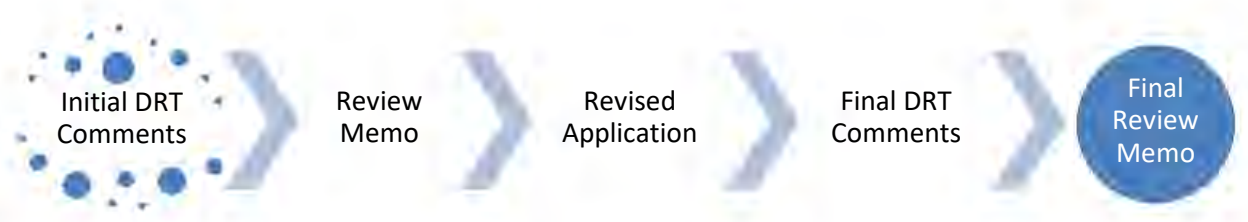
1. REVISED Planning DRT Memo
2. REVISED Engineering DRT Memo

3. REVISED Landscape, Lighting, Irrigation DRT Memo
4. Wastewater DRT Memo
5. Traffic DRT Memo
6. Water DRT Memo
7. Fire DRT Memo
8. Archaeology DRT Memo

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
9/8/25		

Date: 1/23/26

DRT Member: Alexa Hempel

Dept/Div: Planning

Case No.: #2025-11270

Case Planner: Alexa Hempel

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 # 2025-11270

Conditions of Approval:	Must be completed by:	Applicant response**:
1. Provide <u>draft</u> of appropriate well sharing request letter for the State of New Mexico	Prior to public hearing	
2. Provide executed well share agreement from State of New Mexico (SFCC 1987 14-9.6(A))	At time of recordation	
3. Provide proof of appropriate septic assurances from the State of New Mexico (SFCC 1987 14-9.6(A))	Prior to building permit	
4. Provide a <u>draft</u> copy of appropriate documentation of conveyance along with an affidavit with the county clerk containing the following: (i) a legal description of the property being transferred; and (ii) a statement that the transferor has not made any other transfers of any other lots to the person receiving it that would require the filing of an affidavit pursuant to this section. (SFCC 1987 14-3.7(F)(2)(b)).	Prior to public hearing	
5. Record appropriate documentation of conveyance described above	At time of recordation	
6. All utilities shall be underground	At time of building permit	

Technical Corrections:	Must be completed by:	Applicant response**:
1. Delete note #5 currently on plat. "City approval of this plat does not alter or remove any easements, restrictions, or reservation of record pertaining to the land herein described." This plat is granting new easements so this note should not be included.	Prior to public hearing	

**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

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:

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- 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: 1/22/26

DRT Member: Dee Beingessner

Dept/Div: Land Use Engineering

Case No.: 875 camino don emilio

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:

Case #

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

Technical Corrections:	Must be completed by:	Applicant response**:
1. The firm Map number is incorrect on Note 3 for the flood statement. It should be 35049C0411E		
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

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: October 1, 2025

DRT Member: Lawrence Rivera

Dept/Div: Landscape, Irrigation, Outdoor lighting Technical Review Division (Revision V2.)

Case No.: 2025-11270, 875 Camino Don Emilio Family Trust Subdivision

Case Planner: Alexa Hempel, Senior Planner, anhempel@santafenm.gov (505)-946-7072

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 # 2025-11270

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

Technical Corrections:	Must be completed by:	Applicant response**:
<p>The request to defer the landscape and irrigation to the permit phase is approved based on the following code: 14-9.6 - STANDARDS FOR INHERITANCE OR FAMILY TRANSFER SUBDIVISIONS (A) Installation of Improvements: Any improvements required to be constructed on inheritance or <i>family</i> transfer subdivisions are only required to be completed at the time a construction <i>permit</i> is issued on any <i>lot</i> contained in the subdivision, and not at the time of <i>plat</i> approval or recordation. A financial guarantee is not required at the time of <i>plat</i> recordation. If an inheritance or family transfer <i>subdivision</i> will result in the creation of only one additional <i>lot</i> and will not have public sewer or water available, the <i>applicant</i> will be required to provide proof of appropriate well and septic assurances from the State of New Mexico prior to approval of the <i>subdivision</i>.</p>		
<p>1. Provide a significant tree survey, list species, size, and quantities. Any trees to be removed shall be mark on the plan with a red X. Replacement trees are required, tree for tree.</p>	<p>Prior to Recordation At time of building permit</p>	

<p>2. Provide a landscape irrigation plan by a qualified irrigation designer per COSF code Chapter 14-8.4(E) (for the required replacement trees) Water Harvesting and Irrigation Standards and COSF Landscape Irrigation Design Standards.</p>	<p>Prior to Recordation At time of building permit</p>	
<p>3. All disturbed areas due to construction shall be revegetated and irrigated. Grass seed mix shall be Dryland Blend Native Grass Mixture from Plants of the Southwest or equal. Seed rate shall be 2 lbs. per 1,000 sf.</p>	<p>Prior to Recordation At time of building permit</p>	
<p>4. Transition line between excavation and native soil shall be smoothly raked, creating a clean consistent grade. Existing grade below native trees and shrubs shall remain undisturbed throughout the dripline of the plant material. No mounding of soil, fill dirt, organic or inorganic debris shall be abandoned under native plant material canopies. All disturbed areas due to construction and not part of the landscape plan shall be revegetated and irrigated including spoil piles and stockpiles of any material. Grass seed mix shall be Dryland Blend Native Grass Mixture from Plants of the Southwest or equal. Seed rate shall be 2 lbs. per 1,000 sf. Areas of natural gravel, cobble, fractured stone, and/or boulder fields shall be restored to the natural state that existed prior to construction. Grade out any damage to the natural terrain prior to the re-application of native stone material.</p>	<p>Prior to Recordation At time of building permit</p>	
<p>5. Retaining Wall / Fence: 14-8.4(J)(2)(b)(i) Any wall or fence that is more than three (3) feet above finished grade on the side facing the street, shall be set back from the street right of way line a distance equal to or greater that the height.</p>	<p>Prior to Recordation</p>	

**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)

Date: 9/29/2025

DRT Member: Stan Holland P.E.

Dept/Div: Utilities/Wastewater

Case No.: 2025-11270 – 875 Camino Don Emilio

Case Planner: Alexa Hempel

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 #

	Must be completed by:	Applicant response**:
1. Conditions of Approval: City Sewer Service is not available to serve this site. The project is to follow the requirements of Chapter 22 of the City Code for septic sewer service.	Prior to Building Permit	
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):

(see following pages for notes required)

Development Review Team (DRT) Comment Form

Date: September 29, 2025

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

Dept/Div: Public Works Department – Traffic Engineering

Case No.: #2025-11270 – 875 Camino Don Emilio Family Transfer

Case Planner: Alexa Hempel, LEED Green Associate, 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:

Case #

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		
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. 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 the 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.

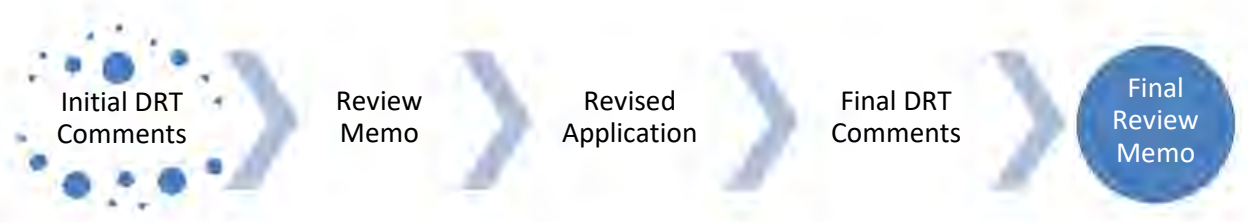
Explanation of Conditions or Corrections:

Proposed family transfer creates 2 additional lots with access to a private-access easement (whose traffic impacts were not considered on private property). Traffic impacts considered were at intersection with City Public Infrastructure (W. Alameda) and the 2 additional lots will create minimal traffic impacts to West Alameda. Estimated 2 additional peak hour trips using ITE Trip generation LUC 210 (single family detached housing) for each of the 3 lots.

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: 10/3/2025

DRT Member: Clinton Peterson

Dept/Div: Public Utilities / Water Division

Case No.: 2025-11270: 875 Camino Don Emilio Family Transfer

Case Planner: Alexa Hempel

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 # 2025-11270: 875 Camino Don Emilio Family Transfer

Conditions of Approval:	Must be completed by:	Applicant response**:
1. IF Applicant would like to connect to City water, an approved Agreement to Construct and Dedicate (ACD) will be required for new fire and domestic water services	Prior to Building Permit Approval	
2. IF Applicant would like to connect to City water, an approved Water Plan will be required for all new public water infrastructure and fire services.	Prior to Public Hearing	
3. IF new easements for public utilities are required as identified on the water plan, easements will be recorded on the final plat	Prior to Recordation	
4.		
5.		
6.		

Technical Corrections:	Must be completed by:	Applicant response**:
1. Note for Applicant's information below	n/a	
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):

The City of Santa Fe Water Division recognizes that this parcel falls within the County to City Annexation Area 3, and is treated as within presumptive City limits. The property boundary falls >300 ft away from an existing public water distribution main, so a domestic water well permit application is a possibility for obtaining domestic water service for the two new residential lots created by the subdivision of the Form Updated: April 2024

existing parcel per 25-1.10. If the Applicant desires public City water service, a main extension is required per Chapter 25, Exhibit A, Rule 19. This would necessitate an Agreement to Construct and Dedicate (ACD), and a water plan. For this property, it may also require the installation of a Pressure Reducing Valve (PRV) due to the location of the parcel in the overall water system. The Water Division can supply a technical evaluation to determine the details of what it would take to supply public City water service to this parcel if the Applicant desires.

Development Review Team (DRT) Comment Form for Planning Commission

Date: September 3, 2025

DRT Member: Fire Marshal Geronimo Griego

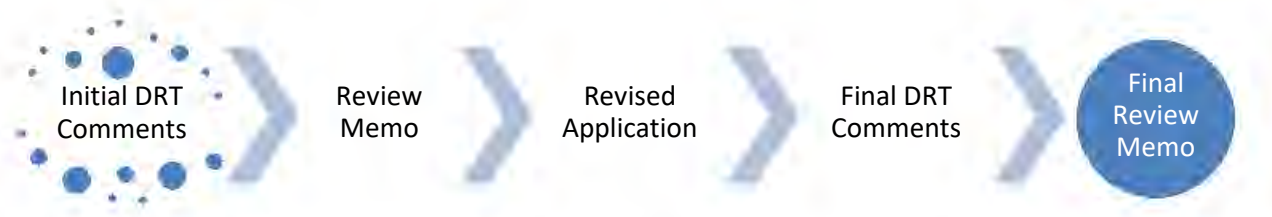
Dept/Div: Fire Marshal's Office

Case No.: 2025-11270_875 Camino Don Emilio_Fam Transfer Subdivision

Case Planner: Alexa Hempel, Senior Planner

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 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**:
1. Shall comply with IFC 2021 and city adopted ordinance 2024-2. Section 507. (see note below)	<i>Prior to Recordation</i>	

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.

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

Explanation of Conditions or Corrections (if needed):

1. ~~Shall note on plat "Shall comply with IFC 2021 and city adopted ordinance 2024-2 Section 507."~~

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: 9/29/2025

DRT Member: Paul A. Duran

Dept/Div: Land Use/ HPD

Case No.: #2025-11270

Case Planner: Alexa Hempel

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**:
<ol style="list-style-type: none">1. (3)Suburban Archaeological Review District2. In this district, an archaeological clearance permit shall be required prior to approval of the final development plan or plat for the following projects:3.4. (a)All annexations, rezonings, subdivisions, planned unit developments , or other development requiring approval by the Planning Commission, having over ten (10) acres5. (b)All city projects over two (2) acres in size.6. (c)All city park projects over one (1) acre in size. <p>(4) Utility Mains An archaeological clearance permit is required for new construction of sewer mains or main lines of other utilities such as telephone lines, gas lines, and fiber optics, including the entire construction easement:</p> <ol style="list-style-type: none">(a) With an extension of sixty (60) feet or more if the main is in the historic downtown archaeological review district;(b) With an extension of five hundred fifty (550) or more if the main is in the river and trails or suburban archaeological review district.	Proposed development is under 10 acres and no further review required unless utility plan exceeds 550-linear feet of utility lines.	
7.		
8.		
9.		
10.		
11.		

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

4.		
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**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)