



APPLICATION RESOURCES

PLANNING AND LAND USE DEPARTMENT RESOURCES

MISSION: The mission of the Planning Division is to review development applications for compliance with the City's land development code and department policies while providing information, guidance, and the highest possible level of customer service to applicants, neighborhoods, and the City's quasi-judicial decision-making bodies.

OFFICE: Santa Fe City Hall 200 Lincoln Avenue Santa Fe, NM 87501

WEBSITE: https://santafenm.gov/land-use/current-planning

CURRENT AND UPCOMING PUBLIC MEETINGS: https://santafe.primegov.com/public/portal

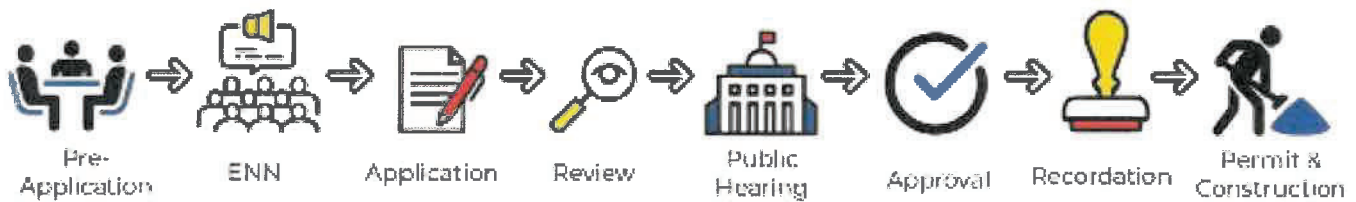
INTERACTIVE GIS MAPS: https://santafenm.gov/information-technology-telecommunications/gis

SANTA FE CITY CODE (SFCC): https://library.municode.com/nm/santa_fe/codes/code_of_ordinances

APPLICATION SUBMISSION AND FEES: All applications shall be submitted electronically as PDF files to planning@santafenm.gov. Incomplete applications, including those missing required submittals will be returned without processing. Application fees will be assessed and invoiced upon acceptance of the application for initial review. Fee tables may be viewed online.

GENERAL QUESTIONS: zoningcounter@santafenm.gov

DEVELOPMENT REVIEW PROCESS



PRE-APPLICATION PHASE

For many applications, the development review process begins with a pre-application conference, where the applicant presents their proposal to the City's Development Review Team (DRT) for initial review and feedback. If the applicant wishes to proceed, a city planner is assigned to assist the applicant through the remaining steps of the process. For administratively reviewed applications, a pre-application conference is usually not required.

For all applications requiring a hearing before a land use board, the applicant shall schedule, notice and host an early neighborhood notification (ENN) meeting in coordination with the city planner. The intent of the ENN is to provide for an exchange of information among the applicant, residents, and property owners, prior to application submittal. ENN notification requirements are set forth in SFCC §14-3.1(H). Applications that qualify for administrative review and some variances are not required to conduct an ENN meeting.

DEVELOPMENT REVIEW PHASE

Once an application and all required submittals are prepared by the applicant, they or their agent submits the Application to the City via planning@santafenm.gov. The applicant will receive an email confirming receipt of the application, and an invoice for applicable development fees which can be paid online or at the cashier's office at City Hall. The city planner and the DRT review the application for completeness and compliance with all applicable codes, ordinances, plans and regulations. During the review process, the city planner or members of the DRT may request additional information or amendments from the applicant to complete the review process. The review timeline can range for 9-12 weeks or more depending on the complexity of the application and the total number of cases under review.

PUBLIC HEARING PHASE

When the City determines that the application is complete, the case is scheduled for a public hearing before the applicable Land Use Board. Notification requirements for public hearings are set forth in SFCC §14-3.1(H). If the application is approved at the public hearing, the city planner will prepare the findings of fact and conclusions of law (FOFCOL) documenting the approval findings, any conditions of approval and an expiration date for the approval, as required.

POST APPROVAL PHASE

When the applicant has met all necessary conditions of approval and technical corrections, the plan or plat is recorded at the County Clerk's office and filed with the City's plat room. The case planner prepares an action letter detailing the approval record. The applicant may then proceed to building permitting and construction.

If you have questions about the requirements please contact your assigned case planner or planning@santafenm.gov.



LAND DEVELOPMENT CODE REFERENCE

EARLY NEIGHBORHOOD NOTIFICATION PROCEDURES (SECTION 14-3.1(F) SFCC)

Intent: The early neighborhood notification meeting (ENN) is intended to provide for an exchange of information between the applicant and residents and property owners in affected neighborhoods before plans become too firm to respond meaningfully to community input and before changes in plans might cause major financial losses by the applicant.

Applicability: Generally, an ENN is required for all projects heard before a land use board or the governing body.

ENN Scheduling; Notice Required: ENN's shall be scheduled in coordination with city staff, prior to issuing notice. The applicant is responsible for providing notice of the ENN in accordance with Subsection 14-3.1(H).

ENNs are scheduled Monday - Thursday from 5:30 PM to 7:00 PM based on staff availability. ENNs are hosted by the applicant on Zoom.

All ENNs are posted on the City's Primegov portal: https://santafe.primegov.com/public/portal

ENN Procedures: ENNs must take place at least ten days before an application is submitted to the City. The applicant is responsible for hosting the meeting and providing information on the proposal addressing the ENN Guidelines. Staff is present at the ENN meeting to acquaint the applicant and community with the provisions of city ordinances, applicable code standards and the development review process. The applicant presents schematic or preliminary plans for the proposed project and a drawing or other graphical representation suitable to reasonably indicate streets and structures within a two hundred (200) foot radius from the perimeter of the property that is the subject of the application. Following the presentation the community is invited to ask questions, provide feedback and comments on the proposal.

ENN Guidelines: The guidelines listed below are explained in further detail and are to be filled out in the following pages of this application.

- a. Effect on character and appearance of surrounding neighborhoods
b. Effect on protection of physical environment
c. Impacts on prehistoric, historic, archaeological or cultural sites or structures, including acequias and historic downtown
d. Relationship to existing density and land use within surrounding area and with land uses and densities proposed by the general plan
e. Effects on pedestrian or vehicular traffic and access to services
f. Impact on economic base of Santa Fe
g. Effect on availability of affordable housing and availability of housing choices
h. Effect on public services and infrastructure elements
i. Impacts on water supply, availability and conservation methods
j. Effect on opportunities for community integration and social balance
k. Effect on urban form

SUBMITTAL CHECKLIST

Submittal requirements may vary based on the individual application. The City reserves the right to request additional information during the review process. Please submit each of the following items as separate PDF files saved with unique and descriptive file names:

- County parcel map depicting properties within 300 feet of the properties' perimeter (available from County Assessor's)
Draft notification poster
ENN meeting notification guidelines
Draft neighborhood notice letter
Legal lot of record
Site Plan with vicinity map
Notification mailing list, including neighborhood associations



PROJECT INFORMATION

Project Name: CROWN 827314 SANTA FE CC
Address: 3950 COUNTRY CLUB ROAD
Parcel Size: 160ac gross//0.24ac net
Zoning: R-1
Future Land Use: TELECOM FACILITY IN R-1 ZONING DISTRICT
Pre-application Conference Date: 2/26/26
Project Description: Crown Castle proposes to construct a replacement, multi-carrier wireless communication facility at the Santa Fe Country Club.

PROPERTY OWNER INFORMATION

Name (First, Last): Santa Fe Country Club, attn: David Nowell, General Manager
Address: 3950 Country Club Rd.
Street Address: Santa Fe
Suite/Unit #: NM 87592
City: Santa Fe
State: NM
ZIP Code: 87592
Phone: 505-471-2626, ext 14
E-mail Address: dnowell@santafecountryclub.com

APPLICANT/AGENT INFORMATION (IF DIFFERENT FROM OWNER)

Name (First, Last): Michael J Campbell, Campbell A&Z, LLC for Crown Castle
Address: 6880 W Antelope Drive
Street Address: Peoria
Suite/Unit #: AZ 85383
City: Peoria
State: AZ
ZIP Code: 85383
Phone: 602-616-8396
E-mail Address: campbellaz1@earthlink.net

AGENT AUTHORIZATION (IF APPLICABLE)

I am/We are the owner(s) and record title holder(s) of the property located at: Sante Fe Country Club, David Nowell, General Manager
I/we authorize Crown Castle and/or it's agent to act as my/our agent to execute this application.
Signed: [Signature] Date: 4/23/26

PROPOSED ENN MEETING DATES

Table with 3 columns: Please provide 2 options, Preferred Option, Alternative Option. Row 1: Date: ~~XXXX~~ 6/17/26, ~~XXXX~~ 6/18/26

ENN Policies:

- ENN are scheduled in coordination with City staff; Monday - Thursday; 5:30 PM to 7:00 PM
ENN notice affidavit must be submitted on the notice date (15 days prior to the ENN)
ENN are hosted by the applicant on their Zoom account (Minimum Pro Plan)
ENN must be recorded by the applicant
ENN are valid for one year



ENN MEETING GUIDELINES

The applicant and neighborhood shall use the guidelines below to assist them in discussing the project at the ENN. The guidelines are based on the requirements of Chapter 14 and the general plan and other formally adopted city plans. Responses from all participants shall be provided to the land use board prior to hearing the application.

Please address each of the discussion items below. Each discussion item is based on the Early Neighborhood Notification (ENN) guidelines for meetings, and can be found in Section 14-3.1(F)(5) SFCC 2001. A short narrative should address each item (if applicable) in order to facilitate discussion of the project at the ENN meeting. Responses should be submitted with the application for an ENN meeting to enable staff enough time to distribute to the interested parties. For additional detail consult the Land Development Code.

A. EFFECT ON CHARACTER AND APPEARANCE OF THE SURROUNDING NEIGHBORHOODS For example: number of stories, average setbacks, mass and scale, landscaping, lighting, access to public places, open spaces and trails.

The proposed wireless communication facility, "WCF", is a proposed as an 80' tall water tank tower. The location is setback from the property lines as follows: North: 287', South: 2,318', East: 358', West: 1,777'

The current WCF location is approx 70' to the east property line. Relocating the WCF to the interior of the golf course would substantially increase the setbacks to the east. The WCF will not have any lighting on the structure. There is no planned signage on the structure. The WCF does not impact access to public lands, open spaces or trails.

B. EFFECT ON PROTECTION OF THE PHYSICAL ENVIRONMENT For example: trees, open space, rivers, arroyos, floodplains, rock outcroppings, escarpments, trash generation, fire risk, hazardous materials, easements, etc.

The proposed wireless communication facility, "WCF", will have no effect on the physical environment. The WCF does not require removal of trees; or the location of open spaces, rivers, arroyos, flood plains, rock out cropping, escarpments. The WCF does not generate trash or hazardous materials, and is not a fire risk.

C. IMPACTS ON ANY PREHISTORIC, HISTORIC, ARCHAEOLOGICAL OR CULTURAL SITES OR STRUCTURES, INCLUDING ACEQUIAS AND THE HISTORIC DOWNTOWN For example: the project's compatibility with historic or cultural sites located on the property where the project is proposed.

The proposed WCF does not impact any prehistoric, historic, archeological or cultural sites or structures as confirmed by City Staff in the Pre-Application meeting.

D. RELATIONSHIP TO EXISTING DENSITY AND LAND USE WITHIN THE SURROUNDING AREA AND WITH LAND USES AND DENSITIES PROPOSED BY THE CITY GENERAL PLAN For example: how are existing City Code requirements for annexation and rezoning, the Historic Districts, and the General Plan and other policies being met.

The proposed wireless communication facility, "WCF", has no impact to existing density and land use within the surrounding area, and with the land uses and densities proposed by the City General Plan. The WCF's placement within the boundaries of the Santa Fe CC utilizes ground pace designate for the golf course.



E. EFFECTS ON PARKING, TRAFFIC PATTERNS, CONGESTION, PEDESTRIAN SAFETY, IMPACTS OF THE PROJECT ON THE FLOW OF PEDESTRIAN OR VEHICULAR TRAFFIC AND PROVISION OF ACCESS FOR THE DISABLED, CHILDREN, LOW-INCOME AND ELDERLY TO SERVICES

For example: increased access to public transportation, alternate transportation modes, traffic mitigation, cumulative traffic impacts, pedestrian access to destinations and new or improved pedestrian trails.

The proposed wireless communication facility, "WCF", will not effect parking, traffic, traffic congestion, vehicular traffic, pedestrian safety including children, low-income and elderly as the WCF will require a minimal visit per month by the technician(s). That site visit is typically after hours. The WCF will enhance the ability of pedestrian traffic in communicating with ride share companies, public transportation services.

F. IMPACT ON THE ECONOMIC BASE OF SANTA FE For example: availability of jobs to Santa Fe residents; market impacts on local businesses; and how the project supports economic development efforts to improve living standards of neighborhoods and their businesses.

The proposed wireless communication facility, "WCF", will have no direct impact on the economic base of Santa Fe. The WCF will improve the communication network for the residents in online shopping, research and entertainment.

G. EFFECT ON THE AVAILABILITY OF AFFORDABLE HOUSING AND AVAILABILITY OF HOUSING CHOICES FOR ALL SANTA FE RESIDENTS For example: creation, retention, or improvement of affordable housing; how the project contributes to serving different ages, incomes, and family sizes; the creation or retention of affordable business space.

The proposed wireless communication facility, "WCF", will have no effect on the availability of affordable housing and availability of housing choices for all Santa Fe residents. The WCF will improve the ability of residents to shop online for the housing options in Santa Fe.

H. EFFECT UPON PUBLIC SERVICES SUCH AS FIRE, POLICE PROTECTION, SCHOOL SERVICES AND OTHER PUBLIC SERVICES OR INFRASTRUCTURE ELEMENTS SUCH AS WATER, POWER, SEWER, COMMUNICATIONS, BUS SYSTEMS, COMMUTER OR OTHER SERVICES OR FACILITIES For example: whether or how the project maximizes the efficient use or improvement of existing infrastructure; and whether the project will contribute to the improvement of existing public infrastructure and services.

The proposed wireless communication facility, "WCF", does not utilize water or sewer services therefore not affect the infrastructure. The WCF aids emergency services with improved connectivity throughout the area. The WCF contracts directly with the local electrical company for services to operate the WCF equipment.

I. IMPACTS UPON WATER SUPPLY, AVAILABILITY AND CONSERVATION METHODS For example: conservation and mitigation measures; efficient use of distribution lines and resources; effect of construction or use of the project on water quality and supplies.

The proposed wireless communication facility, "WCF", does not utilize water for the operation of the facility.



J. EFFECT ON THE OPPORTUNITIES FOR COMMUNITY INTEGRATION AND SOCIAL BALANCE THROUGH MIXED LAND USE, PEDESTRIAN ORIENTED DESIGN, AND LINKAGES AMONG NEIGHBORHOODS AND RECREATIONAL ACTIVITY AND EMPLOYMENT CENTERS For example: how the project improves opportunities for community integration and balance through mixed land uses, neighborhood centers and/or pedestrian-oriented design.

The proposed wireless communication facility, "WCF", is a replacement site for the existing WCF along Country Club Rd. This relocation and redesign will continue the concept of mixed land use within the Santa Fe CC area. The proposed WCF will positively impact the community with improved wireless services for the area residents, consumers at area businesses, and commuters along Airport Rd.

K. EFFECT ON SANTA FE'S URBAN FORM For example: how are policies of the existing City General Plan being met? Does the project promote a compact urban form through appropriate infill development? Discuss the project's effect on intra-city travel and between employment and residential centers.

The proposed wireless communication facility, "WCF", in unison with the General Plan supports the integration of opportunities and support structures needed to increase the general prosperity, quality of life, and functionality of the City of Santa Fe. The WCF provides the support structure for enhanced wireless coverage for the residents, businesses and emergency services which leads to an improved quality of life.

L. ADDITIONAL COMMENTS (Optional)

The proposed WCF replaces existing the WCF that has been serving the area for a number of years. The replacement WCF will allow the commercial carriers to enhance their network with additional antennas that the current structure does not provide. Additionally, the proposed WCF location is approximately 300' west of the current WCF, thereby increasing the setback to the east substantially.