



Agenda

Notice of the Early
Neighborhood Notification
(ENN)
August 18, 2025 at 5:30 PM
Meeting Virtually

Procedures for Early Neighborhood Notification (ENN) Meeting

1. ENN Name
 - a. 875 Camino Don Emilio
2. Project Address
 - a. 875 Camino Don Emilio
3. Description
 - a. Family Transfer Subdivision consisting of three lots, one of which will be retained by the applicant with the other two lots being transferred to two adult children. Variances to the lane design criteria (Table 14-9.2-1) and Chapter 14-9.2(C)(g) (Planting Strips) is requested in order to allow the current state of the road to continue to provide access to the proposed lots in its current state without the placement of sidewalks, curb, gutter and planting strips. The subject property consists of 4.590 acres and is zoned R-1 (1 dwelling unit/acre).
4. Applicant
 - a. NM Land Solutions 505-983-5588
5. Staff
 - a. Nathan Lindquist, njlindquist@santafenm.gov
6. Meeting Location
 - a. Join Zoom Meeting
<https://us02web.zoom.us/j/87392526906?pwd=84WLT rzFFtBA9DWHQYzUeqAaBOXn4G.1>

Meeting ID: 873 9252 6906
Passcode: 054702

One tap mobile
+12532050468,,87392526906#,,,,*054702# US

+12532158782,,87392526906#,,,,*054702# US (Tacoma)

Find your local number: <https://us02web.zoom.us/j/kbmZUEaLut>

Find your local number: <https://us02web.zoom.us/j/kbmZUEaLut>

Persons with disabilities in need of accommodations, contact the City Clerk's office at 955-6521, five (5) working days prior to meeting date.



City of Santa Fe, New Mexico

PUBLIC MEETING NOTICE

Type of project

Project Location

Type of Meeting

Time

Date

Meeting Location

Applicant / Agent

For information call _____

Phone #

Refer to Case _____

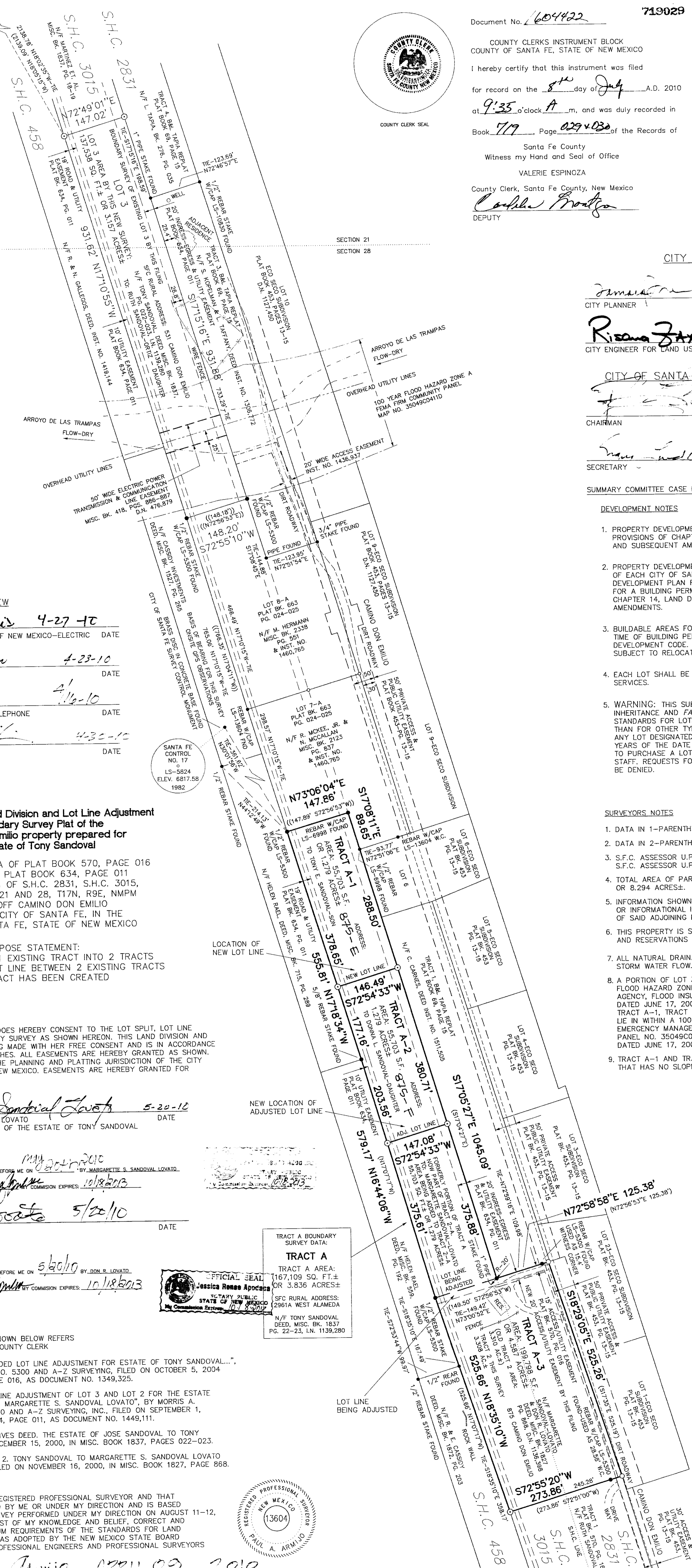
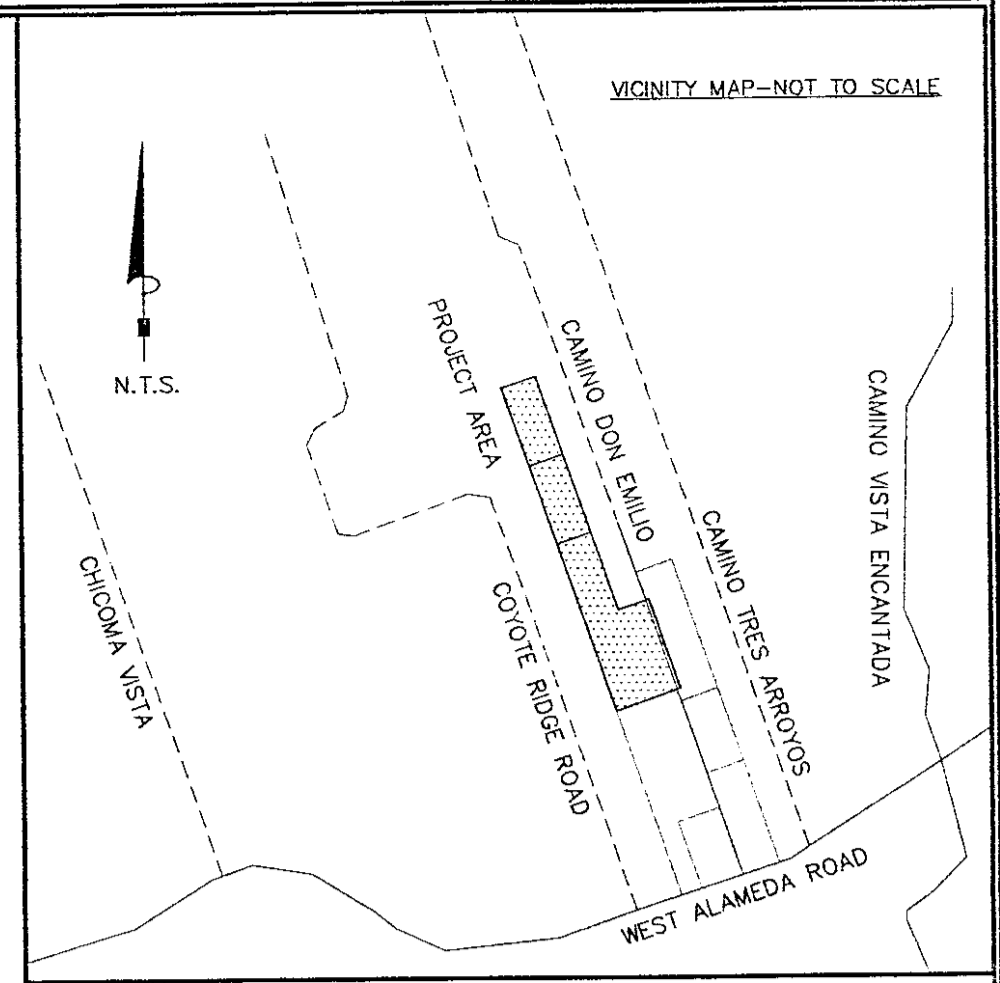
Required to be posted and visible from a public street from (_____) to (_____)

USGLO BRASS CAP AT 1/4 CORNER TO SECTION 20 & SECTION 21, T17N, R9E

Document No. 604422 719029



COUNTY CLERKS INSTRUMENT BLOCK COUNTY OF SANTA FE, STATE OF NEW MEXICO I hereby certify that this instrument was filed for record on the 8th day of July A.D. 2010 at 9:35 o'clock A.M., and was duly recorded in Book 719, Page 029 of 030 of the Records of Santa Fe County Witness my Hand and Seal of Office VALERIE ESPINOZA County Clerk, Santa Fe County, New Mexico



CITY OF SANTA FE REVIEW

City Planner: Jamala... 6-23-10 REVIEWED ON City Engineer for Land Use: Risana Zaxua... 06/24/10 REVIEWED ON Chairman: ... 6-3-10 REVIEWED ON Secretary: ... 6-2-10 REVIEWED ON SUMMARY COMMITTEE CASE NO. SP-2009-87 SCH 02-04-2010

DEVELOPMENT NOTES

- 1. PROPERTY DEVELOPMENT IS REQUIRED TO COMPLY WITH APPLICABLE PROVISIONS OF CHAPTER 14, LAND DEVELOPMENT CODE, SFCC 2001 AND SUBSEQUENT AMENDMENTS. 2. PROPERTY DEVELOPMENT IS REQUIRED TO COMPLY WITH THE PROVISIONS OF EACH CITY OF SANTA FE ORDINANCE ADOPTED PRIOR TO PLAT AND/OR DEVELOPMENT PLAN RECORDING WITH THE COUNTY CLERK OR SUBMITTAL FOR A BUILDING PERMIT APPLICATION THAT MODIFIES ANY PROVISION OF CHAPTER 14, LAND DEVELOPMENT CODE, SFCC 2001 AND SUBSEQUENT AMENDMENTS. 3. BUILDABLE AREAS FOR PLATTED PARCELS WILL BE DETERMINED AT THE TIME OF BUILDING PERMIT APPLICATION AS DETAILED IN THE LAND DEVELOPMENT CODE. ANY BUILDABLE AREAS SHOWN HEREON ARE SUBJECT TO RELOCATION PER CODE REQUIREMENTS. 4. EACH LOT SHALL BE SERVED WITH SEPARATE SEWER AND WATER SERVICES. 5. WARNING: THIS SUBDIVISION HAS BEEN APPROVED PURSUANT TO THE INHERITANCE AND FAMILY TRANSFER PROVISIONS OF THE SANTA FE CITY CODE. STANDARDS FOR LOTS CREATED BY THIS PROCEDURE ARE SIGNIFICANTLY LOWER THAN FOR OTHER TYPES OF SUBDIVISIONS/DIVISIONS. 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 CITY HALL STAFF. REQUESTS FOR BUILDING PERMITS ON ILLEGALLY SOLD LOTS SHALL BE DENIED.

SURVEYORS NOTES

- 1. DATA IN 1-PARENTHESES ("()") TAKEN FROM REFERENCE DOCUMENT NO. 1. 2. DATA IN 2-PARENTHESES ("()") TAKEN FROM REF. DOCUMENT NO. 2. 3. S.F.C. ASSESSOR U.P.C. NO. FOR PARCEL 1: 1-051-098-142-406. S.F.C. ASSESSOR U.P.C. NO. FOR PARCEL 2: 1-051-098-149-340. 4. TOTAL AREA OF PARCEL 1 AND 2 BY THIS SURVEY: 361,295 SQ. FT. ± OR 8.294 ACRES ±. 5. INFORMATION SHOWN ON ADJOINING PROPERTIES IS BACKGROUND OR INFORMATIONAL IN NATURE AND DOES NOT CONSTITUTE A SURVEY OF SAID ADJOINING PROPERTIES. 6. THIS PROPERTY IS SUBJECT TO ALL EASEMENTS, RESTRICTIONS, AND RESERVATIONS OF RECORD. 7. ALL NATURAL DRAINAGE WAYS ARE TO BE LEFT UNIMPEDED FOR NATURAL STORM WATER FLOW. 8. A PORTION OF LOT 3 SHOWN HEREON LIES IN ZONE A, A 100 YEAR FLOOD HAZARD ZONE AS SHOWN ON FEDERAL EMERGENCY MANAGEMENT AGENCY, FLOOD INSURANCE RATE MAP COMMUNITY PANEL NO. 35049C0411D, DATED JUNE 17, 2008. TRACT A-1, TRACT A-2 AND TRACT A-3 OF THIS LAND DIVISION DO NOT LIE IN WITHIN A 100 YEAR FLOOD HAZARD ZONE AS SHOWN ON FEDERAL EMERGENCY MANAGEMENT AGENCY, FLOOD INSURANCE RATE MAP COMMUNITY PANEL NO. 35049C0411D, DATED JUNE 17, 2008. 9. TRACT A-1 AND TRACT A-2 EACH HAVE A 2000 SQ. FT. BUILDABLE AREA THAT HAS NO SLOPES OVER 20 PERCENT SLOPE.

UTILITY COMPANY REVIEW

Donald Ferris 4-27-10 PUBLIC SERVICE COMPANY OF NEW MEXICO-ELECTRIC DATE Frank A. ... 4-23-10 NEW MEXICO GAS COMPANY DATE McVista 4-16-10 QWEST COMMUNICATIONS-TELEPHONE DATE ... 4-30-10 COMCAST CABLE TELEVISION DATE

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

REPLAT OF TRACT A OF PLAT BOOK 570, PAGE 016 AND LOT 3 OF PLAT BOOK 634, PAGE 011 BEING A PORTION OF S.H.C. 2831, S.H.C. 3015, WITHIN SECTION 21 AND 28, T17N, R9E, NMPM LOCATED OFF CAMINO DON EMILIO N.W. OF THE CITY OF SANTA FE, IN THE COUNTY OF SANTA FE, STATE OF NEW MEXICO

PURPOSE STATEMENT: THIS PLAT DIVIDES 1 EXISTING TRACT INTO 2 TRACTS AND ADJUSTS THE LOT LINE BETWEEN 2 EXISTING TRACTS 1 NEW TRACT HAS BEEN CREATED

OWNERS CONSENT

THE UNDERSIGNED OWNER DOES HEREBY CONSENT TO THE LOT SPLIT, LOT LINE ADJUSTMENT AND BOUNDARY SURVEY AS SHOWN HEREON. THIS LAND DIVISION AND BOUNDARY SURVEY IS BEING MADE WITH HER FREE CONSENT AND IS IN ACCORDANCE WITH HER DESIRES AND WISHES. ALL EASEMENTS ARE HEREBY GRANTED AS SHOWN. THESE LANDS LIE WITHIN THE PLANNING AND PLATTING JURISDICTION OF THE CITY OF SANTA FE, STATE OF NEW MEXICO. EASEMENTS ARE HEREBY GRANTED FOR ALL EXISTING UTILITIES.

Margaret S. Sandoval Lovato 5-20-10 MARGARETTE S. SANDOVAL LOVATO PERSONAL REPRESENTATIVE OF THE ESTATE OF TONY SANDOVAL CO-OWNER OF TRACT 2

NOTARY PUBLIC ... STATE OF NEW MEXICO ... THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME ON ...

DON R. LOVATO 5/20/10 DON R. LOVATO CO-OWNER OF TRACT 2

NOTARY PUBLIC ... STATE OF NEW MEXICO ... THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME ON ...

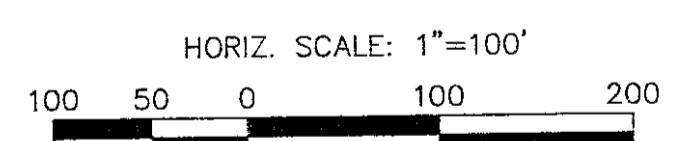
DOCUMENTS OF REFERENCE

- NOTE: RECORDING DATA SHOWN BELOW REFERS TO OFFICE OF SANTA FE COUNTY CLERK 1. SURVEY ENTITLED "AMENDED LOT LINE ADJUSTMENT FOR ESTATE OF TONY SANDOVAL...", BY M. APODACA NMPMS NO. 5300 AND A-Z SURVEYING, FILED ON OCTOBER 5, 2004 IN PLAT BOOK 570, PAGE 016, AS DOCUMENT NO. 1349,325. 2. SURVEY ENTITLED "LOT LINE ADJUSTMENT OF LOT 3 AND LOT 2 FOR THE ESTATE OF TONY SANDOVAL AND MARGARETTE S. SANDOVAL LOVATO", BY MORRIS A. APODACA NMPMS NO. 5300 AND A-Z SURVEYING, INC., FILED ON SEPTEMBER 1, 2006, IN PLAT BOOK 634, PAGE 011, AS DOCUMENT NO. 1449,111. 3. PERSONAL REPRESENTATIVES DEED, THE ESTATE OF JOSE SANDOVAL TO TONY SANDOVAL, FILED ON DECEMBER 15, 2000, IN MISC. BOOK 1837, PAGES 022-023. 4. WARRANTY DEED-TRACT 2, TONY SANDOVAL TO MARGARETTE S. SANDOVAL LOVATO AND DON R. LOVATO, FILED ON NOVEMBER 16, 2000, IN MISC. BOOK 1827, PAGE 868.

I CERTIFY THAT I AM A REGISTERED PROFESSIONAL SURVEYOR AND THAT THIS PLAT WAS PREPARED BY ME OR UNDER MY DIRECTION AND IS BASED ON AN ACTUAL FILED SURVEY PERFORMED UNDER MY DIRECTION ON AUGUST 11-12, 2009, AND IS, TO THE BEST OF MY KNOWLEDGE AND BELIEF, CORRECT AND CONFORMS TO THE MINIMUM REQUIREMENTS OF THE STANDARDS FOR LAND SURVEYS IN NEW MEXICO AS ADOPTED BY THE NEW MEXICO STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND PROFESSIONAL SURVEYORS



Paul A. Armijo 8/21/09, 2010 DATE

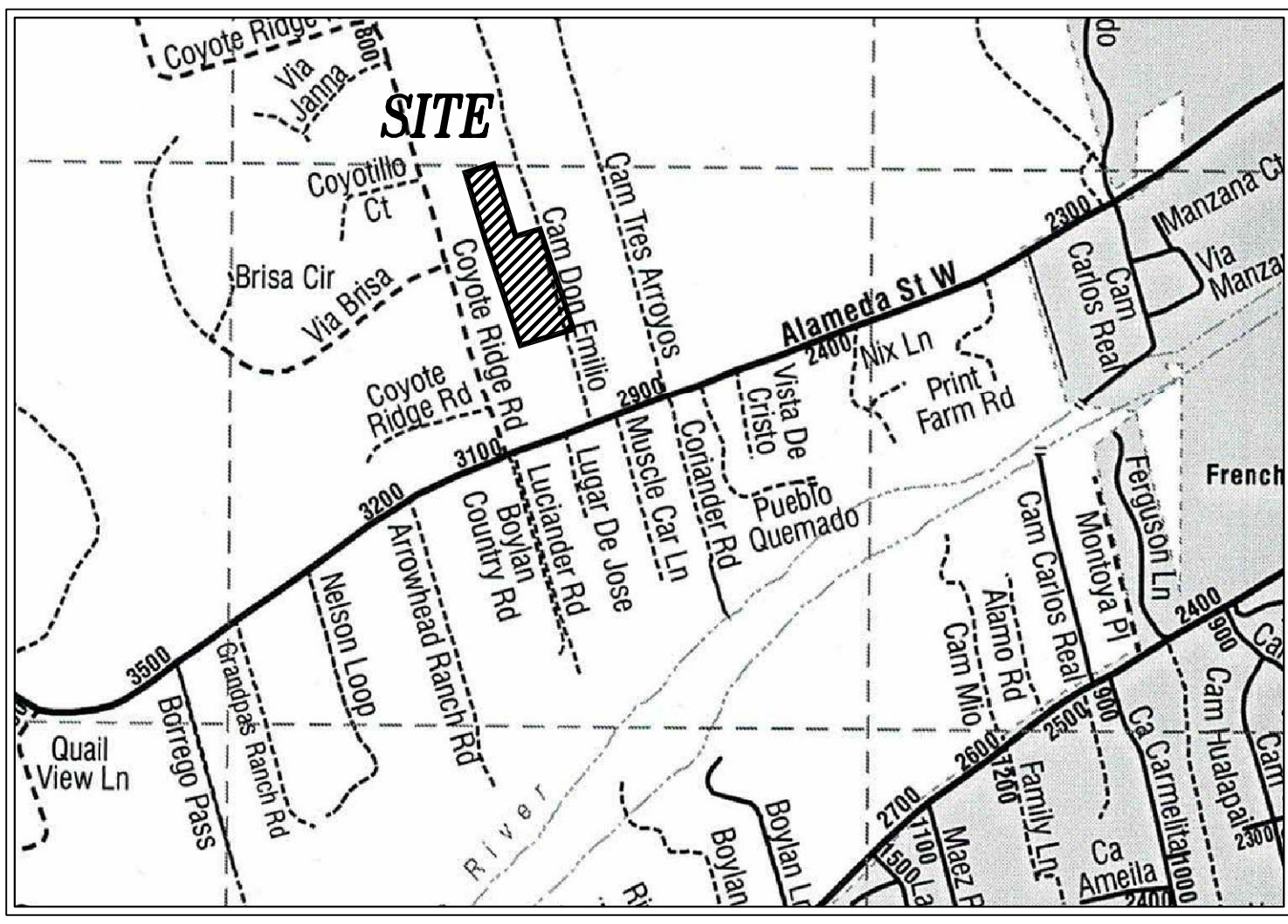


LEGEND: ● - SURVEY MONUMENT FOUND ○ - SURVEY MONUMENT SET ...

INDEXING INFORMATION FOR COUNTY CLERK OWNER: TONY SANDOVAL, PERSONAL REPRESENTATIVES DEED MISC. BOOK 1837, PAGES 022-023, INST NO. 1139,280 LOCATION: PLAT BOOK 570, PAGE 016 AND PLAT BOOK 634, PAGE 011 ...

SHEET 1 OF 2

ARMILLO SURVEYS PAUL A. ARMILLO N.M.P.S. NO. 13604 P.O. BOX 24438, SANTA FE, NM 87502-9438 PH. (505) 471-1955 FAX. (505) 471-1925 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 DRAWN BY P.A.A. DATE AUG. 2009 REVISED 2907138-3 DATE SHEET No. 1 OF 2



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

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 PLAN 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 BUILDABLE AREA

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

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

N/F JOHNSON
TRACT A-2
DOC#1939000

TRACT A-3
LOT-3
1.250 AC.±

N/F CASSIDY
LOT 2
DOC#167802

N/F ALTHOUSE
TRACT 1-B
DOC#1708930

N/F SANCHEZ
LOT 2
DOC#1948872

N/F STERN
LOT 1
DOC#1857836

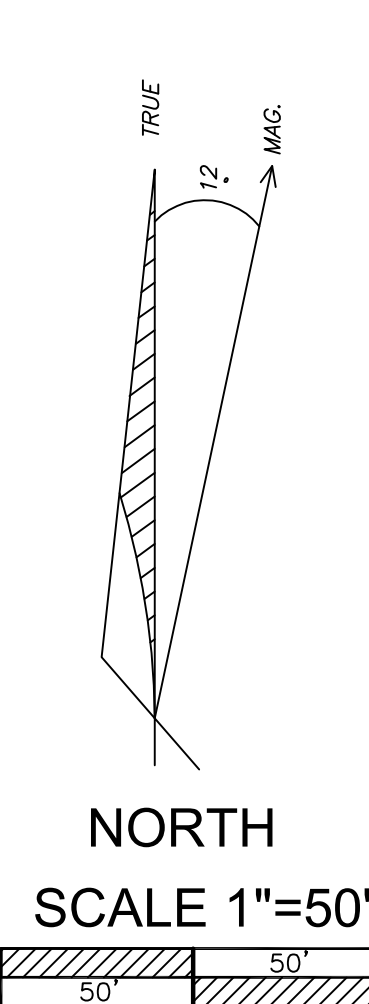
N/F CASSIDY
LOT 1
BK.1872, PG.203

TRACT A-3
LOT-2
1.254 AC.±

N/F ORTIZ
TRACT 1
DOC#1352017

| 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" |



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 _____ Santa Fe County.

Witness my Hand and Seal of Office
Katharine 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.

CASE# 2025-

875 CAMINO DON EMILIO



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>

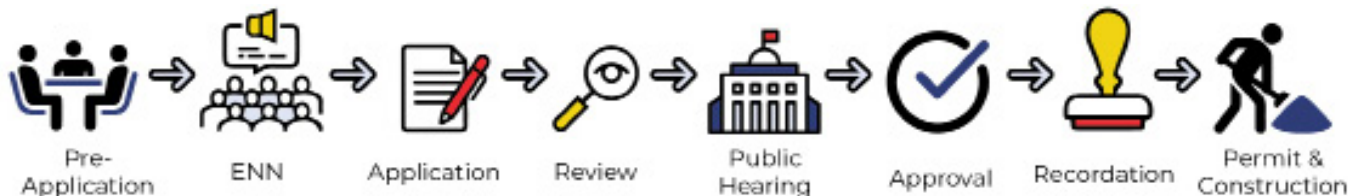
INTERACTIVE GIS MAPS: <https://santafenm.gov/information-technology-telecommunications/gis>

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 Guildelines. 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:

Table with 2 columns: Item Description and Item Name. Items include County parcel map, ENN meeting notification guidelines, Legal lot of record, Notification mailing list, Draft notification poster, Draft neighborhood notice letter, and Site Plan with vicinity map.



PROJECT INFORMATION

Project Name: Nancy Hoffman Family Transfer/ Subdivision and Variance of Table 14-9.2-1 (Lane Design Criteria)
Address: 875 Camino Don Emilio Parcel Size: 4.590 acres
Zoning: R-1 Future Land Use: Low Density Res (1 Du/ac)
Pre-application Conference Date: April 24, 2025
Project Description: Family Transfer Subdivision consisting of three lots, one of which will be retained by the applicant with the other two lots being transferred to two adult children.

PROPERTY OWNER INFORMATION

Name (First, Last): Hoffman, Nancy
Address: 875 Camino Don Emilio
Street Address Suite/Unit #
Santa Fe NM 87507
City State ZIP Code
Phone: N/A E-mail Address: N/A

APPLICANT/AGENT INFORMATION (IF DIFFERENT FROM OWNER)

Name (First, Last): NM Land Solutions LLC- Victoria Dalton
Address: 915 Mercer Street
Street Address Suite/Unit #
Santa Fe NM 87505
City State ZIP Code
Phone: (505) 983-5588 E-mail Address: victoria@jwsiebert.com

AGENT AUTHORIZATION (IF APPLICABLE)

I am/We are the owner(s) and record title holder(s) of the property located at:
875 Camino Don Emilio
I/we authorize NM Land Solutions LLC to act as my/our agent to execute this application.
Signed: Nancy Hoffman Date: 19/07/25
Signed: See next page for docusign authorization Date:

PROPOSED ENN MEETING DATES

Table with 3 columns: Please provide 2 options, Preferred Option, Alternative Option. Row 1: Date: 8/18/2025, 8/19/2025

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

Signature: 
[Nancy Hoffman \(Jul 19, 2025 10:08 MDT\)](#)

Email: hoffmanbgood@gmail.com



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.

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.

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.

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.



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.

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.

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.

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.

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.



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.

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.

L. ADDITIONAL COMMENTS (Optional)