



# **SANTA FE COUNTY**

PUBLIC WORKS DEPARTMENT

424 NM 599 Frontage Road, Santa Fe, New Mexico 87507

(505) 992-3010 Fax: (505) 992-3028

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## **APPLICATION TO REQUEST COUNTY ROAD MAINTENANCE**

### **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

**A copy of Resolution Number 2012-151 is attached to this application.**

**County staff strongly recommends that:**

- 1. Applicants and/or property owners schedule a pre-application meeting with County staff prior to submission of this application.**
- 2. Neither the applicant nor any property owner commission a survey, title search, or title policy prior to acceptance or conditional acceptance of the road for maintenance by the Board of County Commissioners.**

### **APPLICATION REQUIREMENTS:**

1. The property owners shall select one Applicant to serve as all owners' representative in the application process. The Applicant shall sign the Applicant's Statement portion of the Application.
2. All property owners shall each sign a Property Owner's Statement for inclusion in the application.
3. All property owners shall each provide copies of their most recent instrument of ownership, i.e., deed or contract.
4. The property owners shall provide copies of any known easements in or within the vicinity of the proposed road dedication.
5. The Application must be accompanied by a non-refundable viewing Fee of \$250 as per Santa Fe County Resolution number 2014-52. Checks shall be made payable to Santa Fe County Treasurer.

6. The Applicant shall also pay the fee for asphalt testing if applicable, as per Santa Fe County Resolution number 2014-52.

7. A Phase I Environmental Assessment shall be conducted on each road being reclassified to a County-maintained classification from a non-County maintained status is sought, as per Santa Fe County Resolution number 2012-151. The costs shall be borne by the applicant, unless a waiver is requested in the initial application and is granted by the board of County Commissioners.

8. Any request for the County to waive any survey or title fees must be included in the initial Application.

9. The Applicant shall identify any and all obstructions and or clear recovery issues that the property owners are willing to remove prior to the County accepting the application.

10. The applicant shall identify any planned work to be done within the road area, i.e., utility or drainage work.

11. The application shall be submitted in person to the address above.

12. The applicant shall identify any waivers to the road standards such as road width.

#### **TYPICAL REASONS FOR REJECTED APPLICATIONS:**

1. One property owner refuses to dedicate the road to the County.
2. Liens or other claims against the property.
3. Easements on property to others, such as a utility provider.
4. Illegal subdivisions of land.
5. Multiple owners on one property-one not willing to dedicate the road.
6. Lack of clear title- the property owner does not have the legal right to dedicate land.
7. Environmental issues.

#### **STAFF USE ONLY:**

1. Application Fee Paid: \_\_\_\_\_ (Amount/Date) **ATTACH COPY**
2. Application Complete: (Staff Initial/Date)
3. Application Number: \_\_\_\_\_

# ROAD PROPOSED FOR COUNTY MAINTENANCE

USE ADDITIONAL PAGES AS NECESSARY

(1) Name of Road Requested: \_\_\_\_\_ (2) Approximate Length: \_\_\_\_\_

(3) Starting Point: \_\_\_\_\_ (4) Ending Point: \_\_\_\_\_

(5) Describe the current condition of the road (composition, width, length, etc)

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(6) Describe any waiver to any County road standard you are requesting:

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(7) Check the level of road maintenance you are requesting:

\_\_\_\_\_ County Maintained Road  
\_\_\_\_\_ Lesser County-Maintained Road  
\_\_\_\_\_ Shared Maintained Road

## SUPPLEMENTAL INFORMATION

**THE FOLLOWING SUPPLEMENTAL INFORMATION SHALL BE ATTACHED AS INDICATED:**

1. Copies of each property owners' most recent instrument evidencing clear title to the road property, i.e. deed or real estate contract.
2. A list of any known easements in or within the vicinity of the road proposed to be dedicated and copies of any plats or surveys showing the location of such easements.
3. A list of all obstructions and or clear recovery issues that the property owners are willing to remove/remedy prior to the County accepting the road for County improvement/maintenance.
4. A description of any planned work to be done within the road area, i.e. utility or drainage work.
5. A list of all existing liens, and the identity of any lien holders, associated with the road property.
6. A list of all claims against the road property, such as mortgages, judgments or other evidence of indebtedness.

7. A vicinity map of the road proposed for County improvement/maintenance.

8. Describe any waiver of environmental assessment, survey or title fees requested from the Board of County Commissioners.



Applicant's information (please print)

Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Physical address: \_\_\_\_\_

Phone#: \_\_\_\_\_



My commission expires: \_\_\_\_\_

Property owner's information (please print)

Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Physical address: \_\_\_\_\_

Phone #: \_\_\_\_\_