



**Santa Fe County Building & Development Services Division
Transfer of Development Rights (TDR) Program
Sending Area Plat Application**

FOR OFFICIAL USE ONLY		
Development Permit Number _____	Project Manager _____	Fee Paid & Amount _____

SEE REVERSE SIDE FOR THE SENDING AREA PLAT CHECKLIST

I. PROPERTY OWNER & PROPERTY INFORMATION

Property Owner Name(s): _____

Property Owner Address: _____

Property Owner Telephone Number: _____

Property Owner Email Address: _____

II. PROPERTY DETSECRITION

Parcel ID Number: _____

Tract(s): _____

Property Address: _____

Property Size (in acres): _____ Zoning District: _____

Warranty Deed Instrument (See Clerk's Office): _____ Date Recorded: _____

Plat Book: _____ Page: _____ Date Recorded: _____ Covenants & Restrictions? Y N (attach if yes)

Approval of the Sending Area Plat is determined, in part, by the following additional criteria:

- It must meet all of the standards for a Sending Area Plat (see REVERSE FOR Sending Area Plat Checklist).
- The property must be a legal lot of record.
- There must not be any existing covenants or restrictions that limit development on the entire property.
- There must not be any outstanding code violations on the property.
- There must not be any overdue permit fees on the property.
- There must not be delinquent Santa Fe County tax payments for the property.

II. OWNER ACKNOWLEDGEMENT OR AUTHORIZED REPRESENTATIVE SIGNATURE:

By signing I acknowledge all information is true and correct, and I authorize Santa Fe County staff to conduct inspections on my property as related to this permit application. I agree and I understand that the issuance of any subsequent permit does not prevent Santa Fe County Fire Prevention Division from requiring additional compliance with the provisions of the Santa Fe County Fire Code as adopted by the Board of County Commissioners. I also understand that approval of the Sending Area Plat is not a division of land and that a separate permit is required for approval of any land division, lot adjustment, or land consolidation.

Printed Name: _____

Signature: _____ Date: _____

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Type of Permit Issued: _____	Date: _____
Approved by: _____	Date: _____
Redlines: Yes No	Inspections Conducted: Initial Pre-Final Final

TDR SENDING AREA PLAT CHECKLIST

The Sending Area Plat must include the following:

TITLE

“Transferable Development Rights (TDR) Sending Area Plat of [PROVIDED BY COUNTY].”

NOTES AND CONDITIONS

“THE LANDS SHOWN HEREON LIE WITHIN THE PLANNING AND PLATTING JURISDICTION OF THE COUNTY OF SANTA FE.”

“THE TRACTS, PARCELS AND/OR LOTS DEPICTED HEREON LIE WITHIN THE [PROVIDED BY COUNTY] ZONING DISTRICT.”

“THE APPROVAL OF THIS PLAT DOES NOT CONSTITUTE THE APPROVAL OF ANY DEVELOPMENT INCLUDING BUILDING PERMITS. ALL PERMIT FEES MUST BE PAID IN FULL PRIOR TO COMMENCEMENT OF CONSTRUCTION ACTIVITY OF ANY KIND. DEVELOPMENT PERMITS FOR BUILDING CONSTRUCTION WILL NOT BE ISSUED UNTIL REQUIRED IMPROVEMENTS FOR ROADS, FIRE PROTECTION, TERRAIN MANAGEMENT, AND DRAINAGE ARE COMPLETED AND APPROVED.”

“ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) FLOOD INSURANCE RATE MAP (FIRM) COMMUNITY PANEL NO. [REDACTED] EFFECTIVE DATE [REDACTED].” [Additional information to be provided by surveyor.]

“MAINTENANCE OF PRIVATE ACCESS EASEMENTS, UTILITY EASEMENTS AND / OR PRIVATE ROADWAYS IS NOT THE RESPONSIBILITY OF SANTA FE COUNTY, UNLESS DEDICATED AND ACCEPTED FOR MAINTENANCE BY THE SANTA FE COUNTY PUBLIC WORKS DEPARTMENT AND THE BOARD OF COUNTY COMMISSIONERS.”

“THESE LOTS ARE SUBJECT TO SANTA FE COUNTY FIRE AND RESCUE IMPACT FEES AT THE TIME OF APPLICATION FOR BUILDING PERMIT.”

“THE PROPERTY IS COMPRISED OF [REDACTED] ACRES. THE SENDING AREA IS COMPRISED OF [REDACTED] ACRES AND THE DEVELOPABLE AREA IS COMPRISED OF [REDACTED] ACRES.”

“THERE ARE [PROVIDED BY COUNTY] DEVELOPMENT RIGHTS REMAINING ON THE PROPERTY.”

“ANY DEVELOPMENT RIGHTS WITHIN THE SENDING AREA ARE HEREBY PERMANENTLY SEVERED IN EXCHANGE FOR TDR CERTIFICATES ACCORDING TO SECTION 14.12 OF THE SANTA FE COUNTY SUSTAINABLE LAND DEVELOPMENT CODE AND PURSUANT TO THE TDR AGREEMENT.”

“NO STRUCTURES SHALL BE CONSTRUCTED WITHIN THE TDR SENDING AREA WITH THE EXCEPTION OF STRUCTURES NECESSARY FOR THE MAINTENANCE AND/OR IMPROVEMENT OF EXISTING EASEMENTS ON THE PROPERTY AND STRUCTURES THAT FURTHER THE CONSERVATION PURPOSES OF THE PROPERTY AS IDENTIFIED IN THE TDR AGREEMENT.”

“IN CONNECTION WITH THE SEVERANCE OF [PROVIDED BY COUNTY] TRANSFERABLE DEVELOPMENT RIGHTS, THE TDR SENDING AREA IS ENCUMBERED BY THE FOLLOWING TDR CERTIFICATES:

TDR CERTIFICATE NO. [PROVIDED BY COUNTY].

[Additional Certificate number(s) to be provided by the County]

STATEMENT OF PURPOSE

“The purpose of this TDR Sending Area Plat is to establish the Sending Area and, if applicable, the Developable Area.”

SIGNATURES

Santa Fe County Land Use Administrator
Santa Fe County Rural Addressing Director
Santa Fe County Fire Marshall
Santa Fe County Treasurer
Santa Fe County Flood Administrator
(if the property is within a FEMA Flood Zone)

PERMIT AND FILE NUMBERS

“Santa Fe County Development Permit No. [PROVIDED BY COUNTY]”

“TDR File No. [PROVIDED BY COUNTY]”

SENDING AREA

The Sending Area identified on the map should be identified with an infill pattern that clearly distinguishes the Sending Area from the Development Area, if any.

THIS CHECKLIST IS NOT ALL INCLUSIVE.
LANGUAGE MAY NEED TO BE REVISED OR ADDITIONAL NOTES INCLUDED
TO THE UNIQUE CONDITIONS OF THE PROPERTY.