

**City of Santa Fe  
Planning and Zoning Commission  
Request for Action**

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**Panel C**

**Zoning Ordinance Change** **FEE \$350**

Article No. [ ] Paragraph No. [ ]  
Modification or clarification to be incorporated \_\_\_\_\_

Desired outcome \_\_\_\_\_  
*Attach additional pages if needed.*

**Panel D**

**Conditional Use requested.** **FEE \$250**

Underlying Zone: [ ]

Requested Conditional Use:  
\_\_\_\_\_  
\_\_\_\_\_

*A Conditional Use is requested and the supporting documentation is attached including a **metes & bounds description** prepared by a surveyor.*

**Panel E**

**Planned Unit Development requested.** **FEE \$350**

A planned unit development is requested and the forms and supporting documentation are attached.

**Panel F**

**NOTE: Person signing as Owner must actually be the owner of record. Misrepresentation of ownership is grounds for denial. An agent's signature must also be accompanied by the owner's signature.**

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner's printed name \_\_\_\_\_

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*INSTRUCTIONS: Please fill out Panels A and F, completely. Failure to provide this information may slow down or stop the application process. Also fill out Panel B, C, D or E as is appropriate to your application. Any land use change will require a Metes & Bounds Description prepared by a surveyor.*

**Panel A**

<b>Owner's Information</b>	
Owner's Name: _____	
Owner's Mailing Address:	
Street: _____	PO Box _____
City: _____	State ____ Zip _____
Home Phone ( ) _____ - _____	Business Phone ( ) _____ - _____
FAX: ( ) _____ - _____	e-mail _____
<b>Property Description:</b>	
Lot _____	Block _____ Tract _____
Subdivision _____	Abstract _____
<b>Property Location:</b>	
Street address _____	
Location description _____	

**Panel B**




<input type="checkbox"/> <b>Zoning Map Change</b>	<b>FEE \$350</b>
Existing Zone: [ _____ ]	Requested Zone [ _____ ]
Reason for change _____	
_____	
Desired outcome _____	
<i>Attach a <b>metes &amp; bounds description</b> prepared by a surveyor</i>	

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Agent's Signature		Date	
Agent's printed name			
Agent's address			
Agent's Telephone	(    ) ____ - ____	FAX:	(    ) ____ - ____
e-mail			

time line for zoning request

Date	Action
	Completed application
	Publish in Paper 15 days
	Letters to property owners
	Sign on property(10 days)
	Public Hearing - P&Z
	Recommendation from P&Z
	Public Hearing - City Council
	First Reading by Council
	Second Reading by Council

-  BOA meeting  
1st Monday of month
-  P&Z meeting  
1st Tuesday of month
-  City Council meeting  
2nd & 4th Thursday of month