



Supplemental Form (SF)

**SUBDIVISION**

- Major subdivision action
- Minor subdivision action
- Vacation
- Variance (Non-Zoning)

**SITE DEVELOPMENT PLAN**

- for Subdivision
- for Building Permit
- Administrative Amendment (AA)
- Administrative Approval (DRT, URT, etc.)
- IP Master Development Plan
- Cert. of Appropriateness (LUCC)

**STORM DRAINAGE (Form D)**

- Storm Drainage Cost Allocation Plan

**S**

**Z**

**ZONING & PLANNING**

**V**

**P**

**D**

**L**

**A**

- Annexation
- Zone Map Amendment (Establish or Change Zoning, includes Zoning within Sector Development Plans)
- Adoption of Rank 2 or 3 Plan or similar
- Text Amendment to Adopted Rank 1, 2 or 3 Plan(s), Zoning Code, or Subd. Regulations
- Street Name Change (Local & Collector)
- APPEAL / PROTEST of...**
- Decision by: DRB, EPC, LUCC, Planning Director, ZEO, ZHE, Board of Appeals, other

PRINT OR TYPE IN BLACK INK ONLY. The applicant or agent must submit the completed application in person to the Planning Department Development Services Center, 600 2<sup>nd</sup> Street NW, Albuquerque, NM 87102. Fees must be paid at the time of application. Refer to supplemental forms for submittal requirements.

**APPLICATION INFORMATION:**

Professional/Agent (if any): Huitt-Zollars - Scott Edclings PHONE: 505 892-5191  
 ADDRESS: 333 Rio Rancho Dr. NE Suite 101 FAX: 892-3259  
 CITY: Rio Rancho STATE NM ZIP 87124 E-MAIL: sedclings@huitt-zollars.com  
 APPLICANT: Winrock Partners LLC PHONE: 505 881-0100 x111  
 ADDRESS: 100 Sun Ave NE Suite 210 FAX: 881-0101  
 CITY: Albuquerque STATE NM ZIP 87124 E-MAIL: \_\_\_\_\_  
 Proprietary interest in site: OWNERS List all owners: \_\_\_\_\_

DESCRIPTION OF REQUEST: Create 2 Parcels from 1 Parcel  
Close 25' P.U.E.

Is the applicant seeking incentives pursuant to the Family Housing Development Program?  Yes.  No.

**SITE INFORMATION: ACCURACY OF THE EXISTING LEGAL DESCRIPTION IS CRUCIAL! ATTACH A SEPARATE SHEET IF NECESSARY.**

Lot or Tract No. A-1-A-1-A-1-A Block: \_\_\_\_\_ Unit: \_\_\_\_\_  
 Subdiv/Addn/TBKA: Winrock Center Addition  
 Existing Zoning: SU-3 Proposed zoning: SU-3 MRGCD Map No \_\_\_\_\_  
 Zone Atlas page(s): S-19-Z UPC Code: 101905812640920410 L1

**CASE HISTORY:**

List any current or prior case number that may be relevant to your application (Proj., App., DRB-, AX\_,Z\_, V\_, S\_, etc.):  
1002202 1008660

**CASE INFORMATION:**

Within city limits?  Yes Within 1000FT of a landfill? No  
 No. of existing lots: 1 No. of proposed lots: 2 Total site area (acres): 50.9483  
 LOCATION OF PROPERTY BY STREETS: On or Near: LOUISIANA BLVD NE  
 Between: I-40 and Indian School Rd NE  
 Check if project was previously reviewed by: Sketch Plat/Plan  or Pre-application Review Team(PRT)  Review Date: \_\_\_\_\_

SIGNATURE Scott Edclings DATE 2/22/2017  
 (Print Name) Scott Edclings Applicant:  Agent:

**FOR OFFICIAL USE ONLY**

Revised: 11/2014

	Application case numbers	Action	S.F.	Fees
<input type="checkbox"/> INTERNAL ROUTING				
<input type="checkbox"/> All checklists are complete	<u>17DRB - 70050</u>	<u>SPS</u>		<u>\$385.00</u>
<input type="checkbox"/> All fees have been collected		<u>CMF</u>		
<input type="checkbox"/> All case #s are assigned				
<input type="checkbox"/> AGIS copy has been sent				
<input type="checkbox"/> Case history #s are listed				
<input type="checkbox"/> Site is within 1000ft of a landfill				
<input type="checkbox"/> F.H.D.P. density bonus				
<input type="checkbox"/> F.H.D.P. fee rebate				
				Total
				<u>\$385.00</u>

Hearing date March 1, 2017

[Signature]  
 Staff signature & Date 2-22-17

Project # 1002202

**FORM P(3): SITE PLAN REVIEW - D.R.B. MEETING (UNADVERTISED)**

- SKETCH PLAT REVIEW AND COMMENT (DRB22)** **Maximum Size: 24" x 36"**
- Scaled site sketch and related drawings showing proposed land use including structures, parking, Bldg. setbacks, adjacent rights-of-way and street improvements, etc. (folded to fit into an 8.5" by 14" pocket) **6 copies.**
  - Zone Atlas map with the entire property(ies) clearly outlined
  - Letter briefly describing, explaining, and justifying the request
  - List any original and/or related file numbers on the cover application
- Meetings are approximately 8 DAYS after the Tuesday noon filing deadline. **Your attendance is required.**

- SITE DEVELOPMENT PLAN FOR SUBDIVISION (DRB18)** **Maximum Size: 24" x 36"**
- 5 Acres or more & zoned SU-1, IP, SU-2, PC, or Shopping Center: Certificate of No Effect or Approval
  - Scaled site plan and related drawings (folded to fit into an 8.5" by 14" pocket) **6 copies**
  - Zone Atlas map with the entire property(ies) clearly outlined
  - Letter briefly describing, explaining, and justifying the request
  - Letter of authorization from the property owner if application is submitted by an agent
  - Copy of the document delegating approval authority to the DRB
  - Completed Site Plan for Subdivision Checklist
  - Infrastructure List, if relevant to the site plan
  - Fee (see schedule)
  - List any original and/or related file numbers on the cover application
- Meetings are approximately 8 DAYS after the Tuesday noon filing deadline. **Bring the original to the meeting. Your attendance is required.**

- SITE DEVELOPMENT PLAN FOR BUILDING PERMIT (DRB17)** **Maximum Size: 24" x 36"**
- 5 Acres or more & zoned SU-1, IP, SU-2, PC, or Shopping Center: Certificate of No Effect or Approval
  - Site plan and related drawings (folded to fit into an 8.5" by 14" pocket) **6 copies**
  - Site Plan for Subdivision, if applicable, previously approved or simultaneously submitted. **6 copies.**
  - Solid Waste Management Department signature on Site Plan
  - Zone Atlas map with the entire property(ies) clearly outlined
  - Letter briefly describing, explaining, and justifying the request
  - Letter of authorization from the property owner if application is submitted by an agent
  - Copy of the document delegating approval authority to the DRB
  - Infrastructure List, if relevant to the site plan
  - Completed Site Plan for Building Permit Checklist
  - Copy of Site Plan with Fire Marshal's stamp
  - Fee (see schedule)
  - List any original and/or related file numbers on the cover application
- Meetings are approximately 8 DAYS after the Tuesday noon filing deadline. **Bring the original to the meeting. Your attendance is required.**

- AMENDED SITE DEVELOPMENT PLAN FOR BUILDING PERMIT (DRB01)** **Maximum Size: 24" x 36"**
- AMENDED SITE DEVELOPMENT PLAN FOR SUBDIVISION (DRB02)** **Maximum Size: 24" x 36"**
- Proposed amended Site Plan (folded to fit into an 8.5" by 14" pocket) **6 copies**
  - DRB signed Site Plan being amended (folded to fit into an 8.5" by 14" pocket) **6 copies**
  - Zone Atlas map with the entire property(ies) clearly outlined
  - Letter briefly describing, explaining, and justifying the request
  - Letter of authorization from the property owner if application is submitted by an agent
  - Infrastructure List, if relevant to the site plan
  - Completed Site Plan for Building Permit Checklist (not required for amendment of SDP for Subdivision)
  - Fee (see schedule)
  - List any original and/or related file numbers on the cover application
- Meetings are approximately 8 DAYS after the Tuesday noon filing deadline. **Bring the original to the meeting. Your attendance is required.**

- FINAL SIGN-OFF FOR EPC APPROVED SDP FOR BUILDING PERMIT (DRB05)**
- FINAL SIGN-OFF FOR EPC APPROVED SDP FOR SUBDIVISION (DRB06)**
- Site plan and related drawings (folded to fit into an 8.5" by 14" pocket) **6 copies**
  - Approved Grading and Drainage Plan (folded to fit into an 8.5" by 14" pocket) **6 copies**
  - Solid Waste Management Department signature on Site Plan for Building Permit
  - Zone Atlas map with the entire property(ies) clearly outlined
  - Letter carefully explaining how each EPC condition has been met **and** a copy of the EPC Notification of Decision
  - Infrastructure List, if relevant to the site plan
  - Copy of Site Plan with Fire Marshal's stamp (not required for SDP for Subdivision)
  - List any original and/or related file numbers on the cover application
- Meetings are approximately 8 DAYS after the Tuesday noon filing deadline. **Bring the original to the meeting. Your attendance is required.**

I, the applicant, acknowledge that any information required but not submitted with this application will likely result in deferral of actions.

Scott Eddings  
 Applicant name (print)  
Scott Eddings 2/21/17  
 Applicant signature / date



- Checklists complete
  - Fees collected
  - Case #s assigned
  - Related #s listed
- Application case numbers  
17 - DRB - 70050

Form revised **October 2007**

[Signature] 2-22-17  
 Planner signature / date

Project # 1002202

# SITE DEVELOPMENT PLAN FOR SUBDIVISION CHECKLIST

This checklist is used by the Planning Department to verify the completeness of site development plans submitted for review by the Environmental Planning Commission (EPC) and Development Review Board (DRB). Because development proposals vary in type and scale, there may be submittal requirements that are not specified here and Planning Staff may require additional information. Nonetheless, it is the applicant's responsibility to provide a complete submittal.

Site development plans should generally be composed of the following plan sheets. **The Applicant shall include and check off all items shown on the site plan or write in "n/a" if not applicable.**

**NOTE: MAXIMUM SIZE FOR SUBMITTAL IS 24" X 36", or as pre-approved by Planning Staff**

## **SHEET # 1 – SITE PLAN** (Required)

- 1. Scale: at least 1" = 100'
- 2. Bar Scale
- 3. North Arrow
- 4. Vicinity Map
- 5. Signature Block (for DRB site dev. plans only)
- 6. The Site (property lines)
- 7. Current/Existing Zoning
- 8. Proposed Use(s) and List of Applicable Plans
- 9. Pedestrian Ingress and Egress (Access)
- 10. Vehicular Ingress and Egress (Access)
- 11. Any Internal Circulation Requirements
- 12. Existing easements with recording information
- 13. For each lot:
  - a. Maximum Building Height
  - b. Minimum Building Setback
  - c. Maximum Total Dwelling Units and / or
  - d. Maximum Floor Area Ratio (F.A.R.) for Nonresidential Uses

## **SHEET # 2 – CONCEPTUAL GRADING AND DRAINAGE PLAN**

- A. Conceptual Grading and Drainage Plan is required for the following:
- Commercial Development: The applicant shall consult with the City Engineer or his/her designee to determine what documentation is necessary to provide the EPC and/or DRB with an understanding of site topography and how it relates to adjacent property.
  - Residential Development, Volcano Heights Sector Development Plan, or other sector development plans that do not require a site development plan for building permit submittal: Show existing and proposed contours, Finished Floor Elevation, retaining wall heights, approximate street slopes, ponding and flood zone status.
- B. For sites 5 acres or greater or for sites where drainage infrastructure is required, a Drainage Report is required to be submitted, but does not have to be approved at time of submittal.

**SHEET # 3 – DESIGN STANDARDS** (OPTIONAL – beneficial if seeking delegation of EPC approval authority for future site development plans for building permit)

## **ACCOMPANYING MATERIAL**

- A. Fee payment
- B. Complete application
- C. Written Summary of Request including a narrative describing compliance with applicable plans and/or zoning requirements per §14-16-3-11(B) of the Comprehensive Zoning Code.
- D. 8-1/2" x 11" reductions
- E. **Electronic Copy (pdf) of Site Development Plan**

# **SITE DEVELOPMENT PLAN FOR SUBDIVISION CHECKLIST**

## **DESIGN STANDARDS FOR FUTURE SITE DEVELOPMENT PLANS FOR BUILDING PERMIT**

In cases where sites are not governed by design regulations other than those in the Zoning Code, and where an applicant is requesting delegation of future phases of development or future site development plans for building permit to the DRB or other approval body, design standards shall be provided and approved by the EPC to guide future development. The Design Standards should be written so that they can be enforced by the DRB and/or Code Enforcement and should reference compliance with applicable plans and regulations. Since Zoning Code design requirements are considered minimal, the proposed Design Standards should go above and beyond what is already required by the Zoning Code.

At a minimum, the design standards should address the following categories.

### **Purpose/Intent or Site Plan Layout/Configuration**

- Overall layout of site and buildings, relationship to adjacent buildings and sites
- Building placement and orientation

### **Setbacks & Building Height**

- Minimum setback requirements
- Maximum building height requirements

### **Vehicular Access, Circulation and Parking**

- Parking location and design (parking should not dominate the street frontage; shared parking/cross parking is strongly encouraged)

### **Pedestrian Circulation and Bicycle Access**

- Pedestrian circulation and connectivity (internal and external)
- Public outdoor spaces including pedestrian amenities, shading, etc. (aggregate outdoor space is strongly encouraged)
- Connectivity to bicycle routes, lanes and trails

### **Screening**

- Screening/buffering techniques

### **Walls/Fences**

- Design and purpose of all walls and wall openings

### **Lighting and Security**

- Design and purpose of all lighting

### **Landscaping**

- Landscape buffers, sidewalks and other amenities in the public r-o-w
- Street trees – subject to the Street Tree Ordinance
- Overall landscape theme including plant palette and general location, height, and purpose of plants and trees
- Water conservation techniques

### **Architecture/Design**

- Context
- Architectural theme or style
- Scale, massing, materials, colors, and articulation

# SITE DEVELOPMENT PLAN FOR SUBDIVISION *CHECKLIST*

## Signage

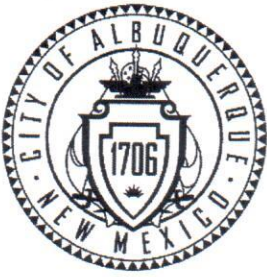
- Signage Plan indicating the general dimensions, location, colors, lighting and materials of all proposed signage.
- Freestanding and building mounted signs

## Process

- Identify the process the site plan intends to follow (is applicant requesting delegation of future phases of development or future site development plans for building permit to the DRB or other approval body).

These are other items that can be addressed and you can make your own category depending on site specifics.

- How to address topographic challenges/opportunities
- Sustainable techniques such as permeable paving and other “green” features
- WTF’s



City of Albuquerque  
P.O. Box 1293 Albuquerque, New Mexico 87103  
**Planning Department**  
Suzanne Lubar, Director

Richard J. Berry, Mayor  
Administrative Officer  
October 17, 2016

Robert J. Perry, Chief

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**SUBJECT: ALBUQUERQUE ARCHAEOLOGICAL ORDINANCE—Compliance Documentation**

**Project Number(s):**

**Case Number(s):**

**Agent:**

Huit-Zollars

**Applicant:**

City of Albuquerque

**Legal Description:**

Tract B-1, West Route 66 Addition

**Zoning:**

**Acreage:**

6.25 acres

**Zone Atlas Page:**

K-10

**CERTIFICATE OF NO EFFECT: Yes  No**

**CERTIFICATE OF APPROVAL: Yes  No**

**TREATMENT PLAN REVIEW:  
DISCOVERY:**

**SUPPORTING DOCUMENTATION:**

**SITE VISIT: n/a**

**RECOMMENDATION(S):**

- ***CERTIFICATE OF NO EFFECT IS ISSUED (ref O-07-72 Section 4B(2)—extensive previous land disturbance).***

**MFSchmader**

Matthew Schmader, PhD  
Superintendent, Open Space Division  
City Archaeologist