



Heritage Marketplace

DEVELOPMENT PLAN  
REVIEW APPLICATION  
Updated 4/18/18



City of  
Albuquerque

Supplemental form (if applicable)

**ZONING & PLANNING**

Annexation

Zone Map Amendment (Establish or Change Zoning, including Zoning within Special Development Plans)

Addition of Part 2 or 3 Plan or similar Text Amendment to Adopted Rules 1.2 or 1.3 (Planning Code, or Subd. Regulations)

Street Name Change (Local & Collector)

**APPEAL/PROTEST of**

Decision by DRB, Board of Appeals, other Director, ZEC, ZHE, Board of Appeals, other

**SUBDIVISION**

Major subdivision action

Minor subdivision action

Vacate

Withdraw (non-county)

**SITE DEVELOPMENT PLAN**

for Standards

for Building Permit

A subdivision amendment (AA)

Administrative Approval (DRT, URT, etc.)

Master Development Plan

Cert. of Appropriateness (CUCC)

**STORM DRAINAGE (Form D)**

Storm Drainage Cert. Amendment Plan

PLEASE TYPE IN BLACK INK ONLY. The applicant or agent must submit the completed application in person to the Planning Department, Development Services Center, 600 S. Steel NW, Albuquerque, NM 87102.

Fees that are paid at the time of application. Refer to supplemental forms for additional requirements.

APPLICATION INFORMATION:

Professional Agent (if any): Angela Williamson, Modular Interiors  
 Address: 100 S. Ave. Suite 300  
 Phone: 505-538-1444  
 Fax: 505-538-1444

Applicant: Heritage Marketplace LLC  
 Address: 180 E. Campbell Rd. Suite 180  
 Phone: 505-538-1444  
 Fax: 505-538-1444

State: NM Zip: 87109  
 Email: angela@modularinteriors.com

DESCRIPTION OF REQUEST: Site Development Plan for Building Permit

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

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

Block: Tract 2-B

Proposed zoning: 2-ND

UFC Code: 0002044401240102

Local Ordinance: 11-02-5

Project No: 1003205 / DRB 12-10088

USE INFORMATION:

Within 1000 FT of a building? Yes  No

No. of proposed lots: 1

Total site area (acres): 1.132 acres

LOCATION OF PROPERTY BY STREETS, OR OR NEAR: Blvd. NW and Caballero Drive NW

DATE: 01/17

Revised: 11/2014

Application case numbers	Action	D.F. Fee
		\$
		\$

ONLY

COUNTING

are complete

are not complete

Subject #

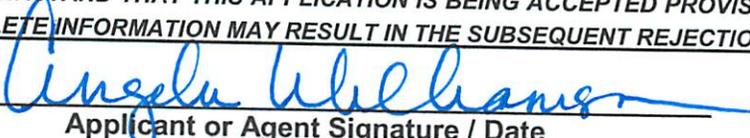
Stamp: 1/17/18

Stamp: 1/17/18

## SITE DEVELOPMENT PLAN FOR BUILDING PERMIT CHECKLIST

This checklist will be used to verify the completeness of site plans submitted for review by the Environmental Planning Commission and Development Review Board. Because development proposals vary in type and scale, there may be submittal requirements that are not specified here. More details and/or minor changes may be necessary as the project progresses through DRB and building permit reviews. Certification of completeness as specified below is required.

**I CERTIFY THAT THE SUBMITTED SITE DEVELOPMENT PLAN IS COMPLETE AND ACCURATE, AND THAT ALL APPLICABLE INFORMATION AS SPECIFIED IN THIS CHECKLIST IS PROVIDED. I ACKNOWLEDGE THAT MORE DETAILS AND/OR MINOR CHANGES MAY BE NECESSARY AS THE PROJECT PROGRESSES THROUGH THE REVIEW PROCESSES. FURTHER, I UNDERSTAND THAT THIS APPLICATION IS BEING ACCEPTED PROVISIONALLY AND THAT INACCURATE AND/OR INCOMPLETE INFORMATION MAY RESULT IN THE SUBSEQUENT REJECTION OR DEFERRAL OF THE APPLICATION.**

  
 Applicant or Agent Signature / Date

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

Site development plan packets shall be composed of the following plan sheets (unless otherwise approved in writing):

1. **Site Plan** (including easements with recording information)
2. **Landscaping Plan**
3. **Conceptual Grading and Drainage Plan** (a separate Grading Plan sheet is required for sites > 1 acre)
4. **Conceptual Utility Plan** (for sites less than one acre, Utility Plan may be shown on Site Plan)
5. **Building and Structure Elevations**
6. **Previously approved Development Plan** (if applicable)

*Submitted plan packets must be organized in the above manner. The following checklist describes the minimum information necessary for each plan element. Please refer to the City's DPM, Zoning Code and any applicable Sector Development Plan and Master Development Plan for specific design requirements for the elements listed below. The Applicant must include all checklist items on their site plan drawings and confirm inclusion by checking off the items below. Non-applicable items must be labeled "N/A." Each non-applicable designation must be explained by notation on the Checklist.*

### Accompanying Material

- A. 8-1/2" x 11" reduction for each plan sheet & electronic copy (pdf) of Site Development Plan
- B. **Written project summary.** Each application must include a brief narrative description of the proposed project, its primary features and how compatibility with the surrounding context has been achieved.

## SHEET #1 – SITE PLAN

### A. General Information

1. Date of drawing and/or last revision
2. Scale:
 

1.0 acre or less	1" = 10'	Over 5 acres	1" = 50'
1.0 - 5.0 acres	1" = 20'	Over 20 acres	1" = 100'

 [other scales, if approved by staff]
3. Bar scale
4. North arrow
5. Vicinity map
6. Signature Block (for DRB site dev. plans)
7. Property lines (clearly identify)
8. Existing easements on the site and within 20 ft. of the site with recording information; proposed easements on the site
9. Phases of development including location and square footages of structures, circulation, parking and landscaping
10. Indicate existing structures and easements (with recording information) within 20 ft. of the site

## SITE DEVELOPMENT PLAN FOR BUILDING PERMIT CHECKLIST

### B. Proposed Development

#### 1. Structural

- 1. Location of existing & proposed structures on the site (distinguish between existing & proposed, include phasing)
- 2. Dimensions and square footage of each structure
- 3. Proposed use of each structure
- 4. Walls, fences, and screening: indicate height, length, color and materials
- 5. Loading facilities
- 6. Conceptual site lighting (indicate general location & maximum height)
- 7. Location of refuse container and enclosure
- 8. Site amenities including patios, benches, tables (indicating square footage of patios/ plazas)

#### 2. Parking and Circulation

- A. Parking layout with spaces numbered per aisle and totaled.
  - 1. **Location and typical dimensions**, including handicapped spaces
  - 2. **Calculations:** spaces required: \_\_\_\_\_ provided: \_\_\_\_\_  
Handicapped spaces (included in required total) required: \_\_\_\_\_ provided: \_\_\_\_\_  
Motorcycle spaces (in addition to required total) required: \_\_\_\_\_ provided: \_\_\_\_\_
- B. Bicycle parking & facilities
  - 1. Bicycle racks, spaces required: \_\_\_\_\_ provided: \_\_\_\_\_
  - 2. Bikeways and other bicycle facilities, if applicable
- C. Public Transit
  - 1. Bus facilities, including routes, bays and shelters existing or required
- D. Pedestrian Circulation
  - 1. Location and dimensions of all sidewalks and pedestrian paths
  - 2. Location and dimension of drive aisle crossings, including paving treatment
  - 3. Location of proposed and existing public sidewalk; define distance from back of curb to sidewalk
- E. Vehicular Circulation (Refer to Chapter 23 of DPM for design requirements)
  - 1. Ingress and egress locations, including width and curve radii dimensions
  - 2. Drive aisle locations, including width and curve radii dimensions
  - 3. End aisle locations, including width and curve radii dimensions
  - 4. Location & orientation of refuse enclosure, with dimensions
  - 5. Curb cut locations and dimensions
  - 6. Existing and proposed street widths, right-of-way widths and curve radii
  - 7. Identify existing and proposed turn lanes, deceleration lanes and similar features related to the functioning of the proposal, with dimensions
  - 8. Location of traffic signs and signals related to the functioning of the proposal
  - 9. Identify existing and proposed medians and median cuts

#### 3. Phasing – This is required information if phasing of project is anticipated

- Proposed phasing of improvements and provision for interim facilities. Indicate phasing plan, including location and square footage of structures and associated improvements including circulation, parking and landscaping.

# PLAN FOR BUILDING PERMIT CHECKLIST

Location of existing & proposed structures on the site (including previously existing structures) and dimensions and square footage of each structure  
 Proposed use of each structure  
 Walls, fences, and screening  
 Loading facilities  
 Conceptual site lighting (including location of refuse containers and enclosure)  
 Site amenities including parking, benches, tables (including square footage of picnic areas), and shelters existing or required

Location and dimensions of all sidewalks and pedestrian paths  
 Location of drive aisle crossing, including paving treatment and existing public sidewalk, define distance from back of curb to existing public sidewalk, define distance from back of curb to proposed sidewalk  
 Chapter 22 of DPM for design requirements  
 Location, including width and curve radii dimensions, including width and curve radii dimensions of refuse enclosure, with dimensions  
 Street width, right-of-way width and curve radii dimensions  
 Proposed turn lanes, deceleration lanes and similar features related to the proposal, with dimensions  
 Location of traffic signs and signals related to the functioning of the proposed roadway and median cut

Location and dimensions of all sidewalks and pedestrian paths  
 Location of drive aisle crossing, including paving treatment and existing public sidewalk, define distance from back of curb to existing public sidewalk, define distance from back of curb to proposed sidewalk  
 Chapter 22 of DPM for design requirements  
 Location, including width and curve radii dimensions, including width and curve radii dimensions of refuse enclosure, with dimensions  
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 Street width, right-of-way width and curve radii dimensions  
 Proposed turn lanes, deceleration lanes and similar features related to the proposal, with dimensions  
 Location of traffic signs and signals related to the functioning of the proposed roadway and median cut

# SITE DEVELOPMENT

- B. Proposed Development**
- 1. Structural**
- 1.  Location of existing & proposed structures on the site (including previously existing structures) and dimensions and square footage of each structure
  - 2.  Proposed use of each structure
  - 3.  Walls, fences, and screening
  - 4.  Loading facilities
  - 5.  Conceptual site lighting (including location of refuse containers and enclosure)
  - 6.  Site amenities including parking, benches, tables (including square footage of picnic areas), and shelters existing or required

- 2. Parking and Circulation**
- A.**  Parking layout with spaces
- 1.  Location and dimensions of all sidewalks and pedestrian paths
  - 2.  Calculations: spaces required \_\_\_\_\_ provided \_\_\_\_\_
  - 3.  Handicapped spaces (including location and dimensions)
  - 4.  Motorcycle spaces (including location and dimensions)

- B.**  Bicycle parking & facilities
- 1.  Bicycle racks, space
  - 2.  Bikeways and other facilities

- C.**  Public Transit
- 1.  Bus facilities, including location and dimensions

- D.**  Pedestrian Circulation
- 1.  Location and dimensions of all sidewalks and pedestrian paths
  - 2.  Location and dimensions of drive aisle crossing, including paving treatment and existing public sidewalk, define distance from back of curb to existing public sidewalk, define distance from back of curb to proposed sidewalk
  - 3.  Chapter 22 of DPM for design requirements

- E.**  Vehicular Circulation (Refer to Chapter 22 of DPM for design requirements)
- 1.  Ingress and egress
  - 2.  Drive aisle location
  - 3.  End aisle locations
  - 4.  Location & orientation of refuse enclosure, with dimensions
  - 5.  Curb cut locations
  - 6.  Existing and proposed street width, right-of-way width and curve radii dimensions
  - 7.  Proposed turn lanes, deceleration lanes and similar features related to the proposal, with dimensions
  - 8.  Location of traffic signs and signals related to the functioning of the proposed roadway and median cut
  - 9.  Identify existing and proposed roadway and median cut

**Planning - This is required information**

Proposed phasing of improvement including location and square footage of structures and associated improvements including circulation, parking and landscaping

## SITE DEVELOPMENT PLAN FOR BUILDING PERMIT CHECKLIST

- 5. Cross Sections  
Provide cross section for all perimeter property lines where the grade change is greater than 4 feet at the point of the greatest grade change.
- 6. In addition to the above, the following must be provided for DRB applications:
  - A. Conceptual onsite drainage system
  - B. For sites 5 acres or greater or for sites where drainage infrastructure is required, a Drainage Report is required.

### SHEET #4 – UTILITY PLAN

If site is less than one acre, the Utility Plan may be shown on sheet #1

- 1. Fire hydrant locations, existing and proposed.
- 2. Distribution lines
- 3. Right-of-Way and easements, existing and proposed, on the property and adjacent to the boundaries, with identification of types and dimensions.
- 4. Existing water, sewer, storm drainage facilities (public and/or private).
- 5. Proposed water, sewer, storm drainage facilities (public and/or private)

### SHEET #5 BUILDING AND STRUCTURE ELEVATIONS

#### A. General Information

- 1. Scale (minimum of 1/8" or as approved by Planning Staff)
- 2. Bar Scale
- 3. Detailed Building Elevations for each facade
  - a. Identify facade orientation (north, south, east, & west)
  - b. Facade dimensions including overall height and width of building and major building articulation elements such as doors and windows (to determine compliance with zoning or other regulations)
  - c. Materials and colors of principle building elements – façade, roof, windows, doors, etc.
  - d. 8½" x 11" color renderings or similar illustrations (2 for DRB and 10 for EPC)
- 4. Dimensions, colors and materials of Refuse Enclosure
- 5. Site Development Plans for single family residential projects with multiple units may require submittal of specific information on building features in lieu of elevation drawings for each building. Applicants are advised to discuss submittal requirements with Planning Department staff.

#### B. Signage

- 1. Site location(s)
- 2. Sign elevations to scale
- 3. Dimensions, including height and width
- 4. Sign face area - dimensions and square footage clearly indicated
- 5. Lighting
- 6. Materials and colors for sign face and structural elements
- 7. Verification of adequate sight distance

**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.**

N/A

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

\_\_\_\_\_  
Applicant name (print)

\_\_\_\_\_  
Applicant signature / date



Form revised **October 2007**

- |  |                          |
|--|--------------------------|
| <input type="checkbox"/> Checklists complete | Application case numbers |
| <input type="checkbox"/> Fees collected      | _____                    |
| <input type="checkbox"/> Case #s assigned    | _____                    |
| <input type="checkbox"/> Related #s listed   | _____                    |

\_\_\_\_\_  
Planner signature / date

\_\_\_\_\_  
Project #