

FORM S1: SUBDIVISION OF LAND – MAJOR

Please refer to the DRB public hearing schedule for hearing dates and deadlines. Your attendance is required.

A single PDF file of the complete application including all plans and documents being submitted must be emailed to PLNDRS@cabq.gov prior to making a submittal. Zipped files or those over 9 MB cannot be delivered via email, in which case the PDF must be provided on a CD.

INFORMATION REQUIRED FOR ALL MAJOR SUBDIVISION REQUESTS

- Interpreter Needed for Hearing? if yes, indicate language: _____
- Letter of authorization from the property owner if application is submitted by an agent
- Zone Atlas map with the entire site clearly outlined and labeled
- Sign Posting Agreement

MAJOR SUBDIVISION PRELIMINARY PLAT APPROVAL

MAJOR AMENDMENT TO PRELIMINARY PLAT

- Proof of Pre-Application Meeting with City staff per IDO Section 14-16-6-4(B)
- Sites 5 acres or greater: Archeological Certificate in accordance with IDO Section 14-16-6-5(A)
- Preliminary Plat including the Grading Plan with property owner's and City Surveyor's signatures on the plat (10 copies, 24" x 36" folded)
- Form DRWS Drainage Report, Grading and Drainage Plan, and Water & Sewer Availability Statement submittal information
- Proposed Infrastructure List
- Cross sections of proposed streets (3 copies, 11" x 17" maximum)
- Site sketch with measurements showing structures, parking, building setbacks, adjacent rights-of-way and street improvements (to include sidewalk, curb & gutter with distance to property line noted) if there is any existing land use (7 copies, folded)
- Letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-6(J)
- Required notices with content per IDO Section 14-16-6-4(K)(6)
 - Office of Neighborhood Coordination inquiry response, notifying letter, and proof of first class mailing
 - Proof of emailed notice to applicable Neighborhood Association representatives
 - Buffer map and list of property owners within 100 feet (excluding public rights-of-way), notifying letter, and proof of first class mailing
- Signed** Pre-Annexation Agreement if Annexation required
- Landfill disclosure statement on the plat per IDO Section 14-16-5-2(G) if site is within a designated landfill buffer zone
- TIS Traffic Impact Study Form



EXTENSION OF PRELIMINARY PLAT

MAJOR INFRASTRUCTURE IMPROVEMENTS AGREEMENT (IIA) EXTENSION

For temporary sidewalk deferral extension, use Form V.

- Proof of Pre-Application Meeting with City staff (not required for extension of an IIA)
- Preliminary Plat or site plan reduced to 8.5" x 11"
- Letter describing, explaining, and justifying the request per IDO Sections 14-16-6-4(W) and 14-16-6-6(J)
- Copy of DRB approved infrastructure list
- Copy of the Official DRB Notice of Decision for the original approval
- Required notices with content per IDO Section 14-16-6-4(K)(6)
 - Office of Neighborhood Coordination inquiry response, notifying letter, and proof of first class mailing
 - Proof of emailed notice to applicable Neighborhood Association representatives
 - Buffer map and list of property owners within 100 feet (excluding public rights-of-way), notifying letter, and proof of first class mailing

Note: Only one extension for a time not to exceed the original period of validity is allowed before re-application for a new preliminary plat.

<i>I, the applicant or agent, acknowledge that if any required information is not submitted with this application, the application will not be scheduled for a public meeting or hearing, if required, or otherwise processed until it is complete.</i>		
Signature:	Date:	
Printed Name:	<input type="checkbox"/> Applicant or <input type="checkbox"/> Agent	
FOR OFFICIAL USE ONLY		
Project Number:	Case Numbers	
	-	
	-	
	-	
Staff Signature:		
Date:		