

**FORM P2: SITE PLAN – DRB**

**Please refer to the DRB public meeting schedules 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](mailto: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 SITE PLAN – DRB APPLICATIONS**

- Interpreter Needed for Hearing? \_\_\_\_\_ if yes, indicate language: \_\_\_\_\_
- 1.  Site Plan and related drawings (10 copies, 24" x 36" folded to fit into an 8.5" x 14" pocket)
- 2.  Letter of authorization from the property owner if application is submitted by an agent
- 3.  Zone Atlas map with the entire site clearly outlined and labeled

4.  **SITE PLAN – DRB**


MAJOR AMENDMENT TO SITE PLAN – DRB

EXTENSION OF SITE PLAN – DRB *Does not require Public Hearing*

- 5.  Proof of Pre-Application Meeting with City staff per IDO Section 14-16-6-4(B)
- 6.  Proof of Neighborhood Meeting per IDO Section 14-16-6-4(C)
- 7.  Sites 5 acres or greater: Archaeological Certificate in accordance with IDO Section 14-16-6-5(A) *(not required for Extension)*
- 7.  Site Plan and related drawings reduced to 8.5" x 11" format (1 copy)
- 8.  Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-6(G)(3)
- 8.  Explanation and justification of requested deviations, if any, in accordance with IDO Section 14-16-6-4(O)  
*Note: If requesting more than allowed by deviation, a Variance – ZHE or Variance – DRB will be required, as applicable.*
- 9.  Signed Form DRWS Drainage Report, Grading and Drainage Plan, and Water & Sewer Availability Statement filing information *(not required for Extension)*
- 10.  Required notices with content per IDO Section 14-16-6-4(K)(6)
  - 10.1  Office of Neighborhood Coordination inquiry response, notifying letter, and proof of first class mailing
  - 10.2  Proof of emailed notice to applicable Neighborhood Association representatives
  - 10.3  Buffer map and list of property owners within 100 feet (excluding public rights-of-way), notifying letter, and proof of first class mailing
- 11.  Sign Posting Agreement
- 12.  Signed Traffic Impact Study (TIS) Form
- 13.  Completed Site Plan Checklist

FINAL SIGN-OFF FOR MASTER DEVELOPMENT PLANS AND SITE PLANS – EPC

- Solid Waste Department signature on Site Plan
- Signed Form DRWS Drainage Report, Grading and Drainage Plan, and Water & Sewer Availability Statement filing information
- Approved Grading and Drainage Plan
- Copy of Site Plan with Fire Marshal's stamp, i.e. "Fire 1" plan *(not required for Master Development Plans)*
- Copy of EPC Notice of Decision and letter explaining how each EPC condition has been met
- Infrastructure List, if required

<b><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></b>		
Signature: <i>Jennifer Tracy Madrox</i>	Date:	
Printed Name: <i>Jennifer Tracy Madrox</i>	<input type="checkbox"/> Applicant or <input type="checkbox"/> Agent	
<b>FOR OFFICIAL USE ONLY</b>		
Project Number:	Case Numbers	
	-	
	-	
	-	
Staff Signature:		
Date:		