



APPLICATION REQUIREMENTS FOR SITE PLAN ADMINISTRATIVE DFT

City of Albuquerque

Planning Department

SITE PLAN ADMINISTRATIVE – Development Facilitation Team (DFT)

SITE PLAN DOCUMENTATION

- Zone Atlas map with the entire site clearly outlined and labeled
Can be obtained at: <https://data.cabq.gov/business/zoneatlas>
- Form SP with signatures from Hydrology, Transportation, and ABCWUA Form SP with signatures from Hydrology, Transportation, and ABCWUA
<https://documents.cabq.gov/planning/development-facilitation-team/Form%20SP.pdf>
- Site Plan and related drawings (include a key of the Site Plan sheets submitted)
- Copy of the original approved Site Plan or Master Development Plan (for amendments to or Extensions of the Site Plan)
- Infrastructure List, if required for building of public infrastructure
https://documents.cabq.gov/planning/development-facilitationteam/DFT_infrastructure-list.pdf
- Sensitive Lands Site Analysis for new site design in accordance with IDO §14-16-5-2(C), as applicable ○ The Sensitive Lands Site Analysis form can be obtained online at:
https://documents.cabq.gov/planning/development-reviewboard/Sensitive_lands_analysis_form.pdf
- Responses to climatic and geographic responsive design considerations (Recommended to promote sustainability, but not required. The Climatic and Geographic Responsiveness form can be obtained online at):
[https://documents.cabq.gov/planning/IDO/SubmittalFormIDO5-2\(D\)ClimaticGeographic_Responsiveness.pdf](https://documents.cabq.gov/planning/IDO/SubmittalFormIDO5-2(D)ClimaticGeographic_Responsiveness.pdf)

SUPPORTIVE DOCUMENTATION

- ☑ Completed Site Plan Checklist
[https://documents.cabq.gov/planning/Site%20Plan%20Checklist%20\(002\).pdf](https://documents.cabq.gov/planning/Site%20Plan%20Checklist%20(002).pdf)
- ☑ Signed letter of authorization from the property owner if application is submitted by an agent
- ☑ Justification letter describing and justifying the request per the criteria in IDO §14-16-6-5(G)(3)
- ☑ Explanation and justification of requested deviations, if any, in accordance with IDO §14-16-6-4(N)

Note: If requesting more than allowed by deviation, a Variance – ZHE or Waiver –DHO will be required, as applicable
- ☐ Sites 5 acres or greater: Archaeological Certificate in accordance with IDO §14-16-6-5(A)
- ☐ Landfill disclosure statement per IDO §14-16-5-2(G) if site is within a designated landfill buffer zone
- ☐ Architectural Review Committee approval letter if the site is located within a Master Development Plan area or a Framework Plan area
- ☐ PNM Letter or No Conflict/Relocation Agreement if any proposed structure is within 20-feet of a PNM utility pole

PUBLIC NOTICE DOCUMENTATION

- ☑ Sign Posting Agreement
<https://documents.cabq.gov/planning/development-facilitationteam/DFT%20SIGN%20POSTING%20AGREEMENT.pdf>
- ☑ Office of Neighborhood Coordination inquiry response <https://www.cabq.gov/office-of-neighborhood-coordination>
- ☑ Notice and attachments (e.g., letter and site plan sheets) sent to Neighborhood Association representatives <https://documents.cabq.gov/planning/online-forms/PublicNotice/Emailed-Notice-Administrative-Print&Fill.pdf>
- ☑ Proof of email and/or first-class mailing to Neighborhood Association representatives