FORM P2: SITE PLAN – DRB

Please refer to the DRB public meeting schedules for meeting dates and deadlines. Your attendance is required.

A Single PDF file of the complete application including all 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 to City Staff using other on-line resources such as Dropbox or FTP. PDF *shall be organized* with the Development Review Application and this Form P2 at the front followed by the remaining documents *inthe order provided on this form.*

- ❑ **SKETCH PLAN – DRB**
- ❑ **SITE PLAN – DRB**
- ☒ **MAJOR AMENDMENT TO SITE PLAN – DRB**
- ❑ **EXTENSION OF SITE PLAN – DRB**

___ Interpreter Needed for Hearing? _____if yes, indicate language: _____
___ PDF of application as described above
___ Zone Atlas map with the entire site clearly outlined and labeled
___ Letter of authorization from the property owner if application is submitted by an agent
___ Sites 5 acres or greater: Archaeological Certificate in accordance with IDO Section 14-16-6-5(A) *(not required for Extension)*
___ Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-6(I)(3)
___ Explanation and justification of requested deviations, if any, in accordance with IDO Section 14-16-6-4(P)
Note: If requesting more than allowed by deviation, a Variance – ZHE or Variance – DRB will be required, as applicable.
___ Proof of Pre-Application Meeting with City staff per IDO Section 14-16-6-4(B) *(not required for Extension)*
___ Proof of Neighborhood Meeting per IDO Section 14-16-6-4(C)(*not required for extension)*
___ Office of Neighborhood Coordination neighborhood meeting inquiry response
___ Proof of email with read receipt OR Certified Letter offering meeting to applicable associations
___ Completed neighborhood meeting request form(s)
___ If a meeting was requested or held, copy of sign-in sheet and meeting notes
___ Sign Posting Agreement
___ Required notices with content per IDO Section 14-16-6-4(K)(1) (*not required for extension)*
___ Office of Neighborhood Coordination notice inquiry response
___ Copy of notification letter, completed notification form(s), proof of additional information provided in accordance with IDO Section 6-4(K)(1)(b), and proof of first-class mailing to affected Neighborhood Association representatives.
___ Proof of emailed notice to affected Neighborhood Association representatives
___ Buffer map and list of property owners within 100 feet (excluding public rights-of-way) provided by Planning Department orcreated by applicant, copy of notifying letter, completed notification forms(s), proof of additional information provided in accordance with IDO Section 6-4(K)(1)(b), and proof of first-class mailing
___ Completed Site Plan Checklist
___ Site Plan and related drawings
___ Copy of the original approved Site Plan or Master Development Plan (*for amendments and extensions)*
___ Sensitive Lands Site Analysis for new site design in accordance with IDO Section 5-2(C)
___ Completed Site & Building Design Considerations Form in accordance with IDO Section 5-2(D) for all commercial and multifamilysite plans except if the development is industrial or the multifamily is less than 25 units
___ Landfill disclosure statement per IDO Section 14-16-6-4(S)(5)(d)(2.)(d.) if site is within a designated landfill buffer zone
___ Infrastructure List, if required

- ❑ **FINAL SIGN-OFF FOR MASTER DEVELOPMENT PLANS AND SITE PLANS - EPC**

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___ Interpreter Needed for Hearing? _____if yes, indicate language: _____
___ PDF of application as described above
___ Zone Atlas map with the entire site clearly outlined and labeled
___ Letter of authorization from the property owner if application is submitted by an agent
___ 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
___ Site Plan and related drawings
___ Infrastructure List, if require