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 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. PDF *shall be organized* with the Development Review Application and this Form P2 at the front followed by the remaining documents *in the order provided on this form.*

☑ **SITE PLAN – DRB**
❑ **MAJOR AMENDMENT TO SITE PLAN – DRB**
❑ **EXTENSION OF SITE PLAN – DRB**

- ✓ Interpreter Needed for Hearing? No 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
- N.A Sites 5 acres or greater: Archaeological Certificate in accordance with IDO Section 14-16-6-5(A) *(not required for Extension)*
- ✓ Signed Traffic Impact Study (TIS) Form
- ✓ Signed Form DRWS Drainage Report, Grading and Drainage Plan, and Water & Sewer Availability Statement filing information *(not required for Extension)*
- ✓ Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-6(G)(3)
- N.A 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.
- ✓ 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)
  - ✓ Office of Neighborhood Coordination neighborhood meeting inquiry response
  - ✓ Proof of email with read receipt OR Certified Letter offering meeting to applicable associations
  - N.A 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)(6)
  - ✓ Office of Neighborhood Coordination notice inquiry response
  - ✓ Copy of notification letter and proof of first class mailing
  - ✓ 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 or created by applicant, copy of notifying letter, and proof of first class mailing
- ✓ Completed Site Plan Checklist
- ✓ Site Plan and related drawings (7 copies, 24" x 36" folded to fit into an 8.5" x 14" pocket)
- N.A Copy of the original approved Site Plan or Master Development Plan (*for amendments only*) (1 copy, 24" x 36")
- ✓ Site Plan and related drawings reduced to 8.5" x 11" format (1 copy)
- N.A Landfill disclosure statement per IDO Section 14-16-5-2(G) if site is within a designated landfill buffer zone
- N.A Infrastructure List, if required

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

- __ 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 (7 copies, 24" x 36" folded to fit into an 8.5" x 14" pocket)
- __ Site Plan and related drawings reduced to 8.5" x 11" format (1 copy)
- __ Infrastructure List, if required

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.

Signature:	**Date:**
Printed Name:	☐ Applicant or ☐ Agent

FOR OFFICIAL USE ONLY

Case Numbers:	Project Number:
Staff Signature:	
Date:	