SITE PLAN *CHECKLIST*

Project #: _____ **Application #:** _____

This checklist will be used to verify the completeness of site plans submitted for review by the Planning Department. **Because development proposals vary in type and scale, there may be submittal requirements that are not specified here. Also there may additional requirements if a site is located in CPO, HPO, and/or VPO or if located in DT-UC-MS or PT areas. See the IDO or AGIS for boundaries.** Nonetheless, applicants are responsible for providing a complete submittal. Certification as specified below is required.

I CERTIFY THAT THE SUBMITTED SITE PLAN IS COMPLETE AND ACCURATE, AND THAT ALL APPLICABLE INFORMATION AS SPECIFIED IN THIS CHECKLIST IS PROVIDED. FURTHER, I UNDERSTAND THAT THIS APPLICATION IS BEING ACCEPTED PROVISIONALLY AND THAT INACCURATE AND/OR INCOMPLETE INFORMATION MAY RESULT IN THE SUBSEQUENT REJECTION OF THE APPLICATION OR IN A DELAY OF ONE MONTH OR MORE IN THE DATE THE APPLICATION IS SCHEDULED FOR PUBLIC HEARING.

_____

Applicant or Agent Signature / Date

Site plan packets shall be composed of the following plan sheets (unless otherwise approved in writing prior to submittal by the Planning Department):

1. **Site Plan (**including utilities and easements)
2. **Landscaping Plan**
3. **Grading and Drainage Plan**
4. **Utility Plan**
5. **Building and Structure Elevations**
6. **Previously approved Development Plan (if applicable)**

The electronic format must be organized in the above manner.

The following checklist describes the minimum information necessary for each plan element. **The Applicant must include all checklist items on their site plan drawings and confirm inclusion by checking off the items below. Non-applicable items must be labeled "N/A." Each non-applicable designation must be explained by notation on the Checklist.**

NOTE: There may be addition information required if site is located with a CPO, VPO or HPO and/or any other special areas as defined by the IDO.

NOTE: If there requests for deviations (Section 14-16-6-4(O), they must be clearly labelled on the site plan (Sheet 1) as well as addressed in the application letter made with the submittal.

SHEET #1 - SITE PLAN

A. General Information

✓ 1. Date of drawing and/or last revision

✓ 2. Scale:

1.0 acre or less	1" = 10'
1.0 - 5.0 acres	1" = 20'
Over 5 acres	1" = 50'
Over 20 acres	1" = 100'

✓ 3. Bar scale
✓ 4. North arrow
✓ 5. Legend
✓ 6. Scaled vicinity map
✓ 7. Property lines (clearly identify)
✓ 8. Existing and proposed easements (identify each)
✓ 9. Phases of development, if applicable

B. Proposed Development

1. Structural

✓ A. Location of existing and proposed structures (distinguish between existing & proposed) and include any accessory structures
✓ B. Square footage of each structure
✓ C. Proposed use of each structure
✓ D. Signs (freestanding) and other improvements
✓ E. Walls, fences, and screening: indicate height, length, color and materials
✓ F. Dimensions of all principal site elements or typical dimensions
✓ G. Loading facilities
✓ H. Site lighting (indicate height & fixture type)
✓ I. Indicate structures within 20 feet of site
✓ J. Elevation drawing of refuse container and enclosure, if applicable.
✓ K. Existing zoning/land use of all abutting properties

2. Parking, Loading and Internal Circulation

✓ A. Parking layout with spaces numbered per aisle and totaled.
- ✓ 1. Location and typical dimensions, including motorcycle spaces, bicycle spaces, ADA accessible spaces, and compact spaces
- ✓ 2. Calculations: spaces required and proposed (include any reduction calculations) for motorcycle, bicycle, compact and ADA spaces
- ✓ 3. On street parking spaces

✓ B. Bicycle parking & facilities
- ✓ 1. Bicycle racks – location and detail
- ✓ 2. Other bicycle facilities, if applicable

✓ C. Vehicular Circulation (Refer to DPM and IDO)
- ✓ 1. Ingress and egress locations, including width and curve radii dimensions
- ✓ 2. Drive aisle locations, including width and curve radii dimensions
- ✓ 3. End aisle locations, including width and curve radii dimensions
- ✓ 4. Location & orientation of refuse enclosure, with dimensions
- ✓ 5. Loading, service area, and refuse service locations and dimensions

✓ D. Pedestrian Circulation
- ✓ 1. Location and dimensions of all sidewalks and pedestrian paths (including ADA connection from ROW to building and from ADA parking to building)

SITE PLAN *CHECKLIST*

✓ 2. Location and dimension of drive aisle crossings, including paving treatment
✓ 3. Location and description of amenities, including patios, benches, tables, etc.

✓ E. Off-Street Loading
✓ 1. Location and dimensions of all off-street loading areas

✓ F. Vehicle Stacking and Drive-Through or Drive-Up Facilities
✓ 1. Location and dimensions of vehicle stacking spaces and queuing lanes
✓ 2. Landscaped buffer area if drive-through lanes are adjacent to public R/W
✓ 3. Striping and Sign details for one-way drive through facilities

3. Streets and Circulation

✓ A. Locate and identify adjacent public and private streets and alleys.
✓ 1. Existing and proposed pavement widths, right-of-way widths and curve radii
✓ 2. Identify existing and proposed turn lanes, deceleration lanes and similar features related to the functioning of the proposal, with dimensions
✓ 3. Location of traffic signs and signals related to the functioning of the proposal
✓ 4. Identify existing and proposed medians and median cuts
✓ 5. Sidewalk widths and locations, existing and proposed
✓ 6. Location of street lights
✓ 7. Show and dimension clear sight triangle at each site access point
✓ 8. Show location of all existing driveways fronting and near the subject site.

✓ B . Identify Alternate transportation facilities within site or adjacent to site
✓ 1. Bikeways and bike-related facilities
✓ 2. Pedestrian trails and linkages
✓ 3. Transit facilities, including routes, bus bays and shelters existing or required

4. Phasing

✓ A. Proposed phasing of improvements and provision for interim facilities. Indicate phasing plan, including location and square footage of structures and associated improvements including circulation, parking and landscaping.

SHEET #2 - LANDSCAPING PLAN

✓ 1. Scale - must be same as scale on sheet #1 - Site plan
✓ 2. Bar Scale
✓ 3. North Arrow
✓ 4. Property Lines
✓ 5 Existing and proposed easements
✓ 6. Identify nature of ground cover materials
✓ A. Impervious areas (pavement, sidewalks, slope pavings, curb and gutters, etc.)
✓ B. Pervious areas (planting beds, gravel areas, grass, ground cover vegetation, etc.)
✓ C. Ponding areas either for drainage or landscaping/recreational use

✓ 7. Identify type, location and size of plantings (common and/or botanical names).
- ✓ A. Existing, indicating whether it is to preserved or removed.
- ✓ B. Proposed, to be established for general landscaping.
- ✓ C. Proposed, to be established for screening/buffering.

✓ 8. Describe irrigation system – Phase I & II . . .
✓ 9. Planting Beds, indicating square footage of each bed
✓ 10. Turf Area - only 20% of landscaped area can be high water turf; provide square footage and percentage.
___ 11. Responsibility for Maintenance (statement)
✓ 12. Landscaped area requirement; square footage and percent (specify clearly on plan)
✓ 13. Landscaped buffer areas provided; dimensions, label clearly that it is a landscape buffer, square footage and percent (specify clearly on plan)
✓ 14. Planting or tree well detail
✓ 15. Street Trees (only trees from the Official Albuquerque Plant Palette and Sizing list or 8 inch caliper or larger will be counted)
✓ 16. Parking lot edges and interior – calculations, dimensions and locations including tree requirements
✓ 17. Show Edge Buffer Landscaping (14-16-5-6(D)) – location, dimensions and plant material

SHEET #3 –GRADING AND DRAINAGE PLAN

A separate grading and drainage plan (and drainage report) must be submitted to the DRS Hydrology Section prior to the DRB submittal for a site plan (See DRWS Form).

A. General Information

✓ 1. Scale - must be same as Sheet #1 - Site Plan
✓ 2. Bar Scale
✓ 3. North Arrow
✓ 4. Property Lines
✓ 5. Existing and proposed easements
✓ 6. Building footprints
✓ 7. Location of Retaining walls

B. Grading Information

✓ 1. On the plan sheet, provide a narrative description of existing site topography, proposed grading improvements and topography within 100 feet of the site.
✓ 2. Indicate finished floor elevation and provide spot elevations for all corners of the site (existing and proposed) and points of maximum cut or fill exceeding 1 foot.
✓ 3. Identify ponding areas, erosion and sediment control facilities.
✓ 4. Cross Sections
Provide cross section for all perimeter property lines where the grade change is greater than 4 feet at the point of the greatest grade change. Provide one additional cross section in each direction within no more than 100 feet of the reference point.

SITE PLAN *CHECKLIST*

SHEET #4- UTILITY PLAN

- ✓ A. Fire hydrant locations, existing and proposed. (or submit signed off Fire One Plan)
- ✓ B. Distribution lines
- ✓ C. Right-of-Way and easements, existing and proposed, on the property and adjacent to the boundaries, with identification of types and dimensions.
- ✓ D. Existing water, sewer, storm drainage facilities (public and/or private).
- ✓ E. Proposed water, sewer, storm drainage facilities (public and/or private)

SHEET #5 - BUILDING AND STRUCTURE ELEVATIONS

A. General Information

- ✓ A. Scale
- ✓ B. Bar Scale
- ✓ C. Detailed Building Elevations for each facade
  - ✓ 1. Identify facade orientation
  - ✓ 2. Dimensions of facade elements, including overall height and width
  - ✓ 3. Location, material and colors of windows, doors and framing
  - ✓ 4. Materials and colors of all building elements and structures
  - ✓ 5. Location and dimensions of mechanical equipment (roof and/or ground mounted)

B. Building Mounted Signage

- ✓ 1. Site location(s)
- ✓ 2. Sign elevations to scale
- ✓ 3. Dimensions, including height and width
- ✓ 4. Sign face area - dimensions and square footage clearly indicated
- ✓ 5. Lighting
- ✓ 6. Materials and colors for sign face and structural elements.
- ✓ 7. List the sign restrictions per the IDO