

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? ___ if yes, indicate language: _____

1. PDF of application as described above
2. Zone Atlas map with the entire site clearly outlined and labeled
3. Letter of authorization from the property owner if application is submitted by an agent
4. Sites 5 acres or greater: Archaeological Certificate in accordance with IDO Section 14-16-6-5(A) *(not required for Extension)*
5. Signed Traffic Impact Study (TIS) Form
6. Signed Form DRWS Drainage Report, Grading and Drainage Plan, and Water & Sewer Availability Statement filing information *(not required for Extension)*
7. Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-6(G)(3)
- 7b. 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.
8. Proof of Pre-Application Meeting with City staff per IDO Section 14-16-6-4(B) *(not required for Extension)*
9. Proof of Neighborhood Meeting per IDO Section 14-16-6-4(C)
 - 9a. Office of Neighborhood Coordination neighborhood meeting inquiry response
 - 9b. Proof of email with read receipt OR Certified Letter offering meeting to applicable associations
___ If a meeting was requested or held, copy of sign-in sheet and meeting notes
10. Sign Posting Agreement
11. Required notices with content per IDO Section 14-16-6-4(K)(6)
 - 11a. Office of Neighborhood Coordination notice inquiry response
 - 11b. Copy of notification letter and proof of first class mailing
 - 11c. Proof of emailed notice to affected Neighborhood Association representatives
 - 11d. 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
12. Completed Site Plan Checklist
13. Site Plan and related drawings (7 copies, 24" x 36" folded to fit into an 8.5" x 14" pocket)
___ Copy of the original approved Site Plan or Master Development Plan *(for amendments only)* (1 copy, 24" x 36")
14. Site Plan and related drawings reduced to 8.5" x 11" format (1 copy)
___ Landfill disclosure statement per IDO Section 14-16-5-2(G) if site is within a designated landfill buffer zone
___ 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: _____

