

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 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: _____
- ☒ 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)
- ___ 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)
- ☒ 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)
- N/A ☒ 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
- ___ 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)
- ___ 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)
- ___ 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, if required, or otherwise processed until it is complete.

| | | |
|---|--|---|
| Signature:  | | Date: |
| Printed Name: Philip W Clark | | <input type="checkbox"/> Applicant or <input type="checkbox"/> Agent |
| FOR OFFICIAL USE ONLY | | |
| Case Numbers: | |  |
| Project Number: | | |
| | | |
| | | |
| | | |
| Staff Signature: | | |
| Date: | | |




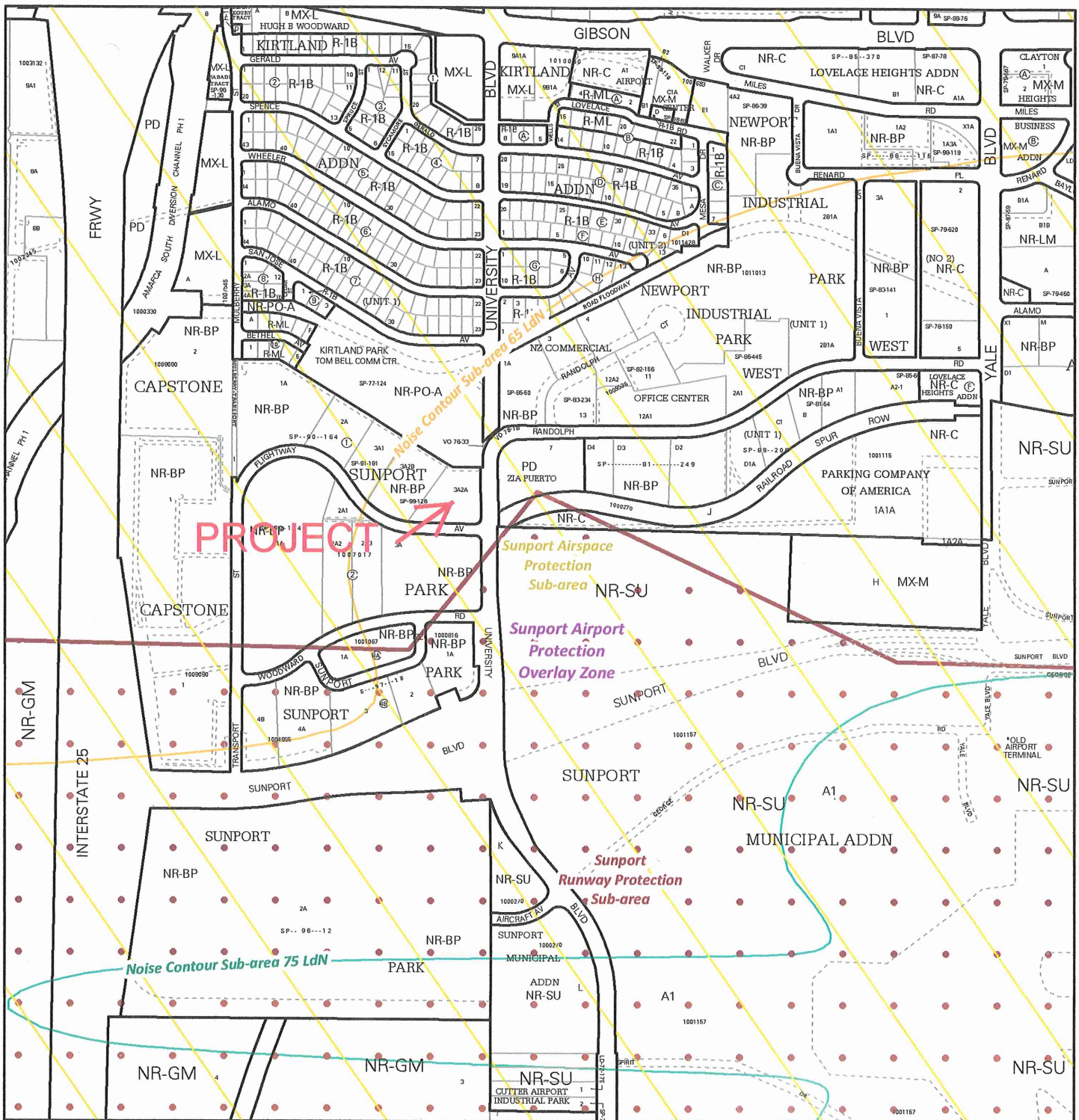
DEVELOPMENT REVIEW BOARD APPLICATION

Please check the appropriate box(es) and refer to supplemental forms for submittal requirements. All fees must be paid at the time of application.

| | | | |
|--|--|---|--|
| SUBDIVISIONS | | <input type="checkbox"/> Final Sign off of EPC Site Plan(s) (Form P2) | |
| <input type="checkbox"/> Major – Preliminary Plat (Form S1) | <input type="checkbox"/> Major Amendment to Site Plan (Form P2) | <input type="checkbox"/> Vacation of Public Right-of-way (Form V) | |
| <input type="checkbox"/> Minor – Preliminary/Final Plat (Form S2) | MISCELLANEOUS APPLICATIONS | <input type="checkbox"/> Vacation of Public Easement(s) DRB (Form V) | |
| <input type="checkbox"/> Major - Final Plat (Form S2) | <input type="checkbox"/> Extension of Infrastructure List or IIA (Form S1) | <input type="checkbox"/> Vacation of Private Easement(s) (Form V) | |
| <input type="checkbox"/> Minor Amendment to Preliminary Plat (Form S2) | <input type="checkbox"/> Minor Amendment to Infrastructure List (Form S2) | PRE-APPLICATIONS | |
| <input type="checkbox"/> Extension of Preliminary Plat (Form S1) | <input type="checkbox"/> Temporary Deferral of SMW (Form V2) | <input type="checkbox"/> Sketch Plat Review and Comment (Form S2) | |
| | <input type="checkbox"/> Sidewalk Waiver (Form V2) | | |
| SITE PLANS | <input type="checkbox"/> Waiver to IDO (Form V2) | APPEAL | |
| <input checked="" type="checkbox"/> DRB Site Plan (Form P2) | <input type="checkbox"/> Waiver to DPM (Form V2) | <input type="checkbox"/> Decision of DRB (Form A) | |
| BRIEF DESCRIPTION OF REQUEST | | | |
| SITE PLAN FOR HOTEL DEVELOPMENT | | | |

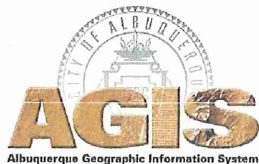
| | | | |
|--|------------------------|---|----------------|
| APPLICATION INFORMATION | | | |
| Applicant: ABQ Airport Lodging, LLC | | Phone: (512) 619-6467 | |
| Address: 1212 Corporate Dr, Suite 350 | | Email: NPatel@IconLodging.com | |
| City: Irving | State: Texas | Zip: 75038 | |
| Professional/Agent (if any): Clark Consulting Engineers | | Phone: 281-2444 | |
| Address: 19 Ryan Rd | | Email: CCEalbq@aol.com | |
| City: Edgewood | State: NM | Zip: 87015 | |
| Proprietary Interest in Site: | | List all owners: ABQ Airport Lodging, LLC | |
| SITE INFORMATION (Accuracy of the existing legal description is crucial! Attach a separate sheet if necessary.) | | | |
| Lot or Tract No.: LOT 3-A--2-A | | Block: 1 | Unit: |
| Subdivision/Addition: Sunport Park | | MRGCD Map No.: | UPC Code: |
| Zone Atlas Page(s): M-15 | Existing Zoning: NR-BP | Proposed Zoning SAME | |
| # of Existing Lots: 1 | # of Proposed Lots: 1 | Total Area of Site (Acres): | |
| LOCATION OF PROPERTY BY STREETS | | | |
| Site Address/Street: 3021 Flightway SE | | Between: University | and: Transport |
| CASE HISTORY (List any current or prior project and case number(s) that may be relevant to your request.) | | | |

| | | |
|--|--------|---|
| Signature:  | | Date: 12/16/19 |
| Printed Name: Philip W. Clark | | <input type="checkbox"/> Applicant or <input checked="" type="checkbox"/> Agent |
| FOR OFFICIAL USE ONLY | | |
| Case Numbers | Action | Fees |
| | | |
| | | |
| | | |
| | | |
| Meeting Date: | | Fee Total: |
| Staff Signature: | Date: | Project # |

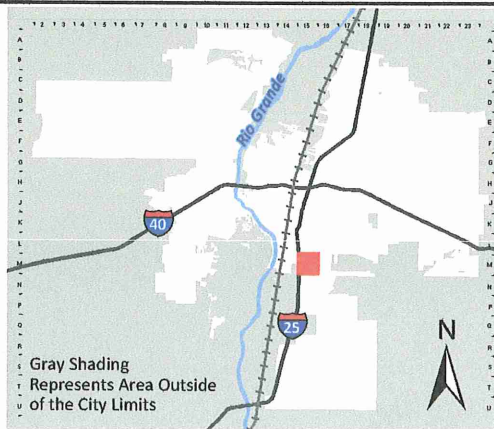


For more details about the Integrated Development Ordinance visit: <http://www.cabq.gov/planning/codes-policies-regulations/integrated-development-ordinance>

IDO Zone Atlas May 2018



IDO Zoning information as of May 17, 2018
The Zone Districts and Overlay Zones
are established by the
Integrated Development Ordinance (IDO).



Zone Atlas Page:
M-15-Z

- Easement
- Escarpment
- Petroglyph National Monument
- Areas Outside of City Limits
- Airport Protection Overlay (APO) Zone
- Character Protection Overlay (CPO) Zone
- Historic Protection Overlay (HPO) Zone
- View Protection Overlay (VPO) Zone

0 250 500 1,000 Feet

Plotting Department

From: Philip Clark <ccealbq@aol.com>
Sent: Thursday, December 19, 2019 1:24 PM
To: Plotting Department
Subject: Fwd: Phil Clark

One hard copy letter size of this entire email. Then will scan all .

On my way.

Thx.

Phil

Philip W. Clark, PE
Clark Consulting Engineers
505-281-2444 505.264.6042 cell
From my Verizon Wireless 4G LTE DROID

----- Original Message -----

Subject: Phil Clark
From: Trushar Bhakta <TBhakta@iconlodging.com>
To: ccealbq@aol.com
CC:

I authorize Clark Consulting Engineers (Phil Clark) to submit applications to city of Albuquerque on behalf of ABQ Lodging LLC. If you have any questions or concern please call me at 432-940-3111.

Trushar Bhakta

ABQ Lodging LLC

Managing Partner

Trushar Bhakta, CPA

tbhakta@iconlodging.com

ICON Lodging

Phone: 432.940.3111

FORM DRWS: DRAINAGE REPORT/GRADING AND DRAINAGE PLAN / WATER & SANITARY SEWER AVAILABILITY

THIS FORM IS REQUIRED WITH THE DEVELOPMENT REVIEW BOARD APPLICATION FOR SUBDIVISIONS AND SITE PLANS.

PROJECT NAME: HOME 2 SUITES HOTEL

AGIS MAP # M-15

LEGAL DESCRIPTIONS: LOT 3-A-2-A, BLK 1, SUNPORT PARK

X **DRAINAGE REPORT/GRADING AND DRAINAGE PLAN**

A drainage report/grading and drainage plan, as per the Drainage Ordinance, was submitted to the City of Albuquerque Planning Department, Hydrology Division (2nd /Ground Floor, Plaza del Sol) on 12/18/19 (date).

Clark Consulting Engineers
Applicant/Agent

12/18/19
Date

Hydrology Division Representative

Date

NOTE: A GRADING AND DRAINAGE PLAN MUST BE APPROVED PRIOR TO DRB APPROVAL

X **WATER AND SEWER AVAILABILITY STATEMENT**

A complete request for Water and Sanitary Sewer Availability was made for this project to the Water Authority (online: http://www.abcwua.org/Availability_Statements.aspx) on 9.11.19 (date). Received statement back Dec. 14th. from WUA

Applicant/Agent



12/18/19
Date

ABCWUA Representative

Date

PROJECT # M-15 / D



19 Ryan Road
Edgewood, New Mexico 87015
CCFAlbq@aol.com

Tele: (505) 281-2444

Cell: (505) 264-6042

December 14, 2019

To Those of Concern: We are Requesting Site Development Plan Sign-off/Approval from the City of Albuquerque's Development Review Board.

Kimberly Brown kande0@yahoo.com
PO Bx 9731
Albq., NM 87119

Elizabeth Aikin bakieaikin@comcast.net
1524 Alamo Ave SE
Albq., NM 87106

LEGAL DESCRIPTION: Lot 3-A-2-A, Block 1, SUNPORT PARK

Content of the Notice, Each notice required by this Section 14-16-6-4(K) includes:

- ☐ Address of the property listed in the application
[3021 Flightway Ave SE, Albuquerque, NM 87106](#)
- ☐ Name of the property owner, ABQ Airport Lodging LLC, Npatel@iconlodging.com Nimesh@
Phone: 512.619.6467
1212 Corporate Dr. Ste. 350 Irving, Tx. 75038
- ☐ Name of the applicant, Clark Consulting Engineers
- ☐ Short summary of the approval being requested (e.g. Conditional Use Approval to allow a particular use, amendment to the Official Zoning Map from an existing zone district to a specified district, the maximum height of proposed structures, the maximum number of proposed dwelling units, and the approximate gross square footage of any proposed nonresidential uses, etc.);
[The site is 1.9 Acres, Zoned NR-BP, appropriate for the request: A 4-story Hilton brand Hotel, 67500 GSF approx., < 65' in height, 108 Guest Rooms](#)
[The request also applies a 5% Deviation to the total number of standard parking spaces provided. See IDO](#)
- ☐ Whether a public hearing will be required, and if so the date, time, and place of the public hearing – [A public hearing is required for Site Development Plan sign-off at the Development Review Board \(DRB\). Schedule Hearing, January 15th, 2020, 9:00 AM, Basement @ Address below.](#)
- ☐ Address, telephone number, or website where additional information about the application can be obtained. Please see above: contact applicant Philip Clark or Nimesh, owner.
ONC Contact number 768-3334, Plaza Del Sol, 600 2nd St NW, City of Albuquerque, NM 87102

Please give either of us a call should any questions arise. And as always look forward to meeting you.

Sincerely,

Philip W Clark, PE

9/30/19 * ^② Deviations w/ Concetta ^① Cover letter p. 350, 14-16-6-4-0 ^③ x10 + e:

PRE-APPLICATION REVIEW TEAM (PRT) MEETING NOTES

PA# 19-285 Date: 9-24-19 Time: 1:30 pm

Address: 3021 Flightway Ave SE

AGENCY REPRESENTATIVES AT MEETING:

Planning: Catalina Lehner ⁹²⁴⁻³⁹⁹⁵

Code Enforcement: Carl Marcia ⁹²⁴⁻³⁸³⁸

Fire Marshall: _____

Transportation: Morgan Madaandari

Other: _____

PRT DISCUSSIONS ARE FOR INFORMATIONAL PURPOSES ONLY!

THEY ARE NON-BINDING AND DO NOT CONSTITUTE ANY KIND OF APPROVAL..

Additional research may be necessary to determine the exact type of application and/or process needed.
Factors unknown at this time and/or thought of as minor could become significant as the case progresses.

REQUEST: develop a 4-story hotel (108 rooms)
67,000 sf.

SITE INFORMATION:

Zone: NR-BP Size: ≈ 2 acres

Use: vacant Overlay Zone: Airport Protection 3-3, p. 61

Comp Plan Area Of: Change Comp Plan Corridor: no

Comp Plan Center: no MPOS or Sensitive Lands: no

Parking: table 5-5-1, p. 230 MR Area: no

Landscaping: 5-6, p. 251 Street Trees: existing site plan

Use Specific Standards: 4-3(D)(4) - p. 146

Dimensional Standards: existing site plan or table 5-1-3 - p. 195

*Neighborhood Organization/s: Kirtland Community Assoc., District 6 Coalition

*This is preliminary information only. Neighborhood Organization information is only accurate when obtained from the Office of Neighborhood Coordination (ONC) at www.cabq.gov/neighborhoods/resources.

PROCESS:

Type of Action: Site plan - Admin ^{DRB} 6-6(G) - p. 378

Review and Approval Body: Staff DRB Is this PRT a requirement? no yes

PRE-APPLICATION REVIEW TEAM (PRT) MEETING NOTES

PA# 19-285 Date: 9-24-19 Time: 1:30 pm
Address: 3021 Flightway Ave. SE

NOTES:

- ① Subject site is zoned NR-BP (non-residential business park) was IP - Industrial Park
- ① part of the Sunport Park (an industrial Park)
- ① pursuant to IDO 14-16-1-10(A), p. 9 - prior approvals remain valid. The Standards for Sunport Park (Z-85-981) apply. Standards address setbacks, signage, parking, landscaping.
→ review the standards. Use the IDO for what the standards don't address.
- ① subject site is in the Airport Protection Overlay zone
→ use regulations 3-3(C) - p. 63, apply
→ table 3-3-2 - p. 65, applies.
→ height standards 3-3(D)(1), p. 65, apply.
- ① airport elevation - 5504.9 feet. 3-3(B)(1) - p. 61
- ① hotel or motel - p. 65 - construct to +10 decibels extra noise reduction + hazard insurance
- ① variance DRB-6-6(C)(3), p. 408 - answer all the criteria, essay format
- ① Parking Study - p. 238 5-5(C)(5)(i) - an option
- ① Building + Safety - basement
- ① check with Fire Dept - Fire I plan

Cc: npatel <npatel@iconlodging.com>; vquevedo <vquevedo@cabq.gov>; sabrina <sabrina@studio-reddot.com>

Subject: Re: Request for Meeting Site Pan (DRB) Home 2 Suites Hotel

Date: Tue, Dec 3, 2019 2:18 pm

Second Email Request

Dear Kirtland Community Assoc. coordinators,
Please let me know via telephone or email whether or not you would like to meet in order to discuss, OR if you have any questions. The proposed Hotel project is briefly described below.

Regards,

Phil

===

Philip W. Clark, PE

Clark Consulting Engineers

Designing to Shape the Future

505-281-2444 505.264.6042 cell

-----Original Message-----

From: ccealbq <ccealbq@aol.com>

To: kande0 <kande0@yahoo.com>; bakieaikin <bakieaikin@comcast.net>

Cc: npatel <npatel@iconlodging.com>; vquevedo <vquevedo@cabq.gov>; sabrina <sabrina@studio-reddot.com>

Sent: Mon, Nov 25, 2019 12:41 pm

Subject: Request for Meeting Site Pan (DRB) Home 2 Suites Hotel

Dear neighborhood coordinators for the Kirtland Community Association:

The site is 1.9 Acres, Zoned NR-BP, appropriate for the request: A 4-story Hilton brand Hotel, 67500 GSF approx., < 65' in height, 108 Guest Rooms

The request also applies a 5% Deviation to the total number of standard parking spaces provided. Please, See IDO.

This is a request to meet should you have any questions, or please give me a call if you prefer. The site address is 3021 Flightway Ave, SE, which is located in the NW quadrant of University and Flightway. The site is currently vacant and undeveloped.

Sincerely,

Phil

Philip W. Clark, PE

Clark Consulting Engineers

Cc: npatel <npatel@iconlodging.com>; vquevedo <vquevedo@cabq.gov>; sabrina <sabrina@studio-reddot.com>

Subject: Request for Meeting Site Pan (DRB) Home 2 Suites Hotel

Date: Mon, Nov 25, 2019 12:41 pm

Dear neighborhood coordinators for the Kirtland Community Association:

The site is 1.9 Acres, Zoned NR-BP, appropriate for the request: A 4-story Hilton brand Hotel, 67500 GSF approx., < 65' in height, 108 Guest Rooms
The request also applies a 5% Deviation to the total number of standard parking spaces provided.
Please, See IDO.

This is a request to meet should you have any questions, or please give me a call if you prefer. The site address is 3021 Flightway Ave, SE, which is located in the NW quadrant of University and Flightway. The site is currently vacant and undeveloped.

Sincerely,
Phil

Philip W. Clark, PE

Clark **C**onsulting **E**ngineers

Designing to Shape the Future

505-281-2444 505.264.6042 cell

From: Quevedo, Vicente M. <vquevedo@cabq.gov>
To: 'CCEalbq@Aol.com' <CCEalbq@Aol.com>
Subject: Neighborhood Meeting Inquiry_3021 Flightway Ave SE_DRB
Date: Mon, Nov 25, 2019 12:05 pm
Attachments: IDO M-15.pdf (1656K), Neighborhood Meeting Inquiry_3021 Flightway Ave. SE_DRB.xlsx (14K)

Philip,

See list of associations below and attached regarding your DRB submittal. In addition, we have included web links below that will provide you with additional details about the new Integrated Development Ordinance (IDO) requirements. The web links also include notification templates that you may utilize when contacting each association. Thank you.

| Association Name | First Name | Last Name | Email | Address Line 1 | City | State | Zip |
|--------------------------------|------------|-----------|--|----------------------|-------------|-------|-------|
| Kirtland Community Association | Kimberly | Brown | kande0@yahoo.com | PO Box 9731 | Albuquerque | NM | 87119 |
| Kirtland Community Association | Elizabeth | Aikin | bakieaikin@comcast.net | 1524 Alamo Avenue SE | Albuquerque | NM | 87106 |

IDO – Public Notice Requirements & Template: <https://www.cabq.gov/planning/urban-design-development/public-notice>

IDO – Neighborhood Meeting Requirements & Template: <https://www.cabq.gov/planning/urban-design-development/neighborhood-meeting-requirement-in-the-integrated-development-ordinance>

IDO - Administration & Enforcement section: <http://documents.cabq.gov/planning/IDO/IDO-Effective-2018-05-17-Part6.pdf>

Respectfully,

Vicente M. Quevedo, MCRP

Neighborhood Liaison

Office of Neighborhood Coordination

City of Albuquerque – City Council

(505) 768-3332

Website: www.cabq.gov/neighborhoods



7019 1640 0002 0958 9081

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For delivery information, visit our website at www.usps.com®.

ALBUQUERQUE, NM 87119

Certified Mail Fee \$3.50
 \$
 Extra Services & Fees (check box, add fee as appropriate)
☐ Return Receipt (hardcopy) \$
☐ Return Receipt (electronic) \$
☐ Certified Mail Restricted Delivery \$
☐ Adult Signature Required \$
☐ Adult Signature Restricted Delivery \$

Postage \$0.55
 \$
 Total Postage and Fees \$6.85
 \$

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Postmark
 Here

12/14/2019

Sent To Kimberly Brown
 Street and Apt. No., or PO Box No. PO Box 9231
 City, State, ZIP+4® Alb NM 87119
 PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7019 1640 0002 0958 9098

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 Domestic Mail Only

For delivery information, visit our website at www.usps.com®.

ALBUQUERQUE, NM 87106

Certified Mail Fee \$3.50
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 Extra Services & Fees (check box, add fee as appropriate)
☐ Return Receipt (hardcopy) \$
☐ Return Receipt (electronic) \$
☐ Certified Mail Restricted Delivery \$
☐ Adult Signature Required \$
☐ Adult Signature Restricted Delivery \$

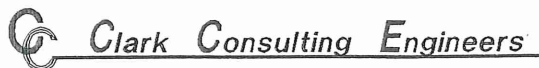
Postage \$0.55
 \$
 Total Postage and Fees \$8.85
 \$

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 14

Postmark
 Here

12/14/2019

Sent To Elizabeth A. King
 Street and Apt. No., or PO Box No. 1524 Alamo Ave SE
 City, State, ZIP+4® Alb NM 87106
 PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions



19 Ryan Road
Edgewood, New Mexico 87015
CCEalbq@aol.com

Tele: (505) 281-2444

Cell: (505) 264-6042

December 14, 2019

To Those of Concern: We are Requesting Site Development Plan Sign-off/Approval from the City of Albuquerque's Development Review Board.

Kimberly Brown kande0@yahoo.com
PO Bx 9731
Albq., NM 87119

Elizabeth Aikin bakieaikin@comcast.net
1524 Alamo Ave SE
Albq., NM 87106

LEGAL DESCRIPTION: Lot 3-A-2-A, Block 1, SUNPORT PARK

Content of the Notice, Each notice required by this Section 14-16-6-4(K) includes:

- ☐ Address of the property listed in the application
3021 Flightway Ave SE, Albuquerque, NM 87106
- ☐ Name of the property owner, ABQ Airport Lodging LLC, Npatel@iconlodging.com Nimesh@
Phone: 512.619.6467
1212 Corporate Dr. Ste. 350 Irving, Tx. 75038
- ☐ Name of the applicant, Clark Consulting Engineers
- ☐ Short summary of the approval being requested (e.g. Conditional Use Approval to allow a particular use, amendment to the Official Zoning Map from an existing zone district to a specified district, the maximum height of proposed structures, the maximum number of proposed dwelling units, and the approximate gross square footage of any proposed nonresidential uses, etc.);
The site is 1.9 Acres, Zoned NR-BP, appropriate for the request: A 4-story Hilton brand Hotel, 67500 GSF approx., < 65' in height, 108 Guest Rooms
The request also applies a 5% Deviation to the total number of standard parking spaces provided. See IDO
- ☐ Whether a public hearing will be required, and if so the date, time, and place of the public hearing – A public hearing is required for Site Development Plan sign-off at the Development Review Board (DRB).
Schedule Hearing, January 15th, 2020, 9:00 AM, Basement @ Address below.
- ☐ Address, telephone number, or website where additional information about the application can be obtained. Please see above: contact applicant Philip Clark or Nimesh, owner.
ONC Contact number 768-3334, Plaza Del Sol, 600 2nd St NW, City of Albuquerque, NM 87102

Please give either of us a call should any questions arise. And as always look forward to meeting you.

Sincerely,

Philip W Clark, PE

SITE PLAN CHECKLIST

Home 2 Suites Hotel

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.



Agent _____ 12/18/19
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'

SITE PLAN CHECKLIST

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

B. Proposed Development

1. Structural

- X A. Location of existing and proposed structures (distinguish between existing & proposed) and include any accessory structures
- X B. Square footage of each structure
- X C. Proposed use of each structure
- X D. Signs (freestanding) and other improvements
- X E. Walls, fences, and screening: indicate height, length, color and materials
- X F. Dimensions of all principal site elements or typical dimensions
- na G. Loading facilities **NONE**
- X H. Site lighting (indicate height & fixture type)
- X I. Indicate structures within 20 feet of site
- X J. Elevation drawing of refuse container and enclosure, if applicable.
- X K. Existing zoning/land use of all abutting properties

2. Parking, Loading and Internal Circulation

- X A. Parking layout with spaces numbered per aisle and totaled.
 - X 1. Location and typical dimensions, including motorcycle spaces, bicycle spaces, ADA accessible spaces, and compact spaces
 - X 2. Calculations: spaces required and proposed (include any reduction calculations) for motorcycle, bicycle, compact and ADA spaces
 - ___ 3. On street parking spaces
- X B. Bicycle parking & facilities
 - X 1. Bicycle racks – location and detail
 - X 2. Other bicycle facilities, if applicable
- X C. Vehicular Circulation (Refer to DPM and IDO)
 - X 1. Ingress and egress locations, including width and curve radii dimensions
 - X 2. Drive aisle locations, including width and curve radii dimensions
 - X 3. End aisle locations, including width and curve radii dimensions
 - X 4. Location & orientation of refuse enclosure, with dimensions
 - X 5. Loading, service area, and refuse service locations and dimensions
- X D. Pedestrian Circulation
 - X 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.

na E. Off-Street Loading **NONE**

- ☐ 1. Location and dimensions of all off-street loading areas

na F. Vehicle Stacking and Drive-Through or Drive-Up Facilities **NONE**

- ☐ 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

- na 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

SITE PLAN CHECKLIST

- X 7. Identify type, location and size of plantings (common and/or botanical names).
 - X A. Existing, indicating whether it is to be preserved or removed.
 - X B. Proposed, to be established for general landscaping.
 - X C. Proposed, to be established for screening/buffering.
- X 8. Describe irrigation system – Phase I & II . . .
- X 9. Planting Beds, indicating square footage of each bed
- X 10. Turf Area - only 20% of landscaped area can be high water turf; provide square footage and percentage.
- X 11. Responsibility for Maintenance (statement)
- X 12. Landscaped area requirement; square footage and percent (specify clearly on plan)
- na 13. Landscaped buffer areas provided; dimensions, label clearly that it is a landscape buffer, square footage and percent (specify clearly on plan) NONE PER IDO DEFINITION
- X 14. Planting or tree well detail
- X 15. Street Trees (only trees from the Official Albuquerque Plant Palette and Sizing list or 8 inch caliper or larger will be counted)
- X 16. Parking lot edges and interior – calculations, dimensions and locations including tree requirements
- na 17. Show Edge Buffer Landscaping (14-16-5-6(D)) – location, dimensions and plant material NONE PER IDO DEFINITION

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

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

B. Grading Information

- X 1. On the plan sheet, provide a narrative description of existing site topography, proposed grading improvements and topography within 100 feet of the site.
- X 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.
- X 3. Identify ponding areas, erosion and sediment control facilities.
- X 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)
- ☒ F. Existing electric lines both overhead and underground. Power Poles shown with dimensions to proposed buildings and structures must be clearly shown.

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