

FORM S3: ADMINISTRATIVE APPLICATIONS – Development Facilitation Team (DFT) as of 12/25/2022**☒ AMENDMENT TO INFRASTRUCTURE LIST**

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 online resources such as Dropbox or FTP. The PDF shall be organized in the number order below.

- ☒ 1) DFT Application form completed, signed, and dated
- ☒ 2) Form S3 with all the submittal items checked/marked
- ☒ 3) Zone Atlas map with the entire site clearly outlined and labeled
- ☒ 4) Letter of authorization from the property owner if application is submitted by an agent
- ☒ 5) Proposed Amended Infrastructure List
- ☒ 6) Original Infrastructure List

☒ TEMPORARY DEFERRAL OF SIDEWALK CONSTRUCTION

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- ☒ 1) DFT Application form completed, signed, and dated
- ☒ 2) Form S3 with all the submittal items checked/marked
- ☒ 3) Zone Atlas map with the entire site clearly outlined and labeled
- ☒ 4) Letter of authorization from the property owner if application is submitted by an agent
- ☒ 5) A scale drawing showing the location of the deferred sidewalk with appropriate dimensions

☒ EXTENSION OF THE IIA FOR TEMPORARY DEFERRAL OF SIDEWALK CONSTRUCTION

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- ☐ 1) DFT Application form completed, signed, and dated
- ☐ 2) Form S3 with all the submittal items checked/marked
- ☐ 3) Zone Atlas map with the entire site clearly outlined and labeled

- ___ 4) Letter of authorization from the property owner if application is submitted by an agent
- ___ 5) Letter describing, explaining, and justifying the deferral or extension
- ___ 6) Drawing showing the sidewalks subject to the proposed deferral or extension

☐ **INFRASTRUCTURE LIST EXTENSION OR AN INFRASTRUCTURE IMPROVEMENTS AGREEMENT (IIA)
EXTENSION**

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- ___ 1) DFT Application form completed, signed, and dated
- ___ 2) Form S3 with all the submittal items checked/marked
- ___ 3) Zone Atlas map with the entire site clearly outlined and labeled
- ___ 4) Letter of authorization from the property owner if application is submitted by an agent
- ___ 5) Letter describing, explaining, and justifying the request per IDO Section 14-16-6-4(X)(4)
- ___ 6) Preliminary Plat or Site Plan
- ___ 7) Copy of DRB approved Infrastructure List
- ___ 8) Copy of recorded IIA

☐ **SKETCH PLAT OR SKETCH PLAN REVIEW AND COMMENT**

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- ___ 1) DFT Application form completed, signed, and dated
- ___ 2) Form S3 with all the submittal items checked/marked
- ___ 3) Zone Atlas map with the entire site clearly outlined and labeled
- ___ 4) Letter describing, explaining, and justifying the request
- ___ 5) Scale drawing of the proposed subdivision plat or Site Plan
- ___ 6) Site sketch with measurements showing structures, parking, building setbacks, adjacent rights-of-way, and street improvements, if there is any existing land use