FORM S2: SUBDIVISION OF LAND – MINOR ACTIONS

Please refer to the DRB minor case schedule for meeting dates and deadlines unless noted differently below. Bring original Mylar of plat with property owner's and City Surveyor's signatures on it to the meeting. Your attendance is required.

A **Variance – DRB for the Bulk Transfer of Land** requires application on Form V in addition to this FORM S2.

>> INFORMATION REQUIRED FOR ALL MINOR SUBDIVISION APPLICATIONS

__ Interpreter Needed for Hearing? ____ if yes, indicate language: _____

__ 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 S2 at the front followed by the remaining documents *in the order provided on this form.*

__ Zone Atlas map with the entire site clearly outlined and labeled

☒ **SKETCH PLAT REVIEW AND COMMENT**

√ Letter describing, explaining, and justifying the request

√ Scale drawing of the proposed subdivision plat (7 copies, folded)

√ Site sketch with measurements showing structures, parking, building setbacks, adjacent rights-of-way and street improvements, if there is any existing land use (7 copies, folded)

❑ **MAJOR SUBDIVISION FINAL PLAT APPROVAL (requires published notice, heard on the DRB Major Case Schedule)**

__ Letter describing, explaining, and justifying the request

__ Copy of recorded IIA

__ Proposed Final Plat (7 copies, 24" x 36" folded)

__ Design elevations & cross sections of perimeter walls (3 copies)

__ Landfill disclosure and EHD signature line on the Mylar if property is within a landfill buffer

__ DXF file and hard copy of final plat data for AGIS submitted and approved

❑ **MINOR SUBDIVISION PRELIMINARY/FINAL PLAT APPROVAL**

__ Letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-6(I)

__ Sites 5 acres or greater: Archaeological Certificate in accordance with IDO Section 14-16-6-5(A)

__ Form DRWS Drainage Report, Grading and Drainage Plan, and Water & Sewer Availability Statement submittal information

__ Required notice with content per IDO Section 14-16-6-4(K)(6)

__ Office of Neighborhood Coordination Public Notice Inquiry response

__ Proof of emailed notice to applicable Neighborhood Association representatives

__ Proposed Preliminary / Final Plat with property owner's and City Surveyor's signatures on the plat prior to submittal (7 copies, folded)

__ Sidewalk Exhibit and/or cross sections of proposed streets (3 copies, 11" by 17" maximum)

__ Site sketch with measurements showing structures, parking, building setbacks, adjacent rights-of-way and street improvements (to include sidewalk, curb & gutter with distance to property line noted) if there is any existing land use (7 copies, folded)

__ Landfill disclosure statement per IDO Section 14-16-5-2(G) if site is within a designated landfill buffer zone

__ Proposed Infrastructure List, if applicable

__ DXF file and hard copy of final plat data for AGIS submitted and approved

❑ **MINOR AMENDMENT TO PRELIMINARY PLAT OR INFRASTRUCTURE LIST**

__ Letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-4(X)(2)

__ Original Preliminary Plat, Infrastructure List, and/or Grading Plan (7 copies, folded)

__ Proposed Amended Preliminary Plat, Infrastructure List, and/or Grading Plan (7 copies, folded)

Note: Any application that does not qualify as a Minor Amendment in IDO Section 14-16-6-4(X) must be processed as a Major Amendment. See Form S1.

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:	