FORM P3: ADMINISTRATIVE DECISIONS AND MINOR AMENDMENTS

A single PDF file of the complete application including all plans and 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.

☑ ***INFORMATION REQUIRED FOR ALL ADMINISTRATIVE DECISIONS OR AMENDMENTS***

___ Letter of authorization from the property owner if application is submitted by an agent
_X_ Zone Atlas map with the entire site clearly outlined and labeled

☐ **ARCHEOLOGICAL CERTIFICATE**

___ Archaeological Compliance Documentation Form with property information section completed
___ Only the information above is required unless the City Archaeologist determines that the application does not qualify for a Certificate of No Effect, in which case a treatment plan prepared by a qualified archaeologist that adequately mitigates any archeological impacts of the proposed development must be submitted and reviewed for a Certificate of Approval per the criteria in IDO Section 14-16-6-5(A)(3)(b)

☑ **MINOR AMENDMENT TO SITE PLAN – ADMIN, EPC, or DRB**

_X_ Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-4(X)(2)
Electronic Three (3) copies of all applicable sheets of the approved Site Plan being amended, folded
_X_ Copy of the Official Notice of Decision associated with the prior approval
Electronic Three (3) copies of the proposed Site Plan, with changes circled and noted
Refer to the Site Plan Checklist for information needed on the proposed Site Plan.

Minor Amendments must be within the thresholds established in IDO TABLE 6-4-5. Any amendment beyond these thresholds is considered a Major Amendment and must be processed through the original decision-making body for the request.

☐ **MINOR AMENDMENT TO SITE DEVELOPMENT PLAN APPROVED PRIOR TO THE EFFECTIVE DATE OF THE IDO**

___ Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-4(Y)(1)(a)
___ Three (3) copies of all applicable sheets of the approved Site Development Plan being amended, folded
___ Copy of the Official Notice of Decision associated with the prior approval
___ Three (3) copies of the proposed Site Development Plan, with changes circled and noted
Refer to the Site Plan Checklist for information needed on the proposed Site Plan.

Minor Amendments must be within the thresholds established in IDO TABLE 6-4-5. Any amendment beyond these thresholds is considered a Major Amendment and must be processed through the original decision-making body for the request.

☐ **ALTERNATIVE SIGNAGE PLAN**

___ Proposed Alternative Signage Plan compliant with IDO Section 14-16-5-12(F)(5)
___ Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-5(F)(4)(c)
___ Required notices with content per IDO Section 14-16-6-4(K)(6)
___Office of Neighborhood Coordination notice inquiry response and proof of emailed notice to affected Neighborhood Association representatives
___ Sign Posting Agreement

☐ **ALTERNATIVE LANDSCAPE PLAN**

__ Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-5-6(C)(16)
__ Landscape Plan

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	
Project Number:	Case Numbers
	-
	-
	-
Staff Signature:	
Date:	