FORM S2: SUBDIVISION OF LAND – MINOR ACTIONS

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

☑ **SKETCH PLAT REVIEW AND COMMENT**

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

✓ Letter describing, explaining, and justifying the request

✓ Scale drawing of the proposed subdivision plat

✓ Site sketch with measurements showing structures, parking, building setbacks, adjacent rights-of-way, and street improvements, if there is any existing land use TOPO SURVEY

☐ **MAJOR SUBDIVISION FINAL PLAT APPROVAL**

Interpreter Needed for Hearing? _____if yes, indicate language: _____

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

__ Proposed Final Plat

__ Design elevations & cross sections of perimeter walls

__ Copy of recorded IIA

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

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

☐ **SUBDIVISION OF LAND – MINOR (PRELIMINARY/FINAL PLAT APPROVAL)**

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

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

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

__ Proposed Preliminary / Final Plat with property owner's and City Surveyor's signatures on the plat prior to submittal.

__ 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

__ Sidewalk Exhibit and/or cross sections of proposed streets

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

__ Proposed Infrastructure List, if applicable

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

___Office of Neighborhood Coordination inquiry response and proof of emailed notice to applicable Neighborhood Association representatives, copy of notification letter, completed notification form(s), and proof of additional information provided in accordance with IDO Section 6-4(K)(1)(b)

__ Sensitive Lands Site Analysis for new subdivisions of land in accordance with IDO Section 5-2(C)

__ Landfill disclosure and Environmental Health Department signature line on the plat if property is within a landfill buffer

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

Note: Any application that requires major public infrastructure must be processed as a Subdivision of Land - Major. See Form S1.

☐ **MINOR AMENDMENT TO PRELIMINARY PLAT / INFRASTRUCTURE LIST**

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

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

__ Proposed Amended Preliminary Plat, Infrastructure List, and/or Grading Plan

__ Original Preliminary Plat, Infrastructure List, and/or Grading Plan

__ Infrastructure List, if applicable

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