# 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 Meeting? \_\_\_\_ 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.***

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| ***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: Meifeng Lin** | **Date:1/21/2022** |
| **Printed Name: Meifeng Lin** | [x]  Applicant or [ ]  Agent  |
| **FOR OFFICIAL USE ONLY** |
| Case Numbers: | Project Number |  |
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|  |  |
|  |  |
| Staff Signature: |
| Date: |