**FORM S2: SUBDIVISION OF LAND – MINOR ACTIONS**

***Please refer to the DRB minor case schedule for meeting dates and deadlines. 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 to City Staff using other on-line resources such as Dropbox or FTP. 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

# MAJOR SUBDIVISION 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 to City Staff using other on-line resources such as Dropbox or FTP. 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

 Proposed Final Plat

 Design elevations & cross sections of perimeter walls

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

# 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 to City Staff using other on-line resources such as Dropbox or FTP. 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)

 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

 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

## 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 to City Staff using other on-line resources such as Dropbox or FTP. 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.

Revised 2/15/22