

FORM P2: SITE PLAN – DRB

Please refer to the DRB public meeting schedules for meeting dates and deadlines. Your attendance is required.

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 P2 at the front followed by the remaining documents *in the order provided on this form.*

SKETCH PLAN – DRB

SITE PLAN – DRB

MAJOR AMENDMENT TO SITE PLAN – DRB

EXTENSION OF SITE PLAN – DRB

___ Interpreter Needed for Hearing? NO if yes, indicate language: _____

PDF of application as described above

Zone Atlas map with the entire site clearly outlined and labeled

Letter of authorization from the property owner if application is submitted by an agent

___ Sites 5 acres or greater: Archaeological Certificate in accordance with IDO Section 14-16-6-5(A) (*not required for Extension*)

Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-6(l)(3)

___ Explanation and justification of requested deviations, if any, in accordance with IDO Section 14-16-6-4(P)

___ *Note: If requesting more than allowed by deviation, a Variance – ZHE or Variance – DRB will be required, as applicable.*

___ Proof of Pre-Application Meeting with City staff per IDO Section 14-16-6-4(B) (*not required for Extension*)

___ Proof of Neighborhood Meeting per IDO Section 14-16-6-4(C) (*not required for extension*)

___ Office of Neighborhood Coordination neighborhood meeting inquiry response

___ Proof of email with read receipt OR Certified Letter offering meeting to applicable associations

___ Completed neighborhood meeting request form(s)

___ If a meeting was requested or held, copy of sign-in sheet and meeting notes

___ Sign Posting Agreement

___ Required notices with content per IDO Section 14-16-6-4(K)(1) (*not required for extension*)

___ Office of Neighborhood Coordination notice inquiry response

___ Copy of notification letter, completed notification form(s), proof of additional information provided in accordance with IDO Section 6-4(K)(1)(b), and proof of first-class mailing to affected Neighborhood Association representatives.

___ Proof of emailed notice to affected Neighborhood Association representatives

___ Buffer map and list of property owners within 100 feet (excluding public rights-of-way) provided by Planning Department or created by applicant, copy of notifying letter, completed notification forms(s), proof of additional information provided in accordance with IDO Section 6-4(K)(1)(b), and proof of first-class mailing

___ Completed Site Plan Checklist

Site Plan and related drawings

___ Copy of the original approved Site Plan or Master Development Plan (*for amendments and extensions*)

___ Sensitive Lands Site Analysis for new site design in accordance with IDO Section 5-2(C)

___ Completed Site & Building Design Considerations Form in accordance with IDO Section 5-2(D) for all commercial and multifamily site plans except if the development is industrial or the multifamily is less than 25 units

Landfill disclosure statement per IDO Section 14-16-6-4(S)(5)(d)(2.)(d.) if site is within a designated landfill buffer zone

___ Infrastructure List, if required

FINAL SIGN-OFF FOR MASTER DEVELOPMENT PLANS AND SITE PLANS - EPC

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

___ PDF of application as described above

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

___ Letter of authorization from the property owner if application is submitted by an agent

___ Solid Waste Department signature on Site Plan

___ Signed Form DRWS Drainage Report, Grading and Drainage Plan, and Water & Sewer Availability Statement filing information

___ Approved Grading and Drainage Plan

___ Copy of Site Plan with Fire Marshal's stamp, i.e. "Fire 1" plan (*not required for Master Development Plans*)

___ Copy of EPC Notice of Decision and letter explaining how each EPC condition has been met

___ Site Plan and related drawings

___ Infrastructure List, if require