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? _No_ if yes, indicate language: _____

_X_ 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.*

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

_X_ Letter describing, explaining, and justifying the request

_X_ Scale drawing of the proposed subdivision plat

_X_ 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.