

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.



DEVELOPMENT REVIEW BOARD APPLICATION

Effective 3/01/2022

Please check the appropriate box(es) and refer to supplemental forms for submittal requirements. All fees must be paid at the time of application.

SUBDIVISIONS	<input type="checkbox"/> Final Sign off of EPC Site Plan(s) (Forms P2)	<input type="checkbox"/> Extension of IIA: Temp. Def. of S/W (Form V2)
<input type="checkbox"/> Major – Preliminary Plat (Forms S & S1)	<input type="checkbox"/> Amendment to Site Plan (Forms P & P2)	<input type="checkbox"/> Vacation of Public Right-of-way (Form V)
<input type="checkbox"/> Major – Bulk Land Plat (Forms S & S1)	MISCELLANEOUS APPLICATIONS	<input type="checkbox"/> Vacation of Public Easement(s) DRB (Form V)
<input type="checkbox"/> Extension of Preliminary Plat (Form S1)	<input type="checkbox"/> Extension of Infrastructure List or IIA (Form S1)	<input type="checkbox"/> Vacation of Private Easement(s) (Form V)
<input type="checkbox"/> Minor Amendment - Preliminary Plat (Forms S & S2)	<input type="checkbox"/> Minor Amendment to Infrastructure List (Form S2)	PRE-APPLICATIONS
<input type="checkbox"/> Minor - Final Plat (Forms S & S2)	<input type="checkbox"/> Temporary Deferral of S/W (Form V2)	<input checked="" type="checkbox"/> Sketch Plat Review and Comment (Form S2)
<input type="checkbox"/> Minor – Preliminary/Final Plat (Forms S & S2)	<input type="checkbox"/> Sidewalk Waiver (Form V2)	<input type="checkbox"/> Sketch Plan Review and Comment (Form P2)
SITE PLANS	<input type="checkbox"/> Waiver to IDO (Form V2)	APPEAL
<input type="checkbox"/> DRB Site Plan (Forms P & P2)	<input type="checkbox"/> Waiver to DPM (Form V2)	<input type="checkbox"/> Decision of DRB (Form A)
BRIEF DESCRIPTION OF REQUEST		
Subdivide a .55 acre lot into 3 residential lots. Size approximately 80x80		

APPLICATION INFORMATION		
Applicant/Owner: <u>Carlos Martinez</u>		Phone: <u>505-350-8184</u>
Address: <u>10016 Alexandria Rd NE</u>		Email: <u>carlosm@kw.com</u>
City: <u>ABQ</u>	State: <u>NM</u>	Zip: <u>87122</u>
Professional/Agent (if any):		Phone:
Address:		Email:
City:	State:	Zip:
Proprietary Interest in Site: <u>Under Contract to purchase</u>		List all owners: <u>Myra Pizarro and Randy Sanchez</u>
SITE INFORMATION (Accuracy of the existing legal description is crucial! Attach a separate sheet if necessary.)		
Lot or Tract No.: <u>LOS POBLITOS ADDN TR B</u>	Block: <u>0000</u>	Unit:
Subdivision/Addition: <u>LOS POBLITOS ADDN TR B</u>	MRGCD Map No.:	UPC Code: <u>101406106419230944</u>
Zone Atlas Page(s): <u>F-14</u>	Existing Zoning: <u>R-1C</u>	Proposed Zoning <u>R-1</u>
# of Existing Lots: <u>1</u>	# of Proposed Lots: <u>3</u>	Total Area of Site (Acres): <u>.55</u>
LOCATION OF PROPERTY BY STREETS		
Site Address/Street: <u>5024 Guadalupe Trail</u>	Between: <u>Griegos</u>	and: <u>Montano</u>
CASE HISTORY (List any current or prior project and case number(s) that may be relevant to your request.)		
<u>Water Availability Request #221217</u>		

I certify that the information I have included here and sent in the required notice was complete, true, and accurate to the extent of my knowledge.

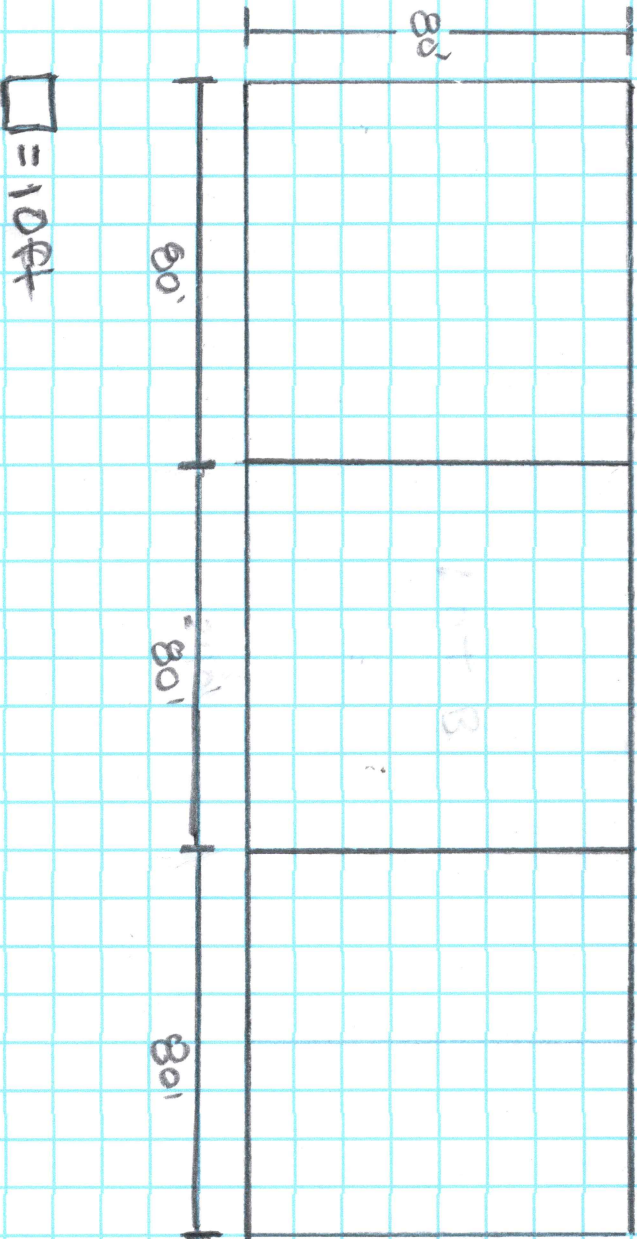
Signature:	dotloop verified 01/09/23 2:40 PM MST SGCT-XMLJ-G4UH-WXH	Date: <u>01/09/2023</u>
Printed Name: <u>Carlos Martinez</u>	<input checked="" type="checkbox"/> Applicant or <input type="checkbox"/> Agent	

Regarding 5024 Guadalupe Trail NW Albuquerque, NM 87107

This lot is currently .55 acre. I am looking to acquire and divide into 3 lots with an approximate size of .1469 acre. Dimensions are 80x80. There are lots directly across from this lot that appear to have been subdivided and would be similar to my request. Also to the North of this property is a small subdivision similar to this property and appears to have been subdivided in recent years. Is this a possibility for this property?

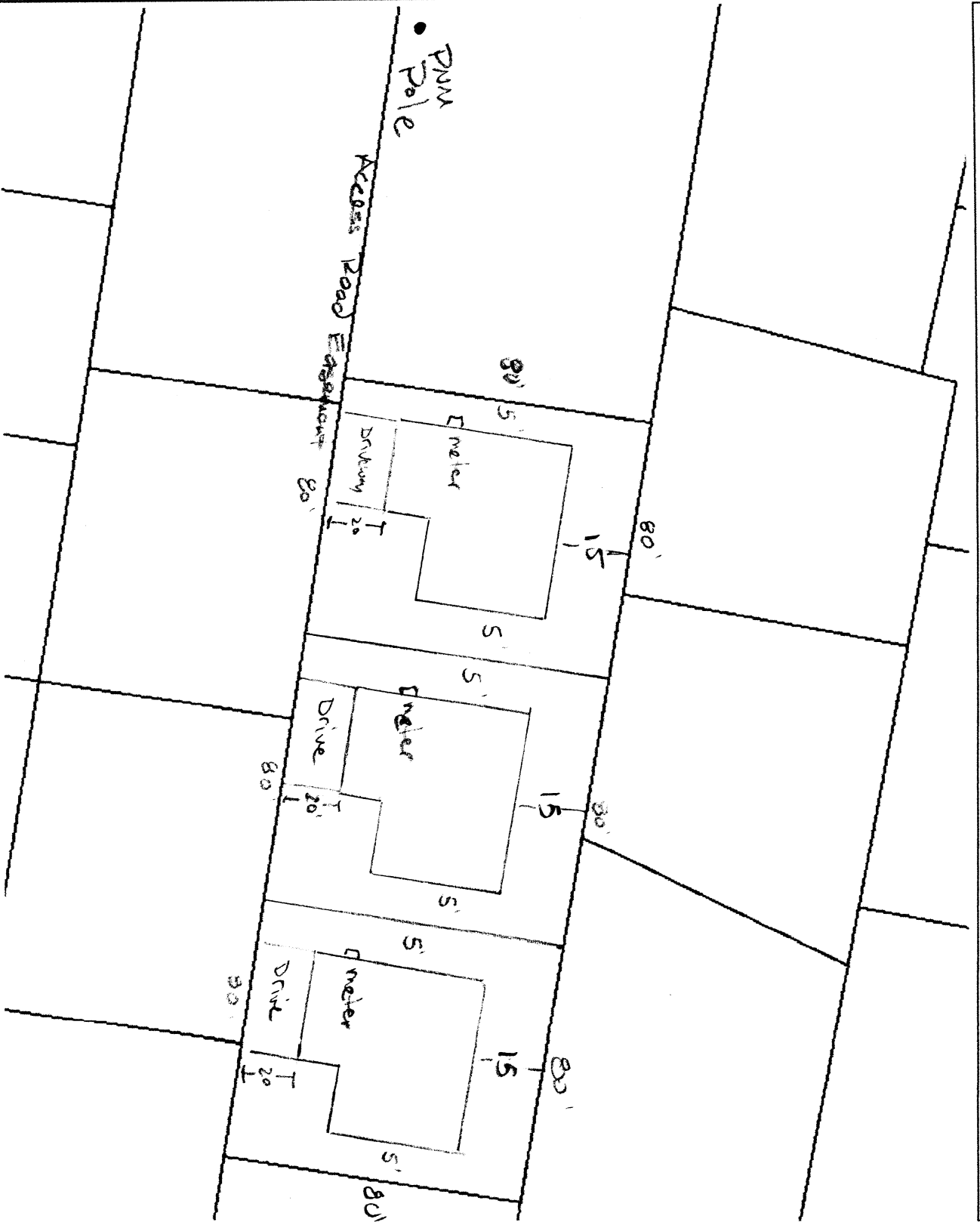
Currently the owners of the vacant land have agreed to give up 7ft of the front of each of their lots to create a dirt access road that is approximately 14 ft wide. Is there a specific size the road must be and is an easement needed? There is a house at the end of this dirt road that currently uses this road.

I have applications or requests into the ABQ City Water Authority, PNM and NM Gas Company for availability of utilities.





City of Albuquerque



- Legend**
- Bernalillo County Parcels
 - Primary Streets
 - Freeway
 - Principal Arterial
 - Minor Arterial
 - Local Streets
 - BN and SF Railroad
 - Other Streets

- Municipal Limits**
- Corrales
 - Edgewood
 - Los Ranchos
 - Rio Rancho
 - Tiras
 - UNINCORPORATED

Notes

89
 0 44 89 Feet
 WGS 1984_Web_Mercator_Auxiliary_Sphere
 @ City of Albuquerque
 1/2/2023

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THIS MAP IS NOT TO BE USED FOR NAVIGATION