FORM S3: ADMINISTRATIVE APPLICATIONS – Development Facilitation Team (DFT) as of 12/25/2022

☐ **AMENDMENT TO INFRASTRUCTURE LIST**

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 online resources such as Dropbox or FTP. *The PDF shall be organized in the number order below.*

____ 1) DFT Application form completed, signed, and dated

____ 2) Form S3 with all the submittal items checked/marked

____ 3) Zone Atlas map with the entire site clearly outlined and labeled

____ 4) Letter of authorization from the property owner if application is submitted by an agent

____ 5) Proposed Amended Infrastructure List

____ 6) Original Infrastructure List

☐ **TEMPORARY DEFERRAL OF SIDEWALK CONSTRUCTION**

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 online resources such as Dropbox or FTP. *The PDF shall be organized in the number order below.*

____ 1) DFT Application form completed, signed, and dated

____ 2) Form S3 with all the submittal items checked/marked

____ 3) Zone Atlas map with the entire site clearly outlined and labeled

____ 4) Letter of authorization from the property owner if application is submitted by an agent

____ 5) A scale drawing showing the location of the deferred sidewalk with appropriate dimensions

☐ **EXTENSION OF THE IIA FOR TEMPORARY DEFERRAL OF SIDEWALK CONSTRUCTION**

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 online resources such as Dropbox or FTP. *The PDF shall be organized in the number order below.*

____ 1) DFT Application form completed, signed, and dated

____ 2) Form S3 with all the submittal items checked/marked

____ 3) Zone Atlas map with the entire site clearly outlined and labeled

____ 4) Letter of authorization from the property owner if application is submitted by an agent

____ 5) Letter describing, explaining, and justifying the deferral or extension

____ 6) Drawing showing the sidewalks subject to the proposed deferral or extension

☐ **INFRASTRUCTURE LIST EXTENSION OR AN INFRASTRUCTURE IMPROVEMENTS AGREEMENT (IIA) EXTENSION**

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 online resources such as Dropbox or FTP. *The PDF shall be organized in the number order below.*

____ 1) DFT Application form completed, signed, and dated

____ 2) Form S3 with all the submittal items checked/marked

____ 3) Zone Atlas map with the entire site clearly outlined and labeled

____ 4) Letter of authorization from the property owner if application is submitted by an agent

____ 5) Letter describing, explaining, and justifying the request per IDO Section 14-16-6-4(X)(4)

____ 6) Preliminary Plat or Site Plan

____ 7) Copy of DRB approved Infrastructure List

____ 8) Copy of recorded IIA

☑ **SKETCH PLAT OR SKETCH PLAN REVIEW AND COMMENT**

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 online resources such as Dropbox or FTP. *The PDF shall be organized in the number order below.*

X____ 1) DFT Application form completed, signed, and dated

X____ 2) Form S3 with all the submittal items checked/marked

X____ 3) Zone Atlas map with the entire site clearly outlined and labeled

X____ 5) Letter describing, explaining, and justifying the request

X____ 6) Scale drawing of the proposed subdivision plat or Site Plan

X____ 7) Site sketch with measurements showing structures, parking, building setbacks, adjacent rights-of-way, and street improvements, if there is any existing land use