Application #:

this checklist will be used to verify the completeness of site plans submitted for review by the Planning
Department. Because development proposals vary in type and scale, there may be submittal requirements
that are not specified here. Also there may additional requirements if a site is located in CPO, HPO, and/or
VPO or if located in DT-UC-MS or PT areas. See the IDO or AGIS for boundaries. Nonetheless, applicants are
responsible for providing a complete submittal. Certification as specified below is required.
I CERTIFY THAT THE SUBMITTED SITE PLAN IS COMPLETE AND ACCURATE, AND THAT ALL APPLICABLE INFORMATION AS
SPECIFIED IN THIS CHECKLIST IS PROVIDED. FURTHER, I UNDERSTAND THAT THIS APPLICATION IS BEING ACCEPTED
PROVISIONALLY AND THAT INACCURATE AND/OR INCOMPLETE INFORMATION MAY RESULT IN THE SUBSEQUENT
REJECTION OF THE APPLICATION OR IN
· · · · · · · · · · · · · · · · · · ·
A DELAY OF ONE MONTH OR MORE IN THE DATE THE  APPLICATION IS SCHEDULED FOR PUBLIC HEARING.  9 8 12025

Applicant or Agent Signature / Date

Site plan packets shall be composed of the following plan sheets (unless otherwise approved in writing prior to submittal by the Planning Department):

- 1. Site Plan (including utilities and easements)
- 2. Landscaping Plan
- 3. Grading and Drainage Plan

Project #: 5P- 2025-00056

- 4. Utility Plan
- 5. Building and Structure Elevations
- 6. Previously approved Development Plan (if applicable)

### The electronic format must be organized in the above manner.

The following checklist describes the minimum information necessary for each plan element. The Applicant must include all checklist items on their site plan drawings and confirm inclusion by checking off the items below. Non-applicable items must be labeled "N/A." Each non-applicable designation must be explained by notation on the Checklist.

NOTE: There may be addition information required if site is located with a CPO, VPO or HPO and/or any other special areas as defined by the IDO.

NOTE: If there requests for deviations (Section 14-16-6-4(O), they must be clearly labelled on the site plan (Sheet 1) as well as addressed in the application letter made with the submittal.

#### SHEET #1 - SITE PLAN

#### A. General Information

Date of drawing and/or last revision

Scale: 1.0 acre or less 1" = 10'

1.0 - 5.0 acres 1" = 20' Over 5 acres 1" = 50'

Over 20 acres 1" = 100'

Bar scale
North arrow
Legend
Scaled vicinity map
Property lines (clearly identify)
Existing and proposed easements (identify each)
Phases of development, if applicable

# **B.** Proposed Development

#### 1. Structural

Location of existing and proposed structures (distinguish between existing & proposed) and include any accessory structures

B. Square footage of each structure

Proposed use of each structure

D. Signs (freestanding) and other improvements

Walls, fences, and screening: indicate height, length, color and materials

Dimensions of all principal site elements or typical dimensions

Loading facilities

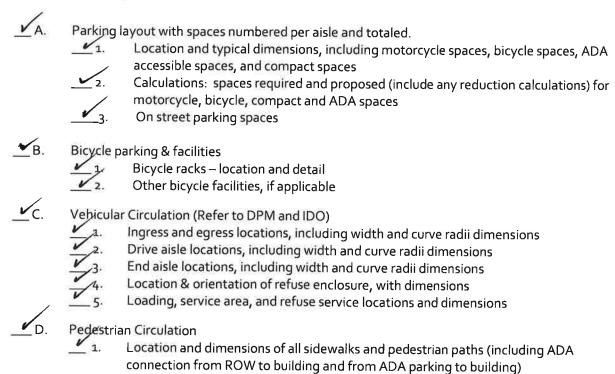
H. Site lighting (indicate height & fixture type)

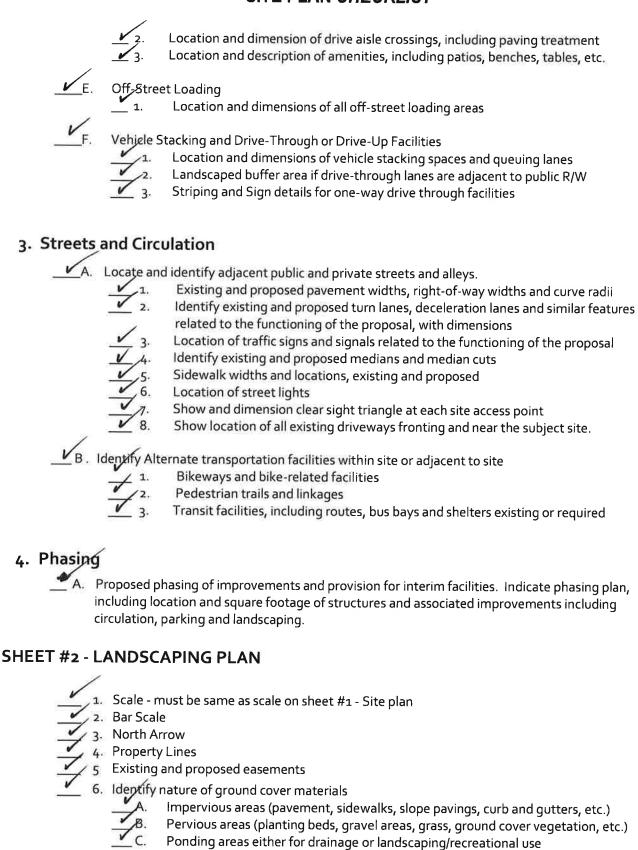
Indicate structures within 20 feet of site

Elevation drawing of refuse container and enclosure, if applicable.

Existing zoning/land use of all abutting properties

# 2. Parking, Loading and Internal Circulation





V	7.	Identify type, location and size of plantings (common and/or botanical names).
2		A. Existing, indicating whether it is to preserved or removed.  B. Proposed, to be established for general landscaping.  Proposed, to be established for screening/buffering.
1	9.	Describe irrigation system – Phase I & II Planting Beds, indicating square footage of each bed
	10.	Turf Area - only 20% of landscaped area can be high water turf; provide square footage and percentage.
<u> </u>	11.	Responsibility for Maintenance (statement)
7	/12.	Landscaped area requirement; square footage and percent (specify clearly on plan)  Landscaped buffer areas provided; dimensions, label clearly that it is a landscape buffer, square footage and percent (specify clearly on plan)
		Planting or tree well detail
	15. (	Street Trees (only trees from the Official Albuquerque Plant Palette and Sizing list or 8 inch caliper or larger will be counted)
<u></u>	<b>16</b> .	Parking lot edges and interior – calculations, dimensions and locations including tree requirements
_	17.	Show Edge Buffer Landscaping (14-16-5-6(D)) – location, dimensions and plant material

# SHEET #3 -GRADING AND DRAINAGE PLAN

A separate grading and drainage plan (and drainage report) must be submitted to the DRS Hydrology Section prior to the DRB submittal for a site plan (See DRWS Form).

#### A. General Information

1. Scale - must be same as Sheet #1 - Site Plan
2. Bar Scale
3. North Arrow
4. Property Lines
5. Existing and proposed easements
6. Building footprints
7. Location of Retaining walls

### **B.** Grading Information

On the plan sheet, provide a narrative description of existing site topography, proposed grading improvements and topography within 100 feet of the site.
 Indicate finished floor elevation and provide spot elevations for all corners of the site (existing and proposed) and points of maximum cut or fill exceeding 1 foot.
 Identify ponding areas, erosion and sediment control facilities.
 Cross Sections

 Provide cross section for all perimeter property lines where the grade change is greater than 4 feet at the point of the greatest grade change. Provide one additional cross section in each direction within no more than 100 feet of the reference point.

### SHEET #4- UTILITY PLAN

A. Fire hydrant locations, existing and proposed. (or submit signed off Fire One Plan) ✓ B. Distribution lines C. Right-of-Way and easements, existing and proposed, on the property and adjacent to the boundaries, with identification of types and dimensions. boundaries, with identification of types and dimensions.

D. Existing water, sewer, storm drainage facilities (public and/or private).

E. Proposed water, sewer, storm drainage facilities (public and/or private)

F. Existing electric lines both overhead and underground. Power Poles shown with dimensions to proposed buildings and structures must be clearly shown.

# SHEET #5 - BUILDING AND STRUCTURE ELEVATIONS

#### A. General Information

Bar Scale

Detailed Building Elevations for each facade

1. Identify facade orientation

2. Dimensions of facade elements, including overall height and width

3/ Location, material and colors of windows, doors and framing

Materials and colors of all building elements and structures

Location and dimensions of mechanical equipment (roof and/or ground mounted)

## B. Building Mounted Signage

Site location(s)

2. Sign elevations to scale

Dimensions, including height and width Sign face area - dimensions and square footage clearly indicated

Lighting

Materials and colors for sign face and structural elements.

List the sign restrictions per the IDO