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 be 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.

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
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

___ 1. Date of drawing and/or last revision

___ 2. 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'

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.

Applicant or Agent Signature / Date
SITE PLAN CHECKLIST

__ 3. Bar scale
__ 4. North arrow
__ 5. Legend
__ 6. Scaled vicinity map
__ 7. Property lines (clearly identify)
__ 8. Existing and proposed easements (identify each)
__ 9. Phases of development, if applicable

B. Proposed Development

1. Structural
   __ A. Location of existing and proposed structures (distinguish between existing & proposed) and include any accessory structures
   __ B. Square footage of each structure
   __ C. Proposed use of each structure
   __ D. Signs (freestanding) and other improvements
   __ E. Walls, fences, and screening: indicate height, length, color and materials
   __ F. Dimensions of all principal site elements or typical dimensions
   __ G. Loading facilities
   __ H. Site lighting (indicate height & fixture type)
   __ I. Indicate structures within 20 feet of site
   __ J. Elevation drawing of refuse container and enclosure, if applicable.
   __ K. Existing zoning/land use of all abutting properties

2. Parking, Loading and Internal Circulation
   __ A. Parking layout with spaces numbered per aisle and totaled.
      ___ 1. Location and typical dimensions, including motorcycle spaces, bicycle spaces, ADA accessible spaces, and compact spaces
      ___ 2. Calculations: spaces required and proposed (include any reduction calculations) for motorcycle, bicycle, compact and ADA spaces
      ___ 3. On street parking spaces
   __ B. Bicycle parking & facilities
      ___ 1. Bicycle racks – location and detail
      ___ 2. Other bicycle facilities, if applicable
   __ C. Vehicular Circulation (Refer to DPM and IDO)
      ___ 1. Ingress and egress locations, including width and curve radii dimensions
      ___ 2. Drive aisle locations, including width and curve radii dimensions
      ___ 3. End aisle locations, including width and curve radii dimensions
      ___ 4. Location & orientation of refuse enclosure, with dimensions
      ___ 5. Loading, service area, and refuse service locations and dimensions
   __ D. Pedestrian Circulation
      ___ 1. Location and dimensions of all sidewalks and pedestrian paths (including ADA connection from ROW to building and from ADA parking to building)
SITE PLAN CHECKLIST

2. Location and dimension of drive aisle crossings, including paving treatment
3. Location and description of amenities, including patios, benches, tables, etc.

E. Off-Street Loading
1. Location and dimensions of all off-street loading areas

F. Vehicle Stacking and Drive-Through or Drive-Up Facilities
1. Location and dimensions of vehicle stacking spaces and queuing lanes
2. Landscaped buffer area if drive-through lanes are adjacent to public R/W
3. Striping and Sign details for one-way drive through facilities

3. Streets and Circulation

A. Locate and identify adjacent public and private streets and alleys.
1. Existing and proposed pavement widths, right-of-way widths and curve radii
2. Identify existing and proposed turn lanes, deceleration lanes and similar features related to the functioning of the proposal, with dimensions
3. Location of traffic signs and signals related to the functioning of the proposal
4. Identify existing and proposed medians and median cuts
5. Sidewalk widths and locations, existing and proposed
6. Location of street lights
7. Show and dimension clear sight triangle at each site access point
8. Show location of all existing driveways fronting and near the subject site.

B. Identify Alternate transportation facilities within site or adjacent to site
1. Bikeways and bike-related facilities
2. Pedestrian trails and linkages
3. Transit facilities, including routes, bus bays and shelters existing or required

4. Phasing

A. Proposed phasing of improvements and provision for interim facilities. Indicate phasing plan, including location and square footage of structures and associated improvements including circulation, parking and landscaping.

SHEET #2 - LANDSCAPING PLAN

1. Scale - must be same as scale on sheet #1 - Site plan
2. Bar Scale
3. North Arrow
4. Property Lines
5. Existing and proposed easements
6. Identify nature of ground cover materials
   A. Impervious areas (pavement, sidewalks, slope pavings, curb and gutters, etc.)
   B. Pervious areas (planting beds, gravel areas, grass, ground cover vegetation, etc.)
   C. Ponding areas either for drainage or landscaping/recreational use
SITE PLAN CHECKLIST

7. Identify type, location and size of plantings (common and/or botanical names).
   A. Existing, indicating whether it is to preserved or removed.
   B. Proposed, to be established for general landscaping.
   C. Proposed, to be established for screening/buffering.

8. Describe irrigation system – Phase I & II . . .

9. 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.

11. Responsibility for Maintenance (statement)

12. Landscaped area requirement; square footage and percent (specify clearly on plan)

13. Landscaped buffer areas provided; dimensions, label clearly that it is a landscape buffer, square footage and percent (specify clearly on plan)

14. 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)

16. 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

   1. On the plan sheet, provide a narrative description of existing site topography, proposed grading improvements and topography within 100 feet of the site.
   2. 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.
   3. Identify ponding areas, erosion and sediment control facilities.
   4. 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.
SITE PLAN CHECKLIST

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.
___ 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

___ A. Scale
___ B. Bar Scale
___ C. 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
   ___ 4. Materials and colors of all building elements and structures
   ___ 5. Location and dimensions of mechanical equipment (roof and/or ground mounted)

B. Building Mounted Signage

___ 1. Site location(s)
___ 2. Sign elevations to scale
___ 3. Dimensions, including height and width
___ 4. Sign face area - dimensions and square footage clearly indicated
___ 5. Lighting
___ 6. Materials and colors for sign face and structural elements.
___ 7. List the sign restrictions per the IDO