

**FORM S1: SUBDIVISION OF LAND – MAJOR**

*Please refer to the DHO public meeting schedule for meeting dates and deadlines. Your attendance is required.*

**\_ MAJOR SUBDIVISION PRELIMINARY PLAT APPROVAL**

**\_ MAJOR AMENDMENT TO PRELIMINARY PLAT**

**\_ BULK LAND SUBDIVISION**

A Single PDF file of the complete application including all documents being submitted must be emailed to [PLNDRS@cabq.gov](mailto:PLNDRS@cabq.gov). 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. Divide the PDF with a title sheet for each of the three documentation sections in **bold** below.

**PLAT DOCUMENTATION**

- \_\_\_ 1) DHO Application form completed, signed, and dated
- \_\_\_ 2) Form S1 with all the submittal items checked/marked
- \_\_\_ 3) Form PLT with signatures from Hydrology, Transportation, and ABCWUA
- \_\_\_ 4) Zone Atlas map with the entire site clearly outlined and labeled
- \_\_\_ 5) Preliminary Plat including the Grading and Drainage Plan with the surveyor's, property owner's, and City Surveyor's signatures on the Plat. If submitting a Bulk Land Plat, the Plat must also include utility and AMAFCA signatures
- \_\_\_ 6) Sidewalk Exhibit and/or cross sections of proposed streets
- \_\_\_ 7) 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
- \_\_\_ 8) Infrastructure List, if required for building of public infrastructure
- \_\_\_ 9) Sensitive Lands Site Analysis for new site design in accordance with IDO Section 5-2(C)  
(The Sensitive Lands Site Analysis form can be obtained online at):  
[https://documents.cabq.gov/planning/development-review-board/Sensitive\\_lands\\_analysis\\_form.pdf](https://documents.cabq.gov/planning/development-review-board/Sensitive_lands_analysis_form.pdf)

**SUPPORTIVE DOCUMENTATION**

- \_\_\_ 10) Letter of authorization from the property owner if application is submitted by an agent
- \_\_\_ 11) Letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-6(L)(3)
- \_\_\_ 12) Sites 5 acres or greater: Archaeological Certificate in accordance with IDO Section 14-16-6-5(A)  
(not required for Extension)

- \_\_\_ 13) Proof of Sketch Plat per IDO Section 14-16-6-6(L)(2)(b)
- \_\_\_ 14) Landfill disclosure statement per IDO Section 14-16-6-4(S)(5)(d)(2)(d) if site is within a designated landfill buffer zone

**PUBLIC NOTICE DOCUMENTATION**

- \_\_\_ 15) Sign Posting Agreement
- \_\_\_ 16) Required Content of Notice at Submittal per IDO Section 14-16-6-4(K)(1)
- \_\_\_ Office of Neighborhood Coordination notice inquiry response
- \_\_\_ Buffer map and list of property owners within 100 feet (excluding public rights-of-way) provided by the Planning Department
- \_\_\_ Completed notification form(s), proof of additional information provided in accordance with IDO Section 6-4(K)(1)(b)
- \_\_\_ Proof of emailed notice to affected Neighborhood Association representatives
- \_\_\_ Proof of first class mailing to affected Neighborhood Association representatives and property owners within 100 feet
- \_\_\_ 17) Interpreter Needed for Hearing? \_\_\_ if yes, indicate language: \_\_\_

**\_ EXTENSION OF PRELIMINARY PLAT**

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- \_\_\_ 1) DHO Application form completed, signed, and dated
- \_\_\_ 2) Form S1 with all the submittal items checked/marked
- \_\_\_ 3) Zone Atlas map with the entire site clearly outlined and labeled
- \_\_\_ 4) Preliminary Plat
- \_\_\_ 5) Copy of DRB approved infrastructure list
- \_\_\_ 6) Letter of authorization from the property owner if application is submitted by an agent
- \_\_\_ 7) Letter describing, explaining, and justifying the request per IDO Section 14-16-6-4(X)(4)
- \_\_\_ 8) Interpreter Needed for Hearing? \_\_\_ if yes, indicate language: \_\_\_