

**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 S 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: \_\_\_\_\_