



**City of Albuquerque
Planning Department**

**APPLICATION REQUIREMENTS FOR
SITE PLAN – EPC OR MASTER DEVELOPMENT PLAN**

The complete application and materials, including all required items on this checklist and/or in the Integrated Development Ordinance (IDO), must be submitted through ABQ-PLAN.

Please refer to the EPC hearing schedule for hearing dates and deadlines.

Please be prepared to submit all documents prior to starting the application. You may save your progress in the system, but the system will not save any attachments until you submit.

- ☐ A Letter of authorization from the property owner if the application is submitted by an agent
- ☐ For Sites 5+ acres: Archaeological Certificate in accordance with IDO § 14-16-6-5(A)
- ☐ Signed Traffic Impact Study (TIS) Form
- ☐ Justification letter describing, explaining, and justifying the request pursuant to IDO § 14-16-6-6(F)(3) or §14-16-6-6(I)(3), as applicable
- ☐ Explanation of requested deviations, if any, in accordance with IDO § 14-16-6-4(N)
- ☐ Proof of Pre-submittal Tribal Meeting pursuant to IDO § 14-16-6-4(B), as applicable
- ☐ Sign Posting Agreement
- ☐ Proof of Required Public Notice pursuant to IDO § 14-16-6-4(J)
 - ____ Office of Neighborhood Coordination inquiry response
 - ____ Notice and attachments (e.g., letter and site plan sheets) sent to Neighborhood Association representatives
 - ____ Proof of email and/or first-class mailing to Neighborhood Association representatives
 - ____ Buffer map and list of property owners within 100 feet (excluding public rights-of-way)
 - ____ Notice and attachments (e.g., letter and site plan sheets) sent to property owners
 - ____ Proof of first-class mailing to property owners
- ☐ Completed Site Plan Checklist
- ☐ Site Plan or Master Development Plan and related drawings
 - Master Development Plans should include general building and parking locations, as well as design requirements for buildings, landscaping, lighting, and signage.*
- ☐ Sensitive Lands Site Analysis for new site design in accordance with IDO § 14-16-5-2(C), as applicable
- ☐ Landfill disclosure statement per IDO § 14-16-5-2(G) if site is within a designated landfill buffer zone
- ☐ **AMENDMENTS – All of the above, and in addition:**
 - ____ A copy of the original approved Site Plan or Master Development Plan, and any amendments
 - ____ The original Notice of Decision, and any subsequent
- ☐ **VARIANCE – EPC – All of the requirements for Site Plan – EPC, and in addition:**
 - ____ Please describe, explain, and justify the variance per the criteria in IDO § 14-16-6-6(N)(3).
 - Note: Any variance request from IDO Standards in § 14-16-5-3 (Access and Connectivity), § 14-16-5-4 (Subdivision of Land), § 14-16-5-5 (Parking and Loading), or DPM standards shall only be granted by the DHO pursuant to IDO § 14-16-6-6(L).*