

FORM S1: SUBDIVISION OF LAND – MAJOR

Please refer to the DRB 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

- ___ Interpreter Needed for Meeting? ___ if yes, indicate language: _____
- ___ A Single PDF file of the complete application including all documents being submitted must be emailed to PLNDRS@cabq.gov prior to making a submittal. 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 on-line resources such as Dropbox or FTP. PDF shall be organized with the Development Review Application and this Form S1 at the front followed by the remaining documents *in the order provided on this form*.
- ___ Zone Atlas map with the entire site clearly outlined and labeled
- ___ Letter of authorization from the property owner if application is submitted by an agent
- ___ Sign Posting Agreement
- ___ Sites 5 acres or greater: Archeological Certificate in accordance with IDO Section 14-16-6-5(A)
- ___ Letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-6(L)
- ___ Proof of Sketch Plat per IDO Section 14-16-6-6(L)(2)(b)
- ___ Required notices with content per IDO Section 14-16-6-4(K)(1)
 - ___ Office of Neighborhood Coordination notice inquiry response
 - ___ Copy of notification letter, completed notification form(s), proof of additional information provided in accordance with IDO Section 6-4(K)(1)(b), and proof of first-class mailing to affected Neighborhood Association representatives.
 - ___ Proof of emailed notice to affected Neighborhood Association representatives
 - ___ Buffer map and list of property owners within 100 feet (excluding public rights-of-way) provided by Planning Department or created by applicant, copy of notifying letter, completed notification forms(s), proof of additional information provided in accordance with IDO Section 6-4(K)(1)(b), and proof of first-class mailing
- ___ Sidewalk Exhibit and/or cross sections of proposed streets
- ___ 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
- ___ Sensitive Lands Site Analysis for new subdivisions of land in accordance with IDO Section 5-2(C)
- ___ Landfill disclosure statement on the plat per IDO Section 14-16-6-4(S)(5)(d)(2).(d.) if site is within a designated landfill buffer zone
- ___ Proposed Infrastructure List

☐ EXTENSION OF PRELIMINARY PLAT

☐ INFRASTRUCTURE LIST EXTENSION OR AN INFRASTRUCTURE IMPROVEMENTS AGREEMENT (IIA) EXTENSION *For temporary sidewalk deferral extension, use Form V.*

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- ___ Zone Atlas map with the entire site clearly outlined and labeled
- ___ Letter of authorization from the property owner if application is submitted by an agent
- ___ Letter describing, explaining, and justifying the request per IDO Section 14-16-6-4(X)(4)
- ___ Preliminary Plat or site plan
- ___ Copy of DRB approved infrastructure list