

**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](mailto: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 on a CD. 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)

\_\_\_ TIS Traffic Impact Study Form

\_\_\_ Form DRWS Drainage Report, Grading and Drainage Plan, and Water & Sewer Availability Statement submittal information

\_\_\_ 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

\_\_\_ Preliminary Plat including the Grading Plan with property owner's and City Surveyor's signatures on the plat

\_\_\_ 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

<b><i>I, the applicant or agent, acknowledge that if any required information is not submitted with this application, the application will not be scheduled for a public meeting, if required, or otherwise processed until it is complete.</i></b>	
<b>Signature:</b>	<b>Date:</b>
<b>Printed Name:</b>	<input type="checkbox"/> Applicant or <input type="checkbox"/> Agent
<b>FOR OFFICIAL USE ONLY</b>	
Case Numbers:	Project Number:
<b>Staff Signature:</b>	
<b>Date:</b>	