



APPLICATION REQUIREMENTS FOR MAJOR BULK LAND PLAT

**City of Albuquerque
Planning Department**

MAJOR BULK LAND PLAT

Development Hearing Officer (DHO)

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

PLAT DOCUMENTATION

- ☐ Zone Atlas map with the entire site clearly outlined and labeled
Can be obtained at: <https://data.cabq.gov/business/zoneatlas>
- ☐ Proposed Bulk Land Plat with the surveyor's, property owner's, City Surveyor's, utility, and AMAFCA signatures on the Plat
- ☐ Sensitive Lands Site Analysis for new site design in accordance with IDO §14-16-5-2(C), as applicable
 - 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%20lands%20analysis%20form.pdf)

SUPPORTIVE DOCUMENTATION

- ☐ Signed letter of authorization from the property owner if application is submitted by an agent
- ☐ Letter describing explaining, and justifying the request per the criteria in IDO Section 14-16-6-6(J)(3)

- ☐ Proof of pre-application meeting with City staff per Table 6-1-1 and IDO §14-16-6-4(C)
- ☐ Proof of Tribal Meeting per IDO section §14-16-6-4(B)

<https://arcg.is/1vq1Gn1>

<https://www.cabq.gov/planning/codes-policies-regulations/integrated-development-ordinance-1/pre-submittal-tribal-meeting-request>

PUBLIC NOTICE DOCUMENTATION

- ☐ Sign Posting Agreement
<https://www.cabq.gov/planning/documents/SignPostingAgreementForm1113.pdf>
- ☐ Required Content of Notice at Submittal per IDO Section 14-16-6-4(J)(1)
- ☐ Office of Neighborhood Coordination inquiry response
<https://www.cabq.gov/office-of-neighborhood-coordination>
- ☐ 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(J)(1)(b)
<https://documents.cabq.gov/planning/online-forms/PublicNotice/Emailed-Mailed-Notice-PublicHearing-Print&Fill.pdf>
- ☐ 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