



**City of Albuquerque
Planning Department**

APPLICATION REQUIREMENTS FOR MAJOR BULK LAND PLAT (SUBDIVISION)

MAJOR BULK LAND PLAT (SUBDIVISION) APPLICATION

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

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 Section 6-4(C)
- Proof of Tribal Meeting per IDO Section 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