



**City of Albuquerque  
Planning Department**

## **APPLICATION REQUIREMENTS FOR MAJOR PLAT (SUBDIVISION)**

### **MAJOR 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**

- Form PLT with signatures from Hydrology, Transportation and ABCWUA  
<https://documents.cabq.gov/planning/development-hearing-officer/Form%20PLT.pdf>
- Zone Atlas map with the entire site clearly outlined and labeled  
Can be obtained at: <https://data.cabq.gov/business/zoneatlas>
- Preliminary Plat including the Grading and Drainage Plan with the surveyor's, property owners', and City Surveyor's signatures on the Plat
- Sidewalk exhibit and/or cross section of processed 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
- Infrastructure List, if required for building of public infrastructure  
[https://documents.cabq.gov/planning/development-hearing-officer/DHO\\_infrastructure-list.pdf](https://documents.cabq.gov/planning/development-hearing-officer/DHO_infrastructure-list.pdf)

- 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(L)(3)
- Sites 5 acres or greater: Archaeological Certificate in accordance with IDO Section 14-16-6-5(A) (*not required for Extension*)
- Proof of Sketch Plat per IDO Section 14-16-6-6(L)(2)(b)
- Landfill disclosure statement per IDO Section 14-16-6-4(S)(5)(d)(2)(d) if site is within a designated landfill buffer zone
- 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