



**APPLICATION REQUIREMENTS FOR
MINOR AMENDMENT TO SITE PLAN PRIOR TO EFFECTIVE
DATE OF THE IDO**

**City of Albuquerque
Planning Department**

MINOR AMENDMENT TO SITE PLAN - APPROVED PRIOR TO EFFECTIVE DATE OF IDO

Development Facilitation Team (DFT)

DOCUMENTATION REQUIRED

- ☐ Zone Atlas map with the entire site clearly outlined and labeled
- ☐ Can be obtained at: <https://data.cabq.gov/business/zoneatlas>
- ☐ Signed letter of authorization from the property owner if application is submitted by an agent
- ☐ Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-4(Y)(1)(a)
- ☐ The approved Site Plan being amended
- ☐ Copy of the Official Notice of Decision associated with the prior approval
- ☐ The proposed Site Plan, with changes circled and noted
Refer to the Site Plan Checklist for information need on the proposed Site Plan
Minor Amendments be within the thresholds established in IDO Table 6-4-4. Any amendment beyond these thresholds is considered a Major Amendment and must be processed through the original decision-making body for the request