



APPLICATION REQUIREMENTS FOR MINOR PRELIMINARY/FINAL PLAT

**City of Albuquerque
Planning Department**

MINOR PRELIMINARY/FINAL PLAT

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>
- ☐ Proposed Preliminary/Final Plat with the surveyor's, property owner's, City Surveyor's, utility, and AMAFCA signatures on the Plat
- ☐ 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
- ☐ Sidewalk Exhibit and/or cross sections of proposed streets
- ☐ Proposed Infrastructure List, if applicable

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 14-16-6-6(K)(3)
- ☐ Sites 5 acres or greater: Archaeological Certificate in accordance with IDO Section 14-16-6-5(A)
- ☐ Landfill disclosure and EHD signature line on the Plat if property is within a landfill buffer

PUBLIC NOTICE

- ☐ Office of the Neighborhood Coordination notice inquiry response
<https://www.cabq.gov/office-of-neighborhood-coordination>
- ☐ Proof of email notice to affected Neighborhood Association representatives per IDO section 6-4(J)(2)
<https://documents.cabq.gov/planning/online-forms/PublicNotice/Emailed-Mailed-Notice-PublicHearing-Print&Fill.pdf>
- ☐ 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>