



APPLICATION REQUIREMENTS FOR SITE PLAN ADMINISTRATIVE DFT

City of Albuquerque
Planning Department

SITE PLAN ADMINISTRATIVE – Development Facilitation Team (DFT)

SITE PLAN DOCUMENTATION

- ☐ Zone Atlas map with the entire site clearly outlined and labeled
Can be obtained at: <https://data.cabq.gov/business/zoneatlas>
- ☐ Form SP with signatures from Hydrology, Transportation, and ABCWUA
<https://documents.cabq.gov/planning/development-hearing-officer/Form%20PLT.pdf>
- ☐ Site Plan and related drawings (include a Site Plan key of the sheets submitted)
- ☐ Copy of the original approved Site Plan or Master Development Plan (for amendments to or Extensions of the Site Plan)
- ☐ Infrastructure List, if required for building of public infrastructure
https://documents.cabq.gov/planning/development-facilitation-team/DFT_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
- ☐ Responses to climatic and geographic responsive design considerations
(Recommended to promote sustainability, but not required. The Climatic and Geographic Responsiveness form can be obtained online at):
[https://documents.cabq.gov/planning/IDO/SubmittalFormIDO5-2\(D\)ClimaticGeographic_Responsiveness.pdf](https://documents.cabq.gov/planning/IDO/SubmittalFormIDO5-2(D)ClimaticGeographic_Responsiveness.pdf)

SUPPORTIVE DOCUMENTATION

- ☐ Completed Site Plan Checklist
- ☐ Signed letter of authorization from the property owner if application is submitted by an agent
- ☐ Justification letter describing and justifying the request per the criteria in IDO §14-16-6-5(G)(3)
- ☐ Explanation and justification of requested deviations, if any, in accordance with IDO §14-16-6-4(N)

Note: If requesting more than allowed by deviation, a Variance – ZHE or Waiver –DHO will be required, as applicable

- ☐ Sites 5 acres or greater: Archaeological Certificate in accordance with IDO §14-16-6-5(A)
(Not required for Extension)
- ☐ Landfill disclosure statement per IDO §14-16-5-2(G) if site is within a designated landfill buffer zone
- ☐ Architectural Review Committee approval letter if the site is located within a Master Development Plan area or a Framework Plan area

PUBLIC NOTICE DOCUMENTATION

- ☐ Sign Posting Agreement
[DFT SIGN POSTING AGREEMENT.pdf](#)
- ☐ Office of Neighborhood Coordination inquiry response
<https://www.cabq.gov/office-of-neighborhood-coordination>
- ☐ Notice and attachments (e.g., letter and site plan sheets) sent to Neighborhood Association representatives
[Emailed-Mailed-Notice-PublicHearing-Print&Fill.pdf](#)
- ☐ Proof of email and/or first-class mailing to Neighborhood Association representatives