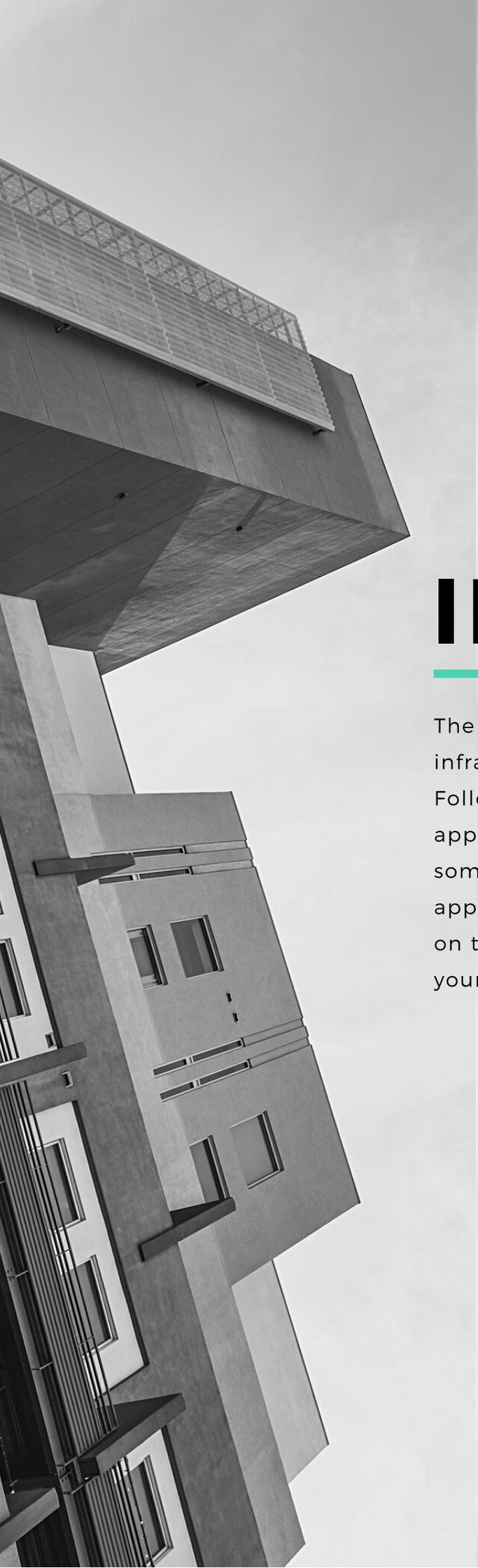


# **FASTER DRB APPROVAL GUIDE**

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**MAY  
2022  
EDITION**



# INTRO

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The Development Review Board (DRB) approves the infrastructure and planning requirements for projects. Following this guide should get your plat or plan approved faster. There are many items to cover and some items take more time than others to get approved. Follow this guide to track your project. Start on the first items on the list as soon as you know what your general project details will be.

# START HERE

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1. Apply for Albuquerque Bernalillo County **Water Utility Authority** availability statement.

[Availability Statements - Albuquerque Bernalillo County Water Utility Authority](#)

2. Call **811** for a utility survey.

3. Submit a separate **Grading and Drainage plan** to [PLNDRS@cabq.gov](mailto:PLNDRS@cabq.gov).

4. Get a **Fire One plan** approved from the Fire Marshal.

[Fire Marshal's Office – City of Albuquerque](#)

5. Obtain approval signature from **Solid Waste** on your Site Plan.

[Solid Waste – City of Albuquerque](#)

6. Obtain approval signatures from **utility companies** for Plats.

[Utility Contacts](#)

7. Check for an **existing Site Plan on the site**. To request a site plan and/or Notice of Decision, please use ABQ Records web page:

<https://www.cabq.gov/clerk/public-records>

Please include the site's address and the Case Tracking #s (see Zoning Comments) in your request.

8. Comply with Integrated Development Ordinance (IDO) Section 14-16-5-2(C) **Site Design and Sensitive Lands**. A Sensitive Lands Analysis is required for ungraded sites.

[Sensitive Lands Analysis Form](#)

Please read the entire section thoroughly. There are special requirements for property near Major Public Open Space and some projects require review by the Environmental Planning Commission.

[Interactive Integrated Development Ordinance](#)

9. Comply with Section 14-16-5-2(D) Site Design to Respond to Climate and Geographic Features. A **Climatic and Geographic Responsive Evaluation** is required for all site plans for commercial projects (except industrial) and multi-family residential greater than 25 units. The evaluation includes a sun and shade analysis. The evaluation form is here:

[Submittal Form IDO5-2\(D\) Climatic Geographic Responsiveness](#)

10. Get **Archaeological Certification** for sites 5 acres or greater.

[COA\\_Archaeological Ordinance Form](#)

11. Confirm **Public Notice requirements** for the type(s) of applications you are making. See IDO Table 6-1-1 and IDO section 6-4(K). (See chart at the end of this Guide.)

12. All **plan sheets and plats must be stamped and signed by the relevant professional**. Unsigned plan sheets will not be approved.

**13. Transportation:**

- Check for **Traffic Impact Study requirements**. (Fill out a Traffic Scoping Form for site plan or platting approval.) The Development Process Manual (DPM) shows the criteria for a Traffic Impact Study.
- Confirm site details with Transportation staff prior to submittal.
- You must provide justification and may need to apply for a DRB Waiver for any **existing infrastructure** conditions that you think you cannot bring up to current standards.

**First, review the following for compliance with DPM/IDO standards:**

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*Road Right-of-Way Width*

*Lack of Sidewalk or Sidewalk Width (add cites from DPM and IDO)*

*Street Width*

*Parking Lot Dimensioning*

**Second, apply for a DRB Waiver or Staff Determination (see table)**

<b>Applicant Request in Relation to Existing Conditions</b>	<b>DRB Waiver</b> · Requires application and notice per Notice Table. · Justify using Waiver Criteria in the IDO <b>6-6(P)(3)</b>	<b>Staff Determination</b> (per DPM 7-2; 7-4) · Requires letter of justification be submitted with the application
Maintain Existing Road ROW Width		<b>X</b>
Maintain Existing Street Width		<b>X</b>
Maintain Existing Alley Width		<b>X</b>
Maintain Existing Sidewalk Width		<b>X</b>
Waiver to Not Build Sidewalk	<b>X</b>	
Waiver to have narrower sidewalk in Center or along special arterials [1]	<b>X</b>	

[1] - DPM Table 7.2.29 identifies that wider sidewalks are required in activity centers and arterials identified as Premium Transit, Major Transit, Multi-modal, Commuter, and Main Street. A request for a narrower sidewalk in these locations requires application for a DRB-Waiver.

- For streets abutting the site, determine if **other agencies have jurisdiction** over the roadway, such as NMDOT or Bernalillo County. If so, these agencies must give their approval.
- All **private encroachments into the public right-of-way** shall either be removed or need a revocable permit prior to platting approval and/or site plan approval.
- All **site plans that are approved shall be ready for construction**. Include all necessary ADA requirements, site plan dimensioning, construction notes, signage, and site details.

**14. Required Approvals:**

Three approvals must be signed off on Form 'S' for Plats and Form 'P' for Site Plans prior to applying: Water Authority; Grading and Drainage; and Transportation.

# RESOURCES

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1. Albuquerque Geographic Information System link:

[Advanced Map Viewer – City of Albuquerque \(cabq.gov\)](#)

2. Zone Atlas Pages:

<https://cabq.maps.arcgis.com/home/webmap/viewer.html?webmap=f12cf8ebe9514a2d8d09e2c7a095d2f4&extent=-106.8814,34.9669,-106.4705,35.1841>

3. IDO link:

[Interactive Integrated Development Ordinance | \(abc-zone.com\)](#)

4. Development Process Manual Link:

[https://documents.cabq.gov/planning/development-process-manual/DPM-2020-06-02\\_signed.pdf](https://documents.cabq.gov/planning/development-process-manual/DPM-2020-06-02_signed.pdf)

5. Bicycle and Pedestrian Maps MRCOG:

[Bicycle and Pedestrian Planning Maps | Mid-Region Council of Governments, NM \(mrcog-nm.gov\)](#)

6. Long Range Transportation System Guide MRCOG:

[Long Range Transportation System Guide | Mid-Region Council of Governments, NM \(mrcog-nm.gov\)](#)

7. Development Services Contact:

[Robert Webb \(505\) 924-3910 - rwebb@cabq.gov](#)



# KEY

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1. Published Public Notice – done by City Planning Department.
2. Mailed Public Notice – applicant uses 1st Class mail to notify property owners within 100 feet and two neighborhood association (NA) contacts. (Use Office of Neighborhood Coordination NA list and DRB notice form.)
3. Posted Sign – one sign per street abutting property 15 days prior to 1st DRB meeting and for 15 days after DRB decision.
4. Email Public Notice – Neighborhood Association contacts (Use Office of Neighborhood Coordination NA list and DRB notice form.)
5. Web Posting – done by City Planning Department.
6. Pre-Application Meeting – applicant offers to meet with NAs (see IDO 6-4(C)) and meeting is facilitated by the City's Alternative Dispute Resolution (ADR) Office.
7. Post-Submittal Neighborhood Meeting – NA or adjacent property owners request a meeting with the applicant (see IDO 6-4(L)) and the meeting is facilitated by ADR Office.
8. DPM Required Neighborhood Meeting.