



BERNALILLO COUNTY



# **SUBDIVISION PACKET**

*This packet contains:*

- Application for Subdivision of Land
- Definitions
- CDRA submittal deadlines and meeting dates
- Fee schedule
- Sample Disclosure Statement
- Impact Fees fact sheet
- Sketch and Final Plat checklists

This packet outlines the necessary steps for processing a Minor (Summary Review) Subdivision request within Bernalillo County.

### **SUBMITTAL REQUIREMENTS**

1. All submittals will be made through the Bernalillo County Zoning, Building and Planning Department and will be prepared in accordance with the current Bernalillo County Subdivision Ordinance.
2. Initial Submittal must be complete. Incomplete or incorrect submittals will not be accepted or processed.
3. Submittals for Sketch and Final Plats must include:
  - a. Application
  - b. 9 copies of plat. \* (Must be folded to the size of 8½ x 11.)
  - c. Disclosure Statement
  - d. Appropriate fee.
  - e. See attached checklist.

\*Submit nine (9) copies to the County Development Review Authority.

### **SUBDIVISION REVIEW PROCEDURES**

The Bernalillo County Subdivision Process consists of the following general steps.

1. The County Planning Section will distribute the application to the County Development Review Authority (CDRA) members for review and comment.
2. Your application will be scheduled for the CDRA public meeting. An agenda will be mailed to the applicant and agent. The CDRA agenda is also available on the County website at [http://www.bernco.gov/departments/zoning\\_building&planning/edra/inde.html](http://www.bernco.gov/departments/zoning_building&planning/edra/inde.html)
3. On Monday, prior to the public meeting, CDRA members will visit the sites on the agenda. Area Planners will review cases on Comprehensive Plan and applicable area plans. If there are any question on subdivision compliance with the Albuquerque/Bernalillo Comprehensive Plan or area plans, please contact Jimmy Best (314-0388) or area Planner:

#### **EAST MOUNTAINS & NORTH ALBUQUERQUE ACRES**

Mari Simbana 314-0386

#### **NORTH VALLEY AND NORTHWEST MESA**

Catherine VerEecke 314-0387

#### **SOUTH VALLEY & SOUTHWEST MESA**

Enrico Gradi 314-0385

#### **SOUTH VALLEY & SOUTHWEST MESA**

Adella Gallegos 314-0341

4. On Wednesday, prior to the public meeting, CDRA member's comments are due to the Planning Section by 12:00 noon.
5. At the public meeting, the CDRA chair will call each applicant forward and provide comments for the request. A copy of the comments will be made available to the applicant/agent during the public meeting. Signatures for final plat may be obtained when a member deems the plat complete.
6. The applicant and agent will receive a Comment Notification letter from the County following the public meeting explaining the necessary requirements for final action on the plat.

NOTE: In cases of rezoning, Special Use Permits or Variances, approval must be granted prior to CDRA review.

In order to close the case file, two (2) copies of the RECORDED plat, DISCLOSURE Statement, IMPACT FEE assessment, and DFX file of the plat, must be submitted to the Planning Section. Bernalillo County **WILL NOT** issue any permits to the affected parcels until this is done.

# APPLICATION FOR SUBDIVISION OF LAND

BERNALILLO COUNTY  
Zoning, Building & Planning  
314-0350

<u>OFFICE USE ONLY</u>	
<b>CASE #:</b>	<b>CDRA MEETING DATE:</b>

<b>OWNER</b>	PHONE
ADDRESS/CITY/ZIP	

<b>AGENT</b>	PHONE
ADDRESS/CITY/ZIP	

<b>LEGAL DESCRIPTION</b>												
UPC#												SUBDIVISION NAME
UPC#												Please list any additional UPC numbers on a separate sheet.

<u>SECTION I: SUBDIVISION</u>	<u>SECTION II: REVIEW PROCEDURES (CHECK ONE):</u>	<u>OFFICE USE ONLY</u>	<u>OFFICE USE ONLY</u>
<p><b><u>TYPE (check one):</u></b></p> <p><input type="checkbox"/> TYPE 1      <input type="checkbox"/> TYPE 4</p> <p><input type="checkbox"/> TYPE 2      <input type="checkbox"/> TYPE 5</p> <p><input type="checkbox"/> TYPE 3</p> <p># EXISTING LOTS _____</p> <p>PROPOSED # OF LOTS _____</p> <p>TOTAL ACREAGE _____</p> <p><b><u>SPECIAL PROCEDURES (check one)</u></b></p> <p><input type="checkbox"/> REPLAT      <input type="checkbox"/> OTHER</p> <p><input type="checkbox"/> LOT LINE ADJUSTMENT _____</p> <p>YEAR LAST DIVIDED:</p> <p><input type="checkbox"/> &gt;7 YEARS      <input type="checkbox"/> &lt;7 YEARS</p>	<p><input type="checkbox"/> RESUBMITTAL</p> <p><b>MINOR SUBDIVISION: TYPE 3 (5 -LOTS) OR TYPE 5 (SUMMARY REVIEW):</b></p> <p><input type="checkbox"/> SKETCH PLAT</p> <p><input type="checkbox"/> FINAL PLAT</p> <p><b>MAJOR SUBDIVISION TYPES 1, 2,3 (6 + LOTS) OR TYPE 4</b></p> <p><input type="checkbox"/> SKETCH PLAT</p> <p><input type="checkbox"/> PRELIMINARY PLAT</p> <p><input type="checkbox"/> FINAL PLAT</p> <p><input type="checkbox"/> SKETCH/FINAL PLAT</p> <p>CASE REVIEW COMMITTEE MEETING DATE _____</p> <p><b>(FOR DEFINITIONS OF SECTION I &amp; II, REFER TO REVERSE SIDE OF FORM)</b></p>	<p><b>ZONE ATLAS</b></p> <p>PG: _____</p> <p><b>ZONE CLASS:</b> _____</p> <p><b>COMPREHENSIVE PLAN LAND USE DESIGNATION:</b> _____</p> <p><b>AREA PLAN:</b> _____</p> <p><b>PLANNING QUADRANT: (CIRCLE ONE)</b></p> <p style="text-align: center;">NE HTS      NV</p> <p style="text-align: center;">EM      SV</p> <p style="text-align: center;">SW      NW</p>	<p><b>FEES:</b></p> <p><b>APPLICATION FEE:</b> _____</p> <p><b>OTHER FEES:</b> _____</p> <p><b>TOTAL FEES</b> _____</p> <p><b>RECEIPT #:</b> _____</p>

I hereby acknowledge that I have read this application & the information submitted is correct. I acknowledge that I must comply with all applicable Bernalillo County Ordinances, the Extraterritorial Subdivision Ordinance (if applicable) & New Mexico State Statutes. I understand this is an application for subdivision review & this request may be denied or deferred.	
Signature _____	Date _____

<u>OFFICE USE ONLY</u>	
RECEIVED BY _____	DATE _____

## CDRA MEMBER DIRECTORY

### **BERNALILLO COUNTY PLANNING**

Jimmy Best, Chair

314-0388

### **BERNALILLO COUNTY ZONING**

Brennon Williams, Zoning

314-0352

### **BERNALILLO COUNTY ENVIRONMENTAL HEALTH**

George Schroeder

314-0326

### **BERNALILLO COUNTY PUBLIC WORKS**

Christi L. Tanner

848-1523

Don Briggs

848-1511

### **BERNALILLO COUNTY FIRE MARSHAL'S OFFICE**

Chris D. Gober, Fire Marshal

468-1310

### **BERNALILLO COUNTY PARK AND OPEN SPACE**

Grant Brodehl

314-0433

### **ABCWUA**

Roger Green, Senior Engineer

924-3989

### **MRGCD**

Michael Montano

247-0234

## PUBLIC UTILITY COMPANY CONTACTS

### **Public Service Company of New Mexico**

Electric Service

**Laurie W. Moye**

Alvarado Square-Mail Stop 0600

415 Silver Ave.

4<sup>th</sup> Street NW & Silver Avenue NW

Albuquerque, NM 87158

PH- (505) 241-2792

FAX- (505) 241-2363

### **Comcast Cable**

Digital Cable

**Yvonne Borbon**

4611 Montbel Place NE

Albuquerque, NM 87107

PH- (505) 761-6292

FAX- (505) 761-627

### **County Assessor**

501 Tijeras NW

Albuquerque, NM 87102

PH- (505) 222-3700

FAX- (505) 222-3771

### **New Mexico Gas Company**

Gas Services

Earl Hoskins

4625 Edith Blvd. NE- Mail Stop GS65

Albuquerque, NM 87107

PH- (505)-697-3140

### **QWEST Communications**

Telecommunications

**David Muller &**

**Dan Balinski**

201 3<sup>rd</sup> Street NW Station 957

PO Box 1355

Albuquerque, NM 87103

PH- (505) 245-8706

PH- (505) 765-7090

### **AMAFCA**

**Lynn Mazur**

2600 Prospect AVE NE.

Albuquerque, NM 87107

PH- (505) 884-2215

### **County Clerks**

One Civic Plaza NW

Albuquerque, NM 87102

PH- (505) 468-1290

FAX- (505) 768-4190

6<sup>th</sup> Floor in Filing & Recording

## **SKETCH PLAT CHECKLIST**

**(MAJOR AND MINOR SUBDIVISION-SUMMARY REVIEW PROCEDURE)**

*The applicant/agent must submit the following information prior to acceptance of an application for the subdivision/platting of land.*

### **APPLICATION REQUIREMENTS:**

- Completed application
- 9 copies** for CDRA of the proposed subdivision/platting action (folded to approximately 8½" x 11")
- Appropriate fee (refer to schedule)

### **SUBMITTAL REQUIREMENTS (must include the following information on plat):**

- Drawing of the proposed division of land to scale including a north indicator
- Statement of Declaration (i.e. Purpose of Plat)
- Legal description of property
- Detailed Site Plan (diagram showing existing development with all pertinent systems and structures with setbacks) (may be on separate document)
- Proposed Access (easement width and name of roadway)
- Proposed lot sizes (gross and net acreage)
- Zone Atlas page showing the property clearly marked (vicinity map)
- Draft Disclosure Statement (not required on replats)
- City water and sewer availability statement (if applicable)
- Copy of Notice of Decision from any previous County actions (i.e., zone change, Special Use Permit, variance requests, etc. if applicable)
- Agent Authorization
- Free Consent Statement
- Surveyor Certification
- Designated line for the case number (i.e. SRP or SC)
- County Signature lines should be provided as follows:\*
- Irrigation Easements (if applicable)

Bernalillo County Development Review Authority, Chair

Bernalillo County Zoning

Bernalillo County Fire Marshal's Office

Bernalillo County Environmental Health

Bernalillo County Public Works

City Surveyor (not required for East Mountain area)

A.M.A.F.C.A. (not required for East Mountain Area)

\*Other signatures may be required if appropriate

**FINAL PLAT CHECKLIST  
(MAJOR AND MINOR SUBDIVISION - SUMMARY REVIEW PROCEDURE)**

*The applicant/agent must submit the following information prior to acceptance of an application for the subdivision/platting of land.*

**APPLICATION REQUIREMENTS:**

- Completed application
- 9 copies** for CDRA of the proposed subdivision/platting action (folded to approximately 8½ x 11")
- Appropriate fee (refer to schedule)
- All Requirements listed in Sketch Plat Submittal



## **SECTION I:**

### **SUBDIVISION TYPES:**

**TYPE 1:** five hundred (500) or more parcels any one of which is less than ten (10) acres in size.

**TYPE 2:** between twenty-five (25) and four hundred ninety-nine (499) parcels, any one of which is less than ten (10) acres in size.

**TYPE 3:** twenty-four (24) or less parcels, any one which is less than ten (10) acres in size.

**TYPE 4:** twenty-five (25) or more parcels, each of which is ten (10) acres or more in size.

**TYPE 5:** no more than twenty-four (24) parcels, each of which is ten (10) acres or more in size.

### **SPECIAL PROCEDURES:**

**LOT LINE ADJUSTMENT:** Any changes to lot lines; right-of-way lines or utility easements to correct any physical or legal encroachments.

**REPLAT:** The platting of lands into lots or tracts for the purpose of creating legal lots of record or the combination or recombination of portions of previously platted lots which does not increase the total number of lots.

**OTHER:** as defined by Bernalillo County

## **SECTION II:**

**MINOR SUBDIVISION:** (summary review)– **TYPE 3 (5 – LOTS) OR TYPE 5:** All subdivision applications are reviewed, approved, or denied by the County Development Review Authority, the summary review calls for Sketch and Final Plat procedures.

SKETCH PLAT: a preliminary drawing or sketch drawn to scale depicting the proposed layout of the subdivision.

FINAL PLAT: a map chart, survey, plan or re-plat certified by a licensed, registered land surveyor containing a description of the subdivided land with ties to permanent monuments prepared in a form suitable for filing or record.

**MAJOR SUBDIVISION – TYPES 1, 2, 3, (6 + LOTS) OR TYPE 4:** All subdivisions that fall into this category receive a full review from all County authorities involved. Major subdivision calls for Sketch, Preliminary, and Final Plat procedures.

SKETCH PLAT: a preliminary drawing or sketch drawn to scale depicting the proposed layout of the subdivision.

PRELIMINARY PLAT: a map of a proposed subdivision showing the character and proposed layout of the subdivision and the existing conditions in and around it based upon an accurate and detailed survey of the land.

FINAL PLAT: a map, chart, survey, plan or re-plat certified by a licensed, registered land surveyor containing a description of the subdivided land with ties to permanent monuments prepared in a form suitable for filing of record.

## **GENERAL TERMS**

**CRC (Case Review Committee):** Informal pre-application discussion with staff from the Planning, Zoning, Environmental Health and Public Works.

**CDRA (County Development Review Authority):** County staff members responsible for review of subdivision application.

## **SUBDIVISION FEE SCHEDULE**

In order to cover the cost of reviewing plats, conducting public meetings and other expenses incidental to approval (or denial) of subdivisions, a fee shall be charged in accordance with the following schedule as prescribed by the Bernalillo County Subdivision Ordinance.

### **MINOR SUBDIVISION**

Summary Review Procedure  
Type 3 (5 lots of less) or Type 5

Sketch Plat	\$25.00
Summary Review Plat (Final Plat)	\$100.00 plus \$10.00 per lot
*Sketch/Final *(Pre-approved by CDRA Chair)	(Sketch + Summary Review Plat fee)

### **MAJOR SUBDIVISION**

Type 1, 2, 3 (6 lots or more) and Type 4

Sketch Plat	\$25.00
Preliminary Plat	\$250.00 plus \$10.00 per lot
Final Plat	\$200.00

### **OTHER FEES**

Variance	\$250.00
Appeal	\$250.00
Claim of Exemption	\$250.00
Vacation of Subdivision	\$250.00

No fee, or any part thereof, or any amendments thereof, shall be refundable. All plans or plats which are not complete; including fee payment at the time of submission shall be rejected. Submission is defined as the complete presentation of a plat or plan to the County Development Review Authority for approval.



Bernalillo County  
**Disclosure Statement Format for Minor Subdivision**  
SAMPLE

**1. NAME OF SUBDIVISION**

name of subdivision

**2. NAME AND ADDRESS OF SUBDIVIDER**

name of subdivider

address of subdivider

**3. CONDITION OF TITLE**

Statement of condition title

**4. STATEMENT OF ALL RESTRICTIONS OF RECORD THAT SUBJECT THE SUBDIVIDED LAND TO ANY CONDITIONS AFFECTING IT'S USE OR OCCUPANCY**

Statement of all deed and plat restrictions affecting the subdivided land

**5. DESCRIPTION OF UTILITIES BEING PROVIDED BY THE DEVELOPER**

Name of entity providing electricity, if available

Name of entity providing gas service, if applicable

Name of entity providing water, if applicable

Name of entity providing liquid waste disposal, if applicable

Name of entity providing solid waste disposal, if applicable

Name of entity providing telephone, if applicable

**6. WATER AVAILABILITY (Sec. 74-96 & 74-105)**

Describe the means of water delivery within the subdivision

(For subdivisions that contain five or less lots in which individual or shared water supply systems (wells) are proposed, a water quality documentation package is required. Water quality analyses of water for an on site well or the nearest well to the property shall be submitted for the following constituents; Fecal coliform, TKN, NH<sub>3</sub>, NO<sub>2</sub>, NO<sub>3</sub>, Na, Ca, K, Mg, Cl, SO<sub>4</sub> and HCO<sub>3</sub>.

- Submit at least one well log from the well used to sample the water.
- A description of the water-bearing formation.
- The estimated yield in gpm based on the well log.

For subdivisions that propose connection to an existing community water system- name the public utility and obtain an Availability Statement from the public utility that they are able to provide water service.

**7. LIQUID WASTE DISPOSAL**

Describe the type of liquid waste disposal system that is proposed for the subdivision

For subdivisions that propose connection to an extension of an existing community sewer system-name the public utility and obtain an Availability Statement from the public utility that they are able to provide sewer service.

For subdivisions that propose individual wastewater (liquid waste) systems- an Availability Statement from the City of Albuquerque stating that they are NOT able to provide wastewater service is required.

**8. SOLID WASTE DISPOSAL**

Describe the means of solid waste disposal that is proposed for use within subdivision

**9. THE PROPERTY IS SUBJECT TO PAYMENT OF IMPACT FEES AT TIME OF CONSTRUCTION BASED ON THE BERNALILLO COUNTY CODE CHAPTER 46 IMPACT FEES**

Property owner(s): \_\_\_\_\_

\_\_\_\_\_ Date

\_\_\_\_\_ Date

**VERIFICATION**

STATE OF NEW MEXICO  
County of Bernalillo

\_\_\_\_\_, SUBSCRIBED and SWORN TO before me on

\_\_\_\_\_, 20\_\_\_\_\_.

My Commission expires:

Notary Public:

\_\_\_\_\_

**BERNALILLO COUTNY  
IMPACT FEE FACT SHEET  
FOR SUBDIVISION ASSESSMENT**

The Impact Fee Ordinance (Chapter 46) of the Bernalillo County Code was adopted by the Bernalillo County Board of County Commissioners, effective January 1, 1996. This ordinance was amended in June of 2002, which became effective on July 25, 2002.

Impact fees are assessed for parks, open space, fire/EMS, roadway and drainage facilities in Bernalillo County, outside the incorporated limits of any Village or City. The impact fees are used to finance the capital facilities (such as land and buildings) needed to accommodate new growth.

**NEW SUBDIVISIONS**

Impact fees are assessed (the amount estimated) when the plat is recorded for subdivisions that are platted or replatted after January 1, 1996. A notice of assessment is prepared as part of the Final Plat.

**WHEN IS THE FEE COLLECTED?**

The impact fees shall be assessed and collected at the time of issuance of a building permit or zoning permit.

**HOW IS THE FEE USED?**

The impact fees are to be used solely for the purpose of planning, designing, land acquisition, construction, expansion and development of capital improvements (building and land), facility expansions or equipment which benefit those developments which pay the fees, based on service districts. The ordinance explicitly does not allow impact fees to be used for the repair, maintenance, modernization or expansion of an existing facility to improve service to existing development.

**ARE PROJECT IMPROVEMENTS STILL REQUIRED?**

The payment of impact fees does not prevent the County from requiring a developer to construct reasonable project improvements on or off-site in connection with new development. Project improvements are defined as infrastructure or facilities necessary for a specific project.

Only system improvements designed to provide service to more than one project or the community at large may be eligible for impact fee credit.

## BERNALILLO COUNTY ASSESS THE FOLLOWING IMPACT FEES

The **ROADWAY IMPACT FEE** will be used to construct roadway facilities, which are principal arterial, minor arterial or collector streets or roads designated on the Long Range Roadway System Map for Albuquerque, and those facilities in the MRGCOG modeling network.

The **FIRE/EMERGENCY MEDICAL SERVICE (EMS) IMPACT FEE** will be used for buildings for fire protection and/or emergency medical services and essential equipment costing \$10,000 or more and having a life expectancy of ten years or more. The fee is assessed per square foot for residential, commercial, industrial and office/institutional projects.

The **DRAINAGE IMPACT FEE** is assessed in five service areas of the County. The East Mountain area is excluded. The drainage fee is used for facilities that would collect, divert or convey a peak discharge of more than 50 cubic feet per second (cfs) or store more than acre-feet of runoff in a 100 year design storm. Most storm drainage pipes less than 30 inches in diameter would not meet this definition and would be classified as minor facilities. Only county facility costs are used in determining drainage fees. The Albuquerque Metropolitan Arroyo Flood Control Authority (AMAFCA) and Middle Rio Grande Conservancy District (MGRCD) projects are excluded.

The **PARK IMPACT FEE** is intended to address neighborhood, community and regional parks and related improvements provided by the County. The State Development Fees Act explicitly prohibits impact fees for libraries, community centers and schools. Park and recreation facilities within a community facility or on school property may be prorated and included. Only residential projects pay this fee.

The **OPEN SPACE IMPACT FEE** is assessed within the five mile Extraterritorial Zone with the City of Albuquerque. The East Mountain Area is excluded. The fee is based on the open space trails and related open space facilities as defined in the Albuquerque/Bernalillo County Comprehensive Plan. Only residential projects pay this fee.

This information fact sheet is intended to provide answers frequently asked. The [Impact Fee Ordinance \(Chapter 46\) of the Bernalillo County Code](#) and supporting [Capital Improvements Plans](#) are available and may be purchased at the Zoning, Building and Planning Department, 111 Union Square Street SE, Suite 100, Albuquerque, NM 87102 or can be downloaded [www.bernco.gov](http://www.bernco.gov) and printed by selecting the links above.

If you have any questions or need additional information please contact Jimmy Best, Chair, County Development Review Authority/Impact Fee Coordinator at 314-0388.



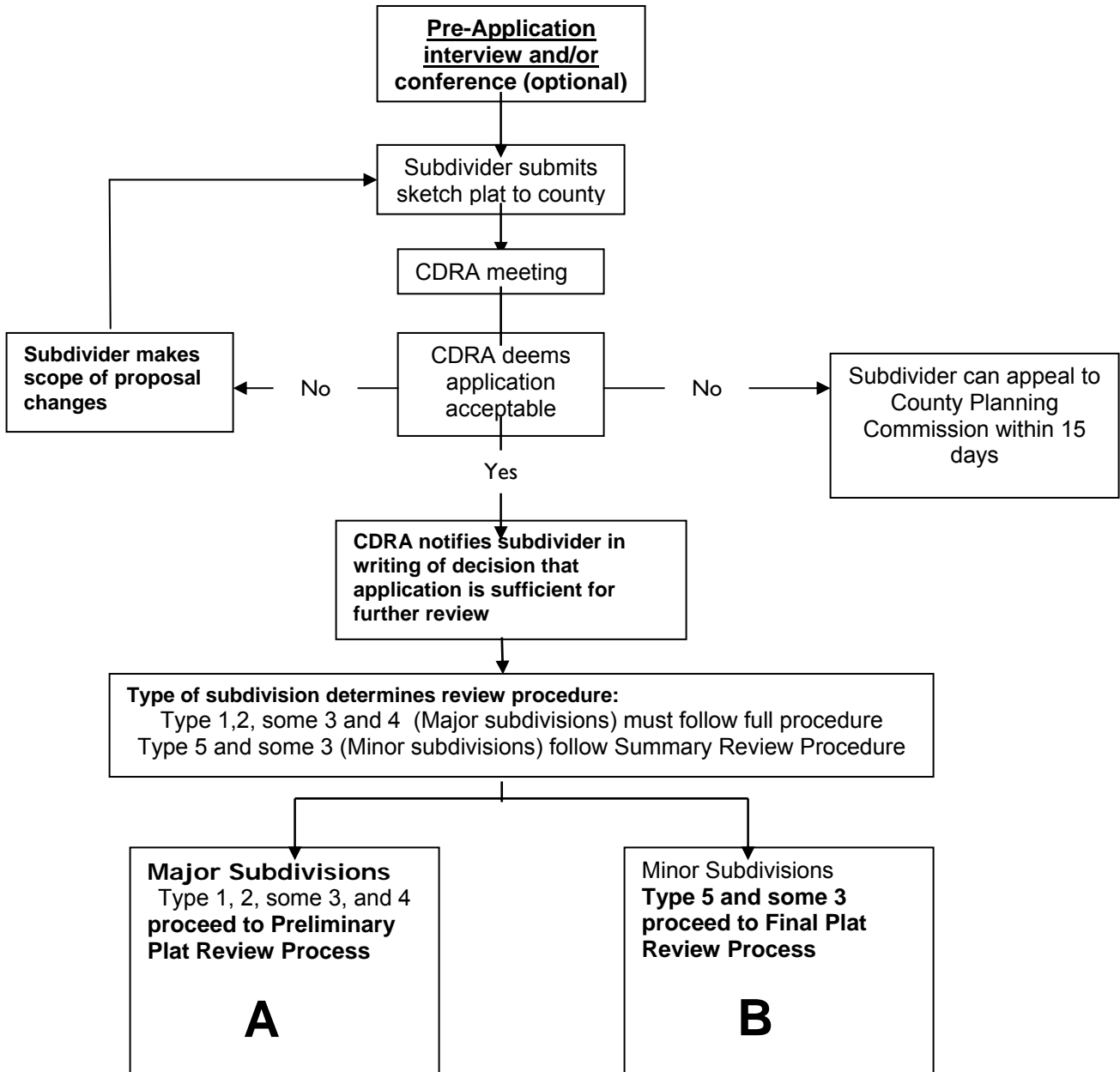
## COUNTY DEVELOPMENT REVIEW AUTHORITY

### 2009 SCHEDULE

CDRA MEETING DATE	CDRA SUBMITTAL DEADLINE (NOON)
December 11, 2008	December 1, 2008
January 8	December 19, 2008
January 22	January 12
February 12	February 2
February 26	February 16
March 12	March 2
March 26	March 16
April 9	March 30
April 23	April 13
May 14	May 4
May 28	May 18
June 11	June 1
June 25	June 15
July 9	June 29
July 23	July 13
August 13	August 3
August 27	August 17
September 10	August 31
September 24	September 14
October 8	September 28
October 22	October 12
November 12	November 2
December 10	November 30
January 14, 2010	January 4, 2010

**Please note: If the Monday falls on a County designated holiday, submittal deadline will be noon the Friday before.**

# Subdivision Review Process

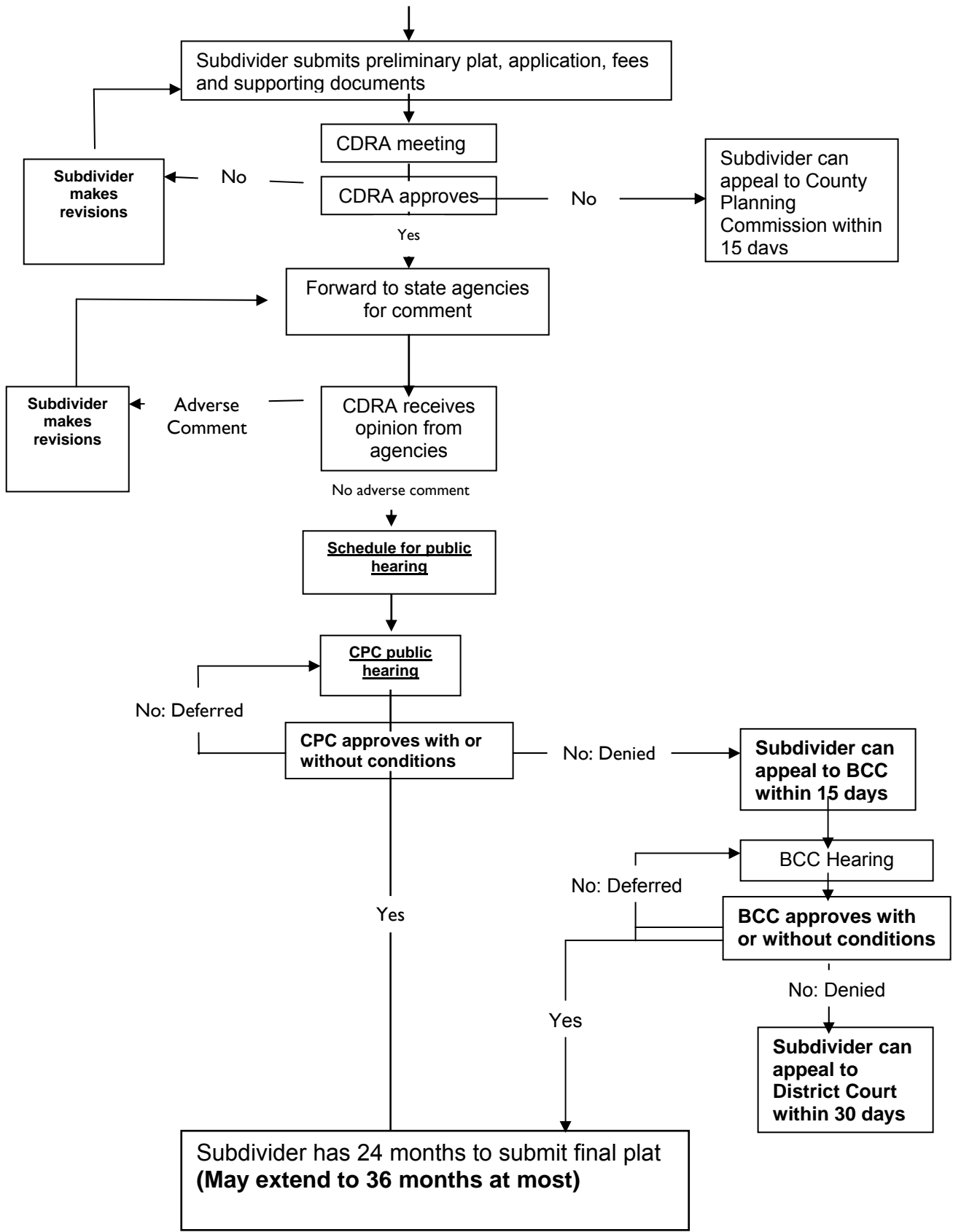


Guide to Acronyms  
 BCC- Board of County Commissioners  
 CDRA –County Development Review Authority  
 CPC- County Planning Commission

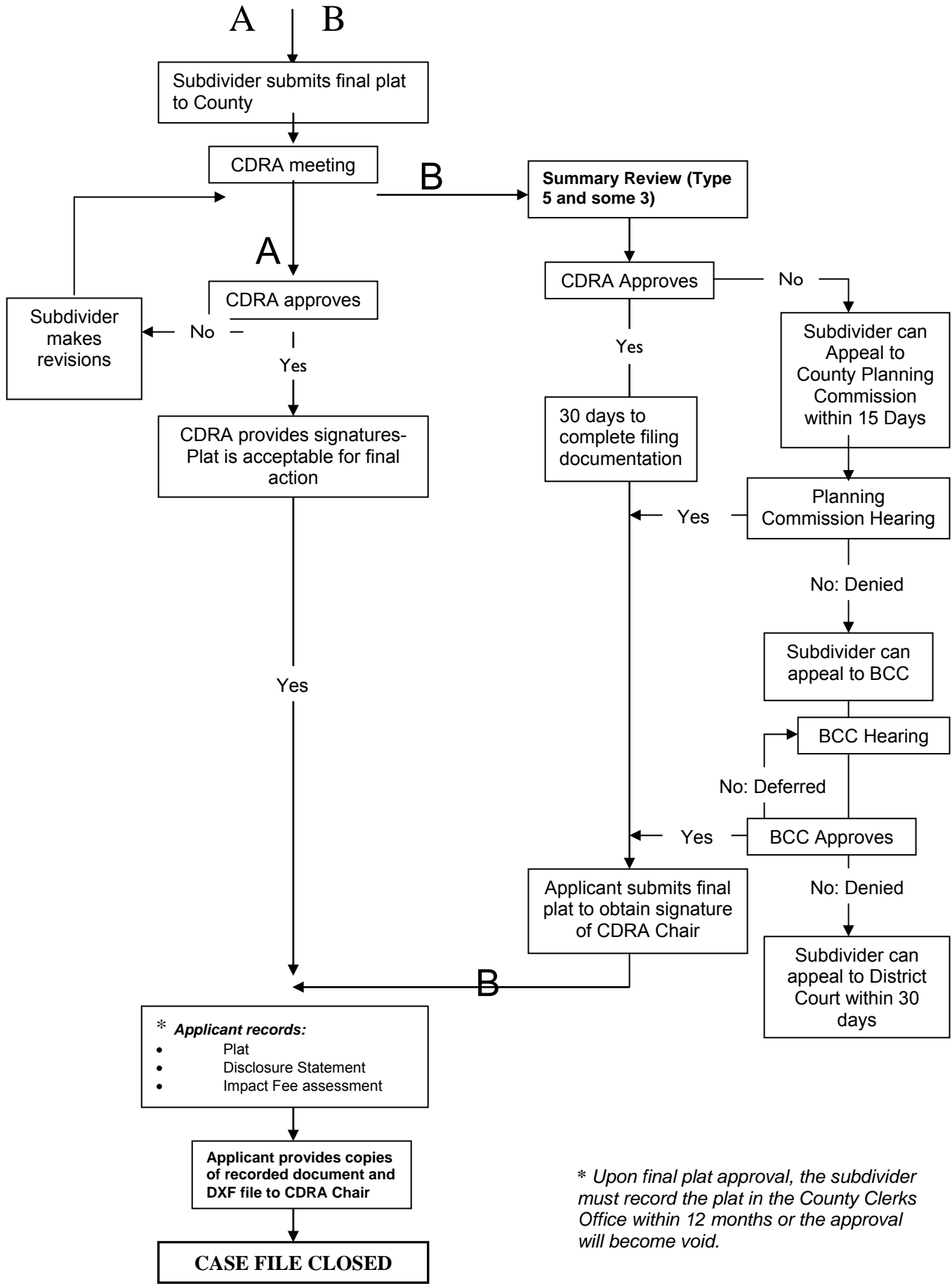


# Preliminary Plat Review Process

A



# Final Plat Review Process



*\* Upon final plat approval, the subdivider must record the plat in the County Clerks Office within 12 months or the approval will become void.*

# PRELIMINARY PLAT CHECKLIST

## (MAJOR SUBDIVISION-SUMMARY REVIEW PROCEDURE)

*The applicant/agent must submit the following information prior to acceptance of an application for the subdivision/platting of land.*

### **APPLICATION REQUIREMENTS:**

- Completed application
- 9 copies** for CDRA of the proposed subdivision/platting action (folded to approximately 8½" x 11")
- Appropriate fee (refer to schedule)

### **SUBMITTAL REQUIREMENTS (must include the following information):**

- Drawing of the proposed division of land to scale including a north indicator
- Statement of Declaration (i.e. Purpose of Plat)
- Legal description of property
- Detailed Site Plan (diagram showing existing development with all pertinent systems and structures with setbacks)
- Proposed Access (easement width and name of roadway)
- Proposed lot sizes (gross and net acreage)
- Zone Atlas page showing the property clearly marked (vicinity map)
- Draft Disclosure Statement (if applicable)
- City water and sewer availability statement ( if applicable)
- Copy of Notice of Decision from any previous County actions (i.e., zone change, Special Use Permit, variance requests, etc. if applicable)
- Agent Authorization
- Water sufficient in quantity to fulfill the maximum annual water requirements of the subdivision, including water for indoor and outdoor domestic uses
- Water of acceptable quality for human consumption and measures to protect the water supply from contamination
- Terrain management (drainage report) to protect against flooding, inadequate drainage and erosion; and measures to protect steep slopes over 15 percent and ridge tops
- Proof of neighborhood association notification