

SECTION 6: APPLICATION REQUIREMENTS

The following application requirements are designed to provide the information necessary to determine if a proposed master plan meets the criteria for approval. The following information shall be provided by the submittal date in order for staff to review the application. If the application is not provided on time, or is incomplete, the application may be delayed until a complete application is submitted consistent with the following information. Applications for master plan shall contain the following information:

A. Introductory Information

1. Summary of the master plan and description of key features;
2. Regional context map with north arrow and graphic scale, showing the location of the master plan within Bernalillo County;
3. Vicinity map with north arrow and graphic scale, showing the master plan area's relationship to the existing road network within one thousand (1,000) feet of the master plan boundaries, and natural and human-made features that may impact or may be impacted by the master plan within three (3) miles of the master plan boundaries. Detail shall be sufficient to locate the master plan area in the field using the map;
4. Recent aerial photo of the master plan area with north arrow and graphic scale;
5. Legal description, unified property code (UPC) numbers and landowner names for all parcels within the master plan area and for all parcels contiguous to the master plan boundaries, excluding public rights-of-way;
6. Date of master plan preparation;
7. Name, address and phone number of the person or firm preparing the master plan;
8. Name, address and phone number of the developer;
9. Name, address and phone number of the agent, with the signature of the landowner authorizing the agent to present the application for consideration to Bernalillo County;
10. Disclaimer that master plan does not constitute zoning and subdivision approval;
11. Explanation of methodology used for calculations, concepts and figures in the master plan, such as population projections, growth rates, household sizes, revenue and expense assumptions, etc.;
12. Public involvement summary identifying which neighborhood associations, community organizations, individuals and other entities have been informed about the development; how many public meetings have been held and on what dates; efforts to incorporate comments received from the public on the master plan; plans for future public involvement and letters of support, if applicable; and
13. Language of applicable plans and policies for the master plan area and explanation of how the master plan complies with this language.

B. Land Use and Zoning

All items with an asterisk (*) may be expressed as a range.

1. Text and map showing existing and proposed land uses and zoning for the master plan area and for five hundred (500) feet outside of the master plan boundaries;
2. Acreage for each land use and zoning category;
3. Explanation of how the master plan will transition with proposed and existing land uses and zoning within and adjacent to the master plan area;
4. Total number* and overall density* of proposed dwelling units;
5. Number* or percentage* of affordable dwelling units. Twenty percent (20%) of the total housing units in each phase are encouraged to be affordable to low or moderate income residents;
6. Grand totals* of floor area for proposed non-residential uses, and subtotals* for commercial, office, institutional and industrial land uses;
7. Total number* of residents, citing projections used to develop the estimate; and
8. Number* of new jobs created.

C. Site Plan: The site plan shall be a map, with north arrow and graphic scale that shows:

1. Boundary lines of master plan area;
2. Total acreage of master plan area;
3. Boundaries and acreage of each phase;
4. Descriptions, locations, acreage, approximate square footage and density or intensity of sub-areas of the master plan, including residential areas, employment centers, activity centers, and parks, open space and trails; and
5. Major road network.

D. Phasing Plan

All items with an asterisk (*) may be expressed as a range.

1. Year each phase is expected to go into development;
2. Boundaries and acreage for each land use contained in each phase;
3. Number*, net and gross density* of dwelling units for each phase;
4. Number* of dwelling units by single-family, townhouse or condominium, and apartment for each phase;
5. Floor area* of commercial uses, office uses, institutional uses and industrial uses for each phase. Fifty (50) square feet of non-residential floor area is required for each residential unit proposed in that phase;
6. Number* of residents for each phase; and
7. Number* of new jobs created for each phase.

E. Traffic Impact Study: The physical features of the traffic impact study shall be mapped to correspond to the site plan in orientation, size and scale. The traffic impact study shall address each phase of the development, using background data consistent with the Mid Region Council of Governments dataset(s) per the Metropolitan Transportation Plan, Consolidated Traffic Counts Program and/or more recent area project data. Background data, assumptions and methodology must be approved by Bernalillo County prior to submittal. Applicants are strongly encouraged to make reasonable assumptions about other developments that may occur at the same time or in the near future, and to combine or coordinate new facilities and improvements with these developments. Roadways and other transportation infrastructure should be sited to accommodate multiple purposes and modes of transportation and to protect environmentally sensitive areas. If roadways in the master plan area or its area of influence lie within jurisdictions other than Bernalillo County, those jurisdictions must be contacted to determine the impact of the proposed development and required off-site improvements, and to obtain approvals for access points in those jurisdictions. The following elements are required for a Traffic Impact Study:

1. Area of influence determined by Bernalillo County, which may be larger than the master plan area;
2. Location, rights-of-way width, roadway width and roadway or functional classifications for existing and proposed roadways within the area of influence, consistent with Bernalillo County and Mid Region Council of Governments long-range plans. Access points shall be identified and must be considered in context of Bernalillo County Street Standards and the Mid Region Council of Governments Roadway Access Policies and Procedures, where applicable. The submittal shall include analysis supporting any proposed new major roadway network layout and proposed new roadway functional classification(s), where not identified in Bernalillo County and/or Mid Region Council of Governments long-range plans;
3. Analysis of background and project-imposed network travel conditions;
4. Forecasted levels of development for each phase;
5. Projected am and pm peak hour volumes for each phase;
6. Average weekday traffic volumes for each phase;
7. Existing and build year capacity and Level of Service (LOS) with and without the proposed development for major roadway segments and major intersections within the area of influence;
8. Remaining capacity and resulting LOS at full build out of each phase for major roadways within the area of influence;
9. Developer-funded improvements and/or mitigation measures required to restore the system to the LOS before the development or meet the minimum LOS designated by the Bernalillo County Public Works Department on all roadways and intersections within the area of influence. At intersections with an LOS E or F, the developer must attain a delay (in

seconds) for the build condition equal to or better than the no build condition;

10. Developer-funded transportation improvements and mitigation measures required to meet the demand and offset impacts created by each phase of the development within the area of influence.
11. Written analysis of safety issues on existing and proposed road segments and intersections within the area of influence. Issues to be addressed include consideration of motorized and non-motorized safety, road segment and intersection serviceability;
12. Analysis and identification of location of multimodal and intermodal transportation facilities, including mass transit and/or high occupancy vehicle lanes with supporting networks of bike lanes, sidewalks, trails and paths, showing linkages with existing and/or planned multimodal facilities. Anticipated mode shift from single occupancy vehicle (SOV) trips to multimodal trips may be considered in the analysis and identification of required mitigation measures in the TIS. Analysis should be in the context of Bernalillo County plans and documents, and should include the Mid Region Council of Government's long range bikeway and roadway systems as included in the Metropolitan Transportation Plan; and
13. Location and width of multi-use recreational trails and paths, consistent with multimodal transportation facilities. Each housing area or neighborhood shall have at least one (1) multi-use, off-street trail or path that provides residents with access to employment centers, commercial development, and/or community facilities. Perimeter facilities that connect to a larger non-vehicular network are encouraged.

F. Natural Resources Plan: The physical features of the natural resources plan shall be mapped to correspond to the site plan in orientation, size and scale.

The following elements are required for a natural resources plan:

1. Location and description of existing natural resources and unique features including but not limited to major landforms, view sheds, watersheds, water courses, wildlife, plants, wildlife corridors, endangered plant and animal species, soils and agricultural land;
2. Text description and map locations of soil types within the master plan area and five hundred (500) feet outside of the master plan boundaries;
3. A Class I archaeological resources investigation, including literature search, plan for field survey, sample archeological features and mitigation strategy;
4. Estimated air, noise and light pollution resulting from each phase of the development and proposed measures to mitigate pollution impacts;
5. Disclosure of existing or previously existing land uses or activities within or near the master plan area that may be harmful to humans and/or the environment, including but not limited to superfund sites, landfills, refineries, agricultural processing plants, etc. The applicant shall identify mitigation measures for such land uses or activities that occur on property within the applicant's ownership or control; and

6. Strategies to protect natural resources, environmentally sensitive areas and unique features and to mitigate environmental hazards. Strategies include but are not limited to open space, buffering, buildable area restrictions, building height limits and land conservation techniques such as purchase of development rights and conservation easements; and
7. Developer-funded improvements and mitigation measures required to offset natural resource impacts created by each phase of the development.

G. Terrain Management and Drainage Plan: The physical features of the terrain management and drainage plan shall be mapped to correspond to the site plan in orientation, size and scale. The following elements are required for a terrain management and drainage plan:

1. Existing and proposed contours at ten foot (10') intervals, with identification of slopes greater than ten percent (10%);
2. Strategies for grading that minimize disturbance to the existing terrain and vegetation, and conform to the natural geography of the area;
3. Location and acreage of floodplains and existing and proposed natural and human-made drainage features and structures, including easements and rights-of-way width, where applicable. Federally designated floodplains and floodways that are within or near the master plan boundaries shall be identified. If development is proposed within a federally mapped floodplain or floodway, a Conditional Letter of Map Revision (CLOMR) will be required from the Federal Emergency Management Agency (FEMA) before recording of the final plat;
4. The amount of storm water runoff generated by each phase of development and by the entire master plan development;
5. Location, capacity and design of proposed drainage facilities showing connections, if applicable, with existing drainage facilities;
6. Strategies to convey storm water, mitigate storm water impact, reduce storm water runoff and improve storm water quality, including but not limited to water harvesting, grey water reuse, minimization of impervious surfaces, storm water prevention measures and low impact development;
7. Maintenance responsibilities and oversight for proposed drainage facilities; and
8. Developer-funded drainage facilities and storm water mitigation measures required to meet the demand and offset impacts created by each phase of the development.

H. Parks, Open Space, Trails and Public Facilities Plan: The physical features of the parks, open space, trails and public facilities plan shall be mapped to correspond to the site plan in orientation, size and scale. The following elements are required for a parks, open space, trails and public facilities plan:

1. Regional context map with north arrow and graphic scale, showing location and acreage of existing parks, open spaces and trail corridors within the regional open space network;

2. Locations and acreage of proposed parks, open space, trails and public lands, showing linkages with the regional open space network and relationships with environmentally sensitive areas and areas serving as buffers between low and high intensity land uses. Acreage for parks, open space and trails shall be calculated separately. Parks, open space, trails and related facilities shall be provided according to Bernalillo County standards;
3. Locations, easements or rights-of-way width, and cross sections for existing and proposed sidewalks, pedestrian, bicycle and multi-use trails and lanes, shown in relation to employment centers, activity centers and public facilities;
4. Location, acreage, square footage and capacity of existing and proposed major public facilities, including schools, community centers, recreational centers, libraries, fire stations and police stations. Current population or usage shall be identified and used to determine capacity;
5. For each phase of the development, explanation of methodology used to determine the size and quantity of proposed open space, parks, trails and public facilities; and
6. Developer-funded parks, open space, trails and public facilities required to meet the demand created by each phase of the development.

I. Utilities Plan: The physical features of the utilities plan shall be mapped to correspond to the site plan in orientation, size and scale. The following elements are required for a utilities plan:

1. Location, dimension and available capacity of existing water, sewer, electric and gas utilities, including easements and rights-of-way width;
2. Location of existing water wells in the master plan area and for five hundred (500) feet outside of the master plan boundaries;
3. Water quantity, wastewater conveyance and treatment capacity needed for each phase of the development and for the entire master plan;
4. Location of gas and electric utilities, including easements and rights-of-way width, and identification of gas and electric service providers;
5. Location, capacity and design of proposed water and wastewater lines and infrastructure, including but not limited to wells, reservoirs lift stations, pump stations, etc. If applicable, connections and size of existing utilities at the point of tie-in shall be shown;
6. Plan for establishing water service that identifies the water source or service provider, depth to groundwater, location and distance to production well(s), maintenance and oversight responsibilities, and availability of water for each phase and the entire master plan;
7. Plan for providing wastewater service and treatment, including type of wastewater conveyance and treatment, identification of service provider(s) and maintenance and oversight responsibilities;
8. If the development will be served by the Albuquerque/Bernalillo County Water Utility Authority, water and/or sewer serviceability statements from the City of Albuquerque;

9. Existing groundwater quality for the master plan area and for a half-mile radius around the master plan boundaries and around the water supply location, if different. A larger radius may be required if known hazards, such as plumes, exist in the area;
10. Locations and access easements for potential future use by Bernalillo County for the installation of groundwater monitoring wells. At least one location and associated access easement shall be identified for each phase of the development;
11. Water conservation plan identifying strategies to conserve water for individual developments and at the master plan level. Strategies should include, but are not limited to, low-flow fixtures and appliances, xeriscaping, water retention, water harvesting and grey water reuse; and
12. Developer-funded utility improvements or measures required to meet the demand created by each phase of the development.

J. Design Guidelines: Design guidelines shall include conceptual drawings, elevations and/or site plans that illustrate the proposed design guidelines, along with text which, at minimum, addresses the following items:

1. Building height;
2. Screening;
3. Building and accent color palette;
4. Glazing;
5. Reflectivity;
6. Roof lines;
7. Rooftop equipment;
8. Massing and articulation;
9. Setbacks;
10. Location and design of parking lots or parking areas;
11. Landscaping and landscape materials;
12. Street and streetscape design,
13. Signalization;
14. Trails, bicycle lanes and bicycle racks;
15. Pedestrian facilities;
16. Signage;
17. Lighting; and
18. Strategies for water conservation, energy-efficiency and natural resource protection incorporated into the design guidelines through mechanisms such as xeriscaping, low-flow fixtures and appliances, passive solar design, etc.

K. Fiscal Impact Analysis: A fiscal impact analysis, developed in consultation with Bernalillo County staff, shall be completed for each phase of the development and shall include the following:

1. New revenues for Bernalillo County and the Albuquerque Public School system resulting from construction expenditures, impact fees, property tax and gross receipts taxes generated by the development. Revenues

redistributed within Bernalillo County and the Albuquerque Public School system shall not be included;

2. Itemized and total cost of all on-site and off-site improvements, including but not limited to transportation, water, wastewater, drainage, solid waste, communications, electric and gas infrastructure, as well as parks, open space, trails and public facilities needed to support the development which will not be otherwise completed through local or state government capital improvement programs or through private sector investment;
3. Costs or benefits resulting from the self-sufficiency of the master plan area, based on the amount of local services and employment opportunities provided in balance with housing;
4. Other impacts or costs, including but not limited to public health, land conservation, traffic congestion, traffic accidents, depletion of scarce water resources, and environmental degradation;
5. Operation and maintenance costs attributed to the appropriate entity (private service provider, developer, Bernalillo County, etc.); and
6. A calculation of the developer's fair share contribution for transportation, water, wastewater, drainage, solid waste, communications, electric and gas infrastructure, as well as parks, open space, trails and public facilities.

SECTION 7: ZONING AND SUBDIVISION APPROVALS

- A. Related Approvals:** Because master plan approval does not assign zoning or create lots, the applicant is required to obtain approval for a zone change or special use permit for Planned Development Area, if applicable, per the requirements found in the Bernalillo County Zoning Code, and approval for subdivision per the requirements found in the Bernalillo County Subdivision Ordinance, before development can proceed. Application for Preliminary Plat may take place only after the appropriate zoning or special use permit is in place.
- B. Consistency with Master Plan:** Approval of zone change, special use permit for Planned Development Area, and subdivision will be contingent upon consistency with the approved master plan.
- C. Multi-Phased Developments:** Each phase of a multi-phase, approved master plan will require that the appropriate zoning or special use permit be in place and that subdivision approval is obtained before development of that phase can be initiated.
- D. Concurrent Applications:** An applicant may simultaneously submit an application for master plan approval and application for zone change or special use permit for Planned Development. Two (2) separate applications must be submitted, pursuant to the respective submittal requirements and