



**Supplemental Form (SF)**

<p><b>SUBDIVISION</b></p> <p>___ Major subdivision action</p> <p>___ Minor subdivision action</p> <p>___ Vacation</p> <p>___ Variance (Non-Zoning)</p> <p><b>SITE DEVELOPMENT PLAN</b></p> <p>___ for Subdivision</p> <p>___ for Building Permit</p> <p><input checked="" type="checkbox"/> Administrative Amendment (AA)</p> <p>___ Administrative Approval (DRT, URT, etc.)</p> <p>___ IP Master Development Plan</p> <p>___ Cert. of Appropriateness (LUCC)</p> <p><b>STORM DRAINAGE (Form D)</b></p> <p>___ Storm Drainage Cost Allocation Plan</p>	<p><b>S</b>   <b>Z</b></p> <p><b>V</b></p> <p><b>P</b></p> <p><b>D</b></p> <p><b>L</b>   <b>A</b></p>	<p><b>ZONING &amp; PLANNING</b></p> <p>___ Annexation</p> <p>___ Zone Map Amendment (Establish or Change Zoning, includes Zoning within Sector Development Plans)</p> <p>___ Adoption of Rank 2 or 3 Plan or similar</p> <p>___ Text Amendment to Adopted Rank 1, 2 or 3 Plan(s), Zoning Code, or Subd. Regulations</p> <p>___ Street Name Change (Local &amp; Collector)</p> <p><b>APPEAL / PROTEST of...</b></p> <p>___ Decision by: DRB, EPC, LUCC, Planning Director, ZEO, ZHE, Board of Appeals, other</p>
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PRINT OR TYPE IN BLACK INK ONLY. The applicant or agent must submit the completed application in person to the Planning Department Development Services Center, 600 2<sup>nd</sup> Street NW, Albuquerque, NM 87102. Fees must be paid at the time of application. Refer to supplemental forms for submittal requirements.

PDF copy of the completed application along with all the plans and documents being submitted must be emailed to (PLNDRS@cabq.gov) prior to processing this application. (Zipped files and files over 9 Megabytes will not get delivered via email, Therefore, PDF files must be provided on a CD)

**APPLICATION INFORMATION:**

Professional/Agent (if any): SANDIA LAND SURVEYING LLC PHONE: 259-8130  
 ADDRESS: 15 CASA TERNOS FAX: \_\_\_\_\_  
 CITY: PLACITAS STATE NM ZIP 87043 E-MAIL: SANDIALAND@COMCAST.NET  
 APPLICANT: NATHAN WOOD PARTNERS PHONE: \_\_\_\_\_  
 ADDRESS: 4101 INDIAN SCHOOL ROAD NE FAX: \_\_\_\_\_  
 CITY: ALBUQ STATE NM ZIP 87110 E-MAIL: \_\_\_\_\_  
 Proprietary interest in site: OWNER List all owners: \_\_\_\_\_

DESCRIPTION OF REQUEST: TO DIVIDE TRACT B INTO TRACT B-1 AND B-2  
ALTURA COMPLEX

Is the applicant seeking incentives pursuant to the Family Housing Development Program? \_\_\_ Yes.  No.

**SITE INFORMATION: ACCURACY OF THE EXISTING LEGAL DESCRIPTION IS CRUCIAL! ATTACH A SEPARATE SHEET IF NECESSARY.**

Lot or Tract No. TRACT B Block: \_\_\_\_\_ Unit: \_\_\_\_\_  
 Subdiv/Addn/TBKA: ALTURA COMPLEX  
 Existing Zoning: SU-1 Proposed zoning: SU-1 MRGCD Map No \_\_\_\_\_  
 Zone Atlas page(s): H-17 UPC Code: 10170591400383010941

**CASE HISTORY:**

List any current or prior case number that may be relevant to your application (Proj., App., DRB-, AX\_, Z\_, V\_, S\_, etc.):  
1000111 DRB-97-386

**CASE INFORMATION:**

Within city limits?  Yes      Within 1000FT of a landfill? NO  
 No. of existing lots: 1      No. of proposed lots: 2      Total site area (acres): 6.9670  
 LOCATION OF PROPERTY BY STREETS: On or Near: 4101 INDIAN SCHOOL RD, NE  
 Between: CARLISLE and WASHINGTON  
 Check if project was previously reviewed by: Sketch Plat/Plan  or Pre-application Review Team(PRT) . Review Date: \_\_\_\_\_

SIGNATURE [Signature] DATE 3-24-18  
 (Print Name) ANDREW S MEDINA Applicant:  Agent:

**FOR OFFICIAL USE ONLY**

<input type="checkbox"/> INTERNAL ROUTING	Application case numbers	Action	S.F.	Fees
<input type="checkbox"/> All checklists are complete	_____	_____	_____	\$ _____
<input type="checkbox"/> All fees have been collected	_____	_____	_____	\$ _____
<input type="checkbox"/> All case #s are assigned	_____	_____	_____	\$ _____
<input type="checkbox"/> AGIS copy has been sent	_____	_____	_____	\$ _____
<input type="checkbox"/> Case history #s are listed	_____	_____	_____	\$ _____
<input type="checkbox"/> Site is within 1000ft of a landfill	_____	_____	_____	\$ _____
<input type="checkbox"/> F.H.D.P. density bonus				Total
<input type="checkbox"/> F.H.D.P. fee rebate				\$ _____
	Hearing date _____			

**FORM P(4): SITE DEVELOPMENT PLAN REVIEW – ADMINISTRATIVE APPROVAL (AA)**

**AMENDMENT TO SITE DEVELOPMENT PLAN FOR BUILDING PERMIT (AA02)**

- Letters: ~~four (4)~~ **one (1)** copies describing and justifying the request
- ~~Four (4)~~ **Three (3)** copies of all applicable sheets of the approved Site Development Plan being amended, folded to fit into an 8.5" x 14" pocket. Approved site development plans should contain signatures of the Development Review Board (DRB).
- ~~4 Copies~~ **One (1)** of EPC or DRB *Official Notice of Decision* associated with the approved site development plan
- ~~Four (4)~~ **Three (3)** copies of the proposed Site Development Plan, with changes circled and noted, folded to fit into an 8.5" x 14" pocket. Refer to the Site Development Plan for Building Permit or Site Development Plan for Subdivision *Checklist* for information needed on the proposed Site Development Plan.
- Maps: ~~four (4)~~ **One (1)** copies from the most recent Zone Atlas, with the entire property(ies) precisely and clearly outlined
- Letter of authorization from the property owner, if the application is submitted by an agent
- Fee (see fee schedule)
- Any original and/or related file numbers must be listed on the cover application
- Electronic copy (PDF) of approved and proposed Site Development Plans

**NOTE: The next two items are also required if the square footage change is 2% or more of the approved square footage and/or if any person may be substantially aggrieved by the altered plan.**

- Notification letter addressed to owners of adjacent properties and certified mail receipts
- Office of Neighborhood Coordination (ONC) inquiry response, notification letter to affected Neighborhood Associations and certified mail receipts

**AMENDMENT TO SITE DEVELOPMENT PLAN FOR SUBDIVISION (AA03)**

- Letters: four (4) copies describing and justifying the request
- Four (4) copies of all applicable sheets of the approved Site Development Plan being amended, folded to fit into an 8.5" x 14" pocket. Approved site development plans should contain signatures of the Development Review Board (DRB).
- 4 Copies of EPC or DRB *Official Notice of Decision* associated with the approved site development plan
- Four (4) copies of the proposed Site Development Plan, with changes circled and noted, folded to fit into an 8.5" x 14" pocket. Refer to the Site Development Plan for Building Permit or Site Development Plan for Subdivision *Checklist* for information needed on the proposed Site Development Plan.
- Maps: four (4) copies from the most recent Zone Atlas, with the entire property(ies) precisely and clearly outlined
- Letter of authorization from the property owner, if the application is submitted by an agent
- Fee (see fee schedule)
- Any original and/or related file numbers must be listed on the cover application
- Electronic copy (PDF) of approved and proposed Site Development Plans

**NOTE: The next two items are also required if the square footage change is 2% or more of the approved square footage and/or if any person may be substantially aggrieved by the altered plan.**

- Notification letter addressed to owners of adjacent properties and certified mail receipts
- Office of Neighborhood Coordination (ONC) inquiry response, notification letter to affected Neighborhood Associations and certified mail receipts

I, the applicant, acknowledge that any information required but not submitted with this application will likely result in rejection of this application and/or deferral of actions.

Andrew S Medina  
Applicant's Name (please print!)

[Signature]  
Applicant's Signature

3-24-18  
Date



- Checklists complete
  - Fees collected
  - Case #s assigned
  - Related #s listed
- Application case numbers:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
Planner's Signature / D  
Project #: