



Supplemental Form (SF)

**SUBDIVISION**

- Major subdivision action
- Minor subdivision action
- Vacation
- Variance (Non-Zoning)

**SITE DEVELOPMENT PLAN**

- for Subdivision
- for Building Permit
- Administrative Amendment/Approval (AA)
- IP Master Development Plan
- Cert. of Appropriateness (LUCC)

**STORM DRAINAGE (Form D)**

- Storm Drainage Cost Allocation Plan

**S Z ZONING & PLANNING**

- Annexation
- Zone Map Amendment (Establish or Change Zoning, includes Zoning within Sector Development Plans)
- Adoption of Rank 2 or 3 Plan or similar Text Amendment to Adopted Rank 1, 2 or 3 Plan(s), Zoning Code, or Subd. Regulations
- Street Name Change (Local & Collector)
- L A APPEAL / PROTEST of...**
  - Decision by: DRB, EPC, LUCC, Planning Director, ZEO, ZHE, Board of Appeals, other

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.

**APPLICATION INFORMATION:**

Professional/Agent (if any): SURV-TEK, INC PHONE: 897-3366  
 ADDRESS: 9384 VALLEY VIEW DR NW FAX: \_\_\_\_\_  
 CITY: ALB STATE NM ZIP 87114 E-MAIL: RUSSTHUGG@SURVTEK  
 APPLICANT: GREATER ALBUQUERQUE HOUSING PARTNERSHIP PHONE: \_\_\_\_\_  
 ADDRESS: 320 GOLD SW, SUITE 98 FAX: \_\_\_\_\_  
 CITY: ALB STATE NM ZIP 87102 E-MAIL: \_\_\_\_\_  
 Proprietary interest in site: OWNERS List all owners: \_\_\_\_\_

DESCRIPTION OF REQUEST: MINOR PLAT APPROVAL TO COMBINE 6 LOTS INTO 1 LOT AND VACATE A PRIVATE WATER EASEMENT

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. LOTS 21-A, 22-A, 22-B, 23-A, 24-A AND 24-B Block: 13 Unit: -  
 Subdiv/Addn/TBKA: EMIL MANN ADDITION  
 Existing Zoning: R-2 Proposed zoning: SAME MRGCD Map No. -  
 Zone Atlas page(s): L-19 UPC Code: SEE ATTACHED LIST

**CASE HISTORY:**

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

**CASE INFORMATION:**

Within city limits?  Yes Within 1000FT of a landfill? N/A  
 No. of existing lots: 6 No. of proposed lots: 1 Total site area (acres): 0.6328  
 LOCATION OF PROPERTY BY STREETS: On or Near: ESPAÑOLA ST SE  
 Between: BELL AVE SE and TRUMBULL AVE SE

Check if project was previously reviewed by: Sketch Plat/Plan  or Pre-application Review Team(PRT)  Review Date: \_\_\_\_\_

**SIGNATURE**

(Print Name) Russ Hugg DATE 11.9.15  
 Applicant:  Agent

**FOR OFFICIAL USE ONLY**

Revised: 4/2012

	Application case numbers	Action	S.F.	Fees
<input type="checkbox"/> INTERNAL ROUTING				
<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 _____			

Project # \_\_\_\_\_

Staff signature & Date \_\_\_\_\_



**FORM S(3): SUBDIVISION - D.R.B. MEETING (UNADVERTISED) OR INTERNAL ROUTING**

A **Bulk Land Variance** requires application on FORM-V in addition to application for subdivision on FORM-S.

**SKETCH PLAT REVIEW AND COMMENT (DRB22)** Your attendance is required.

- Scale drawing of the proposed subdivision plat (folded to fit into an 8.5" by 14" pocket) **6 copies**
- Site sketch with measurements showing structures, parking, Bldg. setbacks, adjacent rights-of-way and street improvements, if there is any existing land use (folded to fit into an 8.5" by 14" pocket) **6 copies**
- Zone Atlas map with the entire property(ies) clearly outlined
- Letter briefly describing, explaining, and justifying the request
- List any original and/or related file numbers on the cover application

**EXTENSION OF MAJOR PRELIMINARY PLAT (DRB08)** Your attendance is required.

- Preliminary Plat reduced to 8.5" x 11"
- Zone Atlas map with the entire property(ies) clearly outlined
- Letter briefly describing, explaining, and justifying the request
- Copy of DRB approved infrastructure list
- Copy of the LATEST Official DRB Notice of approval for Preliminary Plat Extension request
- List any original and/or related file numbers on the cover application

**Extension of preliminary plat approval expires after one year.**

**MAJOR SUBDIVISION FINAL PLAT APPROVAL (DRB12)** Your attendance is required.

- Proposed Final Plat (folded to fit into an 8.5" by 14" pocket) **6 copies**
- Signed & recorded Final Pre-Development Facilities Fee Agreement for **Residential** development only
- Design elevations & cross sections of perimeter walls **3 copies**
- Zone Atlas map with the entire property(ies) clearly outlined
- Bring original Mylar of plat to meeting, ensure property owner's and City Surveyor's signatures are on the plat
- Copy of recorded SIA
- Landfill disclosure and EHD signature line on the Mylar if property is within a landfill buffer
- List any original and/or related file numbers on the cover application
- DXF file and hard copy of final plat data for AGIS is required.

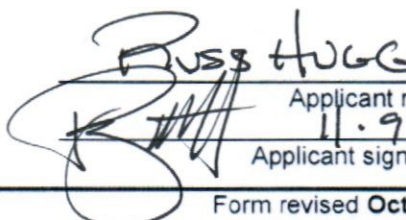
**MINOR SUBDIVISION PRELIMINARY/FINAL PLAT APPROVAL (DRB16)** Your attendance is required.

- N/A* 5 Acres or more: Certificate of No Effect or Approval
- Proposed Preliminary / Final Plat (folded to fit into an 8.5" by 14" pocket) **6 copies** for unadvertised meetings ensure property owner's and City Surveyor's signatures are on the plat prior to submittal
- N/A* Signed & recorded Final Pre-Development Facilities Fee Agreement for **Residential** development only
- N/A* Design elevations and cross sections of perimeter walls (11" by 17" maximum) **3 copies**
- Site sketch with measurements showing structures, parking, Bldg. setbacks, adjacent rights-of-way and street improvements, if there is any existing land use (folded to fit into an 8.5" by 14" pocket) **6 copies**
- Zone Atlas map with the entire property(ies) clearly outlined
- Letter briefly describing, explaining, and justifying the request
- Bring original Mylar of plat to meeting, ensure property owner's and City Surveyor's signatures are on the plat
- N/A* Landfill disclosure and EHD signature line on the Mylar if property is within a landfill buffer
- N/A* Fee (see schedule)
- List any original and/or related file numbers on the cover application
- N/A* Infrastructure list if required (**verify with DRB Engineer**)
- DXF file and hard copy of final plat data for AGIS is required.

**AMENDMENT TO PRELIMINARY PLAT (with minor changes) (DRB03)** Your attendance is required.

- PLEASE NOTE: There are no clear distinctions between significant and minor changes with regard to subdivision amendments. Significant changes are those deemed by the DRB to require public notice and public hearing.
- Proposed Amended Preliminary Plat, Infrastructure List, and/or Grading Plan (folded to fit into an 8.5" by 14" pocket) **6 copies**
  - Original Preliminary Plat, Infrastructure List, and/or Grading Plan (folded to fit into an 8.5" by 14" pocket) **6 copies**
  - Zone Atlas map with the entire property(ies) clearly outlined
  - Letter briefly describing, explaining, and justifying the request
  - Bring original Mylar of plat to meeting, ensure property owner's and City Surveyor's signatures are on the plat
  - List any original and/or related file numbers on the cover application
- Amended preliminary plat approval expires after one year**

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

  
 Applicant name (print) \_\_\_\_\_  
 11.9.15  
 Applicant signature / date \_\_\_\_\_  
 Form revised October 2007



- |  |                          |
|--|--------------------------|
| <input type="checkbox"/> Checklists complete | Application case numbers |
| <input type="checkbox"/> Fees collected      | _____                    |
| <input type="checkbox"/> Case #s assigned    | _____                    |
| <input type="checkbox"/> Related #s listed   | _____                    |

Planner signature / date \_\_\_\_\_  
Project # \_\_\_\_\_



**FORM V: SUBDIVISION VARIANCES & VACATIONS**

- BULK LAND VARIANCE (DRB04)** (PUBLIC HEARING CASE)
    - Application for Minor Plat on FORM S-3, including those submittal requirements. 24 copies
    - Letter briefly describing and explaining: the request, compliance with the Development Process Manual, and all improvements to be waived.
    - Notice on the proposed Plat that there are conditions to subsequent subdivision (refer to DPM)
    - Office of Community & Neighborhood Coordination inquiry response, notifying letter, certified mail receipts
    - Sign Posting Agreement
    - Fee (see schedule)
    - List any original and/or related file numbers on the cover application
- DRB Public hearings are approximately 30 DAYS after the filing deadline. Your attendance is required.**

- VACATION OF PUBLIC EASEMENT (DRB27)**
  - VACATION OF PUBLIC RIGHT-OF-WAY (DRB28)**
    - The complete document which created the public easement (folded to fit into an 8.5" by 14" pocket) **24 copies**.  
(Not required for City owned public right-of-way.)
    - Drawing showing the easement or right-of-way to be vacated, etc. (not to exceed 8.5" by 11") **24 copies**
    - Zone Atlas map with the entire property(ies) clearly outlined
    - Letter briefly describing, explaining, and justifying the request
    - Office of Community & Neighborhood Coordination inquiry response, notifying letter, certified mail receipts
    - Sign Posting Agreement
    - Fee (see schedule)
    - List any original and/or related file numbers on the cover application
- Unless the vacation is shown on a DRB approved plat recorded by the County Clerk within one year, it will expire.  
**DRB Public hearings are approximately 30 DAYS after the filing deadline. Your attendance is required.**

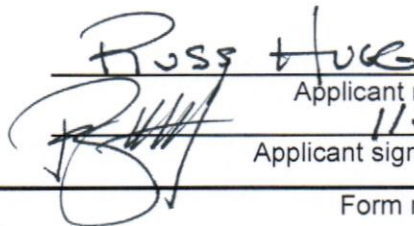
- SIDEWALK VARIANCE (DRB20)**
  - SIDEWALK WAIVER (DRB21)**
    - Scale drawing showing the proposed variance or waiver (not to exceed 8.5" by 14") 6 copies
    - Zone Atlas map with the entire property(ies) clearly outlined
    - Letter briefly describing, explaining, and justifying the variance or waiver
    - List any original and/or related file numbers on the cover application
- DRB meetings are approximately 8 DAYS after the Tuesday noon filing deadline. Your attendance is required.**

- SUBDIVISION DESIGN VARIANCE FROM MINIMUM DPM STANDARDS (DRB25)**
    - Scale drawing showing the location of the proposed variance or waiver (not to exceed 8.5" by 14") **24 copies**
    - Zone Atlas map with the entire property(ies) clearly outlined
    - Letter briefly describing, explaining, and justifying the variance
    - Office of Community & Neighborhood Coordination inquiry response, notifying letter, certified mail receipts
    - Sign Posting Agreement
    - Fee (see schedule)
    - List any original and/or related file numbers on the cover application
- DRB meetings are approximately 30 DAYS after the filing deadline. Your attendance is required.**

- TEMPORARY DEFERRAL OF SIDEWALK CONSTRUCTION (DRB19)**
  - EXTENSION OF THE SIA FOR TEMPORARY DEFERRAL OF SIDEWALK CONSTRUCTION (DRB07)**
    - Drawing showing the sidewalks subject to the proposed deferral or extension (not to exceed 8.5" by 14") **6 copies**
    - Zone Atlas map with the entire property(ies) clearly outlined
    - Letter briefly describing, explaining, and justifying the deferral or extension
    - List any original and/or related file numbers on the cover application
- DRB meetings are approximately 8 DAYS after the Tuesday noon filing deadline. Your attendance is required.**

- VACATION OF PRIVATE EASEMENT (DRB26)**
  - VACATION OF RECORDED PLAT (DRB29)**
    - The complete document which created the private easement/recorded plat (not to exceed 8.5" by 14") **6 copies**
    - Scale drawing showing the easement to be vacated (8.5" by 11") **6 copies**
    - Zone Atlas map with the entire property(ies) clearly outlined
    - Letter/documents briefly describing, explaining, and justifying the vacation **6 copies**
    - Letter of authorization from the grantors and the beneficiaries (private easement only)
    - Fee (see schedule)
    - List any original and/or related file numbers on the cover application
- Unless the vacation is shown on a DRB approved plat recorded by the County Clerk within one year, it will expire.  
**DRB meetings are approximately 8 DAYS after the Tuesday noon filing deadline. Your attendance is required.**

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

  
 Applicant name (print) Russ Hugg  
 Applicant signature / date 11.9.15  
 Form revised 4/07



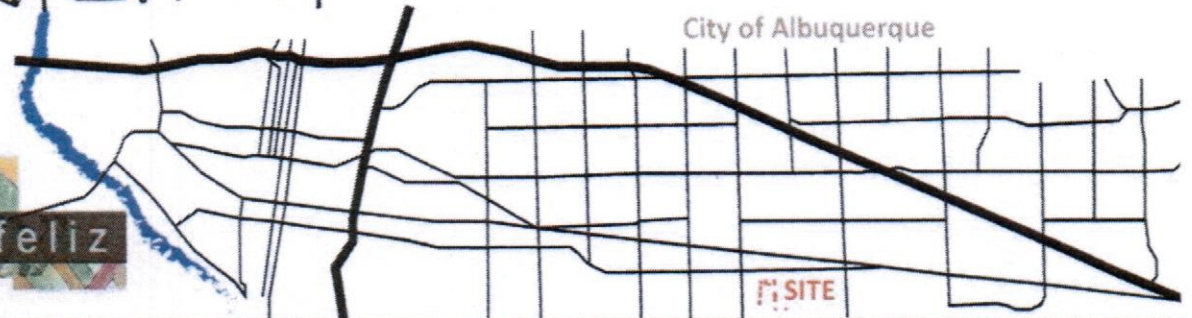
<input type="checkbox"/> Checklists complete	Application case numbers		
<input type="checkbox"/> Fees collected	_____ - _____	_____	Planner signature / date
<input type="checkbox"/> Case #s assigned	_____ - _____	_____	Project #
<input type="checkbox"/> Related #s listed	_____ - _____	_____	



# EXHIBIT "A"

City of Albuquerque

**casa feliz**



① **421 Espanola Street SE 87108**  
UPC: 101905611850322209  
101905611849322208  
101905611849322207

② **443 Espanola Street SE 87108**  
UPC: 101905611846322205  
101905611847322204  
101905611847322203  
101905611848322202

③ **517 Espanola Street SE 87108**  
UPC: 101905612245121311  
101905612245121312  
101905612544621323  
101905612544621324  
101905612544621325  
101905612544621310

④ **523 Espanola Street SE 87108**  
UPC: 101905611842621307  
101905611842621306  
101905611841721305

⑤ **416 Espanola Street SE 87108**  
UPC: 101905613750322318  
101905613749722319  
101905613749322320  
101905613748722321

⑥ **429 San Pablo Street SE 87108**  
UPC: 101905615049322307  
101905615048722306

⑦ **418 San Pablo Street SE 87108**  
UPC: 101905616850722418  
101905616850322419  
101905616849722420  
101905616849322421  
101905616848722422

⑧ **512 San Pablo Street SE 87108**  
UPC: 101905616645621515  
101905616644621517  
101905616844221518  
101905616843621519  
101905614343121401  
101905616843221520  
101905616842621521

⑨ **544 San Pablo Street SE 87108**  
UPC: 101905616840221501

⑩ **7801 Trumbull Street SE 87108**  
UPC: 101905620040221601







# SURV TEK, INC.

## Consulting Surveyors

9384 Valley View Drive, NW Albuquerque, New Mexico 87114  
Phone: 505-897-3366 Fax: 505-897-3377 E-mail: russhugg@survtek.com

November 5, 2015

Albuquerque Development Review Board  
PO Box 1293  
Albuquerque, New Mexico 87103

Attention: Mr. Jack Cloud, Chair

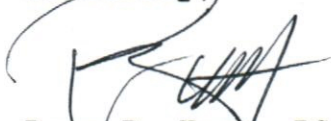
RE: Lots 21-A, 22-A, 22-B, 23-A, 24-A and 24-B, Block 13 and  
Emil Mann Addition, City of Albuquerque, Bernalillo County,  
New Mexico. City Zone Atlas Page L-19 attached hereto as  
Exhibit "A".

Dear Mr. Cloud

The owners of the above captioned property, The Greater  
Albuquerque Housing Partnership are hereby filing application  
with the City of Albuquerque Development Review Board for  
Preliminary/Final Plat action to combine 6 existing lots  
together into 1 lot and Vacate a private water easement to  
facilitate new construction by The Greater Albuquerque Housing  
Partnership.

If you have any questions concerning this request, please feel  
free to contact me at your convenience.

Sincerely,



Russ P. Hugg, PS  
Surv-Tek, Inc.

November 3, 2015

Mr. Russ P. Hugg  
Surv-Tek, Inc.  
9384 Valley View Drive NW  
Rio Rancho, New Mexico 87114

Re: Lots 13 thru 16 and Lots 18 thru 20, Block 4; Lots 4 thru 8 and 17 thru 18, Block 5; Lots 5 thru 9, Block 6; Lots 1 thru 7 and Lot 12, Block 15, Lots 16 thru 18, Block 13, Lots 21-A, 22-A, 22-B, 23-A, 24-A and 24-B, Block 13 and Lot 12, Block 16, Emil Mann Addition, City of Albuquerque, Bernalillo County, New Mexico. City Zone Atlas Page L-19 attached hereto as Exhibit "A".

Dear Russ:

By this letter, I hereby authorize you to act as agent on behalf of The Greater Albuquerque Housing Partnership for the purpose of vacation of public right of way and subsequent Re-platting of the above referenced Lots.

Please call me if you have any further questions.

Sincerely,

Greater Albuquerque Housing Partnership



By: Felipe Rael, Executive Director