

ORB AA

APPLICATION NO. 06AA 00322	PROJECT NO. 1001688
PROJECT NAME <i>Sunset Memorial Park</i>	
EPC APPLICATION NO.	
APPLICANT / AGENT <i>Jeff Mortensen - AIA</i>	PHONE NO. 345-4250
ZONE ATLAS PAGE <i>4-15</i>	
(SDP for SUB), (SDP for BP), (FINAL PLATS), (MASTER DEV PLAN), (IR) <b>(AA)</b>	
<b>ONE STOP COMMENT FORM LOG</b>	

<b>HYDROLOGY DEV (505) 924-3986</b>		
PLANS DISAPPROVED	DATE	DATE
PLANS APPROVED	DATE	DATE
COMMENTS:		
<i>[Diagonal line through table]</i>		
<i>Scanned 2/10/06</i>		

<b>UTILITY DEV (505) 924-3989</b>		
PLANS DISAPPROVED	DATE	DATE
PLANS APPROVED	DATE	DATE
COMMENTS:		
<i>[Diagonal line through table]</i>		

<b>TRANSPORTATION DEV (505) 924-3990</b>		
PLANS DISAPPROVED	DATE	DATE
PLANS APPROVED	DATE	DATE
COMMENTS:		
<i>[Diagonal line through table]</i>		

<b>PARKS AND REC (505) 768-5328</b>		
PLANS DISAPPROVED	DATE	DATE
PLANS APPROVED	DATE	DATE
COMMENTS:		
<i>[Diagonal line through table]</i>		

<b>PLANNING (505) 924-3858</b>		
PLANS DISAPPROVED	DATE	DATE
PLANS APPROVED <i>SAM</i>	DATE <i>3.10.06</i>	DATE
COMMENTS:		
<i>[Diagonal line through table]</i>		

Revised 3/3/04

(Return form with plat / site plan)

DRB AA

2005.019.4

# City of Albuquerque



## DEVELOPMENT PLAN REVIEW APPLICATION

DRB AA

Supplemental form

Supplemental form

### SUBDIVISION

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

### SITE DEVELOPMENT PLAN

- ...for Subdivision Purposes
- ...for Building Permit
- IP Master Development Plan
- Cert. of Appropriateness (LUCC)

### ZONING

- Annexation & Zone Establishment
- Sector Plan (Phase I, II, III)
- Amendment to Sector, Area, Facility or Comprehensive Plan
- Zone Change
- Text Amendment

### APPEAL / PROTEST of...

- Decision by: DRB, EPC, LUCC, Planning Director or Staff, ZHE, Zoning Board of Appeal

Administrative  
7/10/06  
P

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.

### APPLICANT INFORMATION:

NAME: Sunset Memorial Park & Mausoleum (Paul Layer Jr.)  
 ADDRESS: 924 Menaul Blvd. NE  
 CITY: Albuquerque STATE NM ZIP 87107  
 Proprietary interest in site: Owner  
 AGENT (if any): Jeff Mortensen & Associates, Inc.  
 ADDRESS: 6010-B Midway Park Blvd. NE  
 CITY: Albuquerque STATE NM ZIP 87109

PHONE: 505-345-3536  
 FAX: 505-761-7186  
 E-MAIL: \_\_\_\_\_  
 PHONE: 505-345-4250  
 FAX: 505-345-4254  
 E-MAIL: dtrujillo@jmainc.org

DESCRIPTION OF REQUEST: Administrative Amendment to Site Development Plan -- Sunset Memorial Park Cemetery

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

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

Lot or Tract No. Tract 1 Block: n/a Unit: n/a  
 Subdiv. / Addn. Sunset Memorial Park  
 Current Zoning: SU-2 / SU-1 Cemetery Proposed zoning: n/a  
 Zone Atlas page(s): H-15 No. of existing lots: 2 No. of proposed lots: n/a  
 Total area of site (acres): +/- 39.078 Density if applicable: dwellings per gross acre: n/a dwellings per net acre: na  
 Within city limits?  Yes. No , but site is within 5 miles of the city limits (DRB jurisdiction.) Within 1000FT of a landfill? No  
 UPC No. 101505915021531426 MRGCD Map No. n/a  
 LOCATION OF PROPERTY BY STREETS: On or Near: 924 Menaul Blvd. NE  
 Between: Interstate 25 Frontage Road and Edith Blvd. NE

### CASE HISTORY:

List any current or prior case number that may be relevant to your application (Proj., App., DRB-, AX\_, Z\_, V\_, S\_, etc.): DRB 1001688 (02AA-00013), DRB 90-300 SP-91-4, Z-55-4.

Check-off if project was previously reviewed by Sketch Plat/Plan , or Pre-application Review Team . Date of review: \_\_\_\_\_

SIGNATURE Debie LeBlanc Trujillo DATE March 9, 2006  
 (Print) Debie LeBlanc Trujillo fo Jeff Mortensen & Associates, Inc.  Applicant  Agent

### FOR OFFICIAL USE ONLY

Form revised 9/01, 3/03

INTERNAL ROUTING	Application case numbers	Action	S.F.	Fees
<input checked="" type="checkbox"/> All checklists are complete	<u>DRB AA - 00322</u>	<u>ASBP</u>	<u>PL4</u>	<u>\$ 45.00</u>
<input type="checkbox"/> All fees have been collected				\$
<input checked="" type="checkbox"/> All case #s are assigned				\$
<input checked="" type="checkbox"/> AGIS copy has been sent				\$
<input checked="" 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				<u>\$ 45.00</u>

NA  
NA  
NA

DRB AA

Kim Sims 3/10/06  
Planner signature / date

Project # 1001688



FORM P(4): SITE PLAN REVIEW – ADMINISTRATIVE APPROVAL OR AMENDMENT

SITE DEVELOPMENT PLAN FOR BUILDING PERMIT IN THE DOWNTOWN SU-3 ZONE

- \_\_\_ Copy of the pre-application meeting findings (A pre-application meeting is required for Downtown 2010 projects.)
- \_\_\_ Site plan and related drawings (folded to fit into an 8.5" x 14" pocket) 6 copies
- \_\_\_ Zone Atlas map with the entire property(ies) precisely and clearly outlined and crosshatched (to be photocopied)
- \_\_\_ Letter briefly describing and justifying the request
- \_\_\_ Letter of authorization from the property owner if application is submitted by an agent
- \_\_\_ Notifying letter and certified mail receipts to owners of adjacent properties if required by pre-application meeting
- \_\_\_ Infrastructure List, if relevant to the site plan
- \_\_\_ Completed Site Plan for Building Permit Checklist
- \_\_\_ Solid Waste Management Department signature on Site Plan if relevant
- \_\_\_ Blue-line copy of Site Plan with Fire Marshal's stamp
- \_\_\_ Copy of the Lucc approval if the site is in an historic overlay zone
- \_\_\_ Fee (see schedule)
- \_\_\_ Any original and/or related file numbers are listed on the cover application

AMENDMENT TO SITE DEVELOPMENT PLAN FOR SUBDIVISION

AMENDMENT TO SITE DEVELOPMENT PLAN FOR BUILDING PERMIT

CONCEALED OR SITE DEVELOPMENT PLAN CONTROLLED WIRELESS TELECOM FACILITY

NOTE: The requirements specified below apply to the previous 3 plan types, unless otherwise noted.

- ✓ Proposed Site Plan, with changes circled and noted if amended (folded to fit into an 8.5" x 14" pocket) 5 copies
- ✓ Copy of approved Site Plan being amended if applicable (folded to fit into an 8.5" x 14" pocket) 1 copy
- ✓ Zone Atlas map with the entire property(ies) precisely and clearly outlined and crosshatched (to be photocopied)
- ✓ Letter briefly describing and justifying the request
- ✓ Letter of authorization from the property owner if application is submitted by an agent
- ✓ Copy of EPC or DRB Notice of Decision (not required for WTF)
- ✓ Fee (see schedule)
- \_\_\_ Any original and/or related file numbers are listed on the cover application

NOTE: The next two items are also required if the square footage change is 2% or more of any building's gross floor area

- \_\_\_ Notifying letter & certified mail receipts addressed to owners of adjacent properties
- \_\_\_ Office of Neighborhood Coordination inquiry response, notifying letter, certified mail receipts

NOTE: Only for wireless telecommunications facilities that are concealed and/or subject to site development plan review, the following materials are required for application submittal in addition to all those listed above:

- \_\_\_ Co-location evidence as described in Zoning Code §14-16-3-17(A)(5)
- \_\_\_ Notarized statement declaring # of antennas accommodated. Refer to §14-16-3-17(A)(10)(d)2
- \_\_\_ Letter of intent regarding shared use. Refer to §14-16-3-17(A)(10)(e)
- \_\_\_ Letter of description as above also addressing concealment issues, if relevant. Refer to §14-16-3-17(A)(12)(a)
- \_\_\_ Distance to nearest existing free standing tower, and its owner's name, if the proposed facility is also a tower
- \_\_\_ Registered Engineer's stamp on the Site Development Plans
- \_\_\_ Office of Community & Neighborhood Coordination inquiry response as above based on 1/4 mile radius

PLEASE NOTE; If you are applying for approval of a telecom site to be located on City of Albuquerque property, there are several additional requirements. Contact Debbie Stover at 924-3940 for details.

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

JEFF MORTENSEN & ASSOC., INC.  
 DEBIE LEBLANC TRUJILLO  
 Debie LeBlanc Trujillo  
 Applicant name (print)  
 Applicant signature / date



Form revised June 04, October 2004

- Checklists complete
  - Fees collected
  - Case #s assigned
  - Related #s listed
- Application case numbers  
 064A - - 00322

Kim Sims 3/10/04  
 Planner signature / date  
 Project # 100/688

ONE STOP SHOP  
CITY OF ALBUQUERQUE PLANNING DEPARTMENT  
Development & Building Services

PAID RECEIPT

APPLICANT NAME

SUNSET MEMORIAL PARK

AGENT

JEFF MORTENSEN & ASSOC.

ADDRESS

6810-B MIDWAY PARK

PROJECT & APP #

1001698 / OBAA-00322

PROJECT NAME

SUNSET MEMORIAL PARK

\$ 441032/3424000 Conflict Management Fee

\$ 441006/4983000 DRB Actions

\$ 45.00 441006/4971000 EPC/AALUCC Actions & All Appeals

\$ 441018/4971000 Public Notification

\$ 441006/4983000 DRAINAGE PLAN REVIEW OR TRAFFIC IMPACT STUDY\*\*\*

- ( ) Major/Minor Subdivision ( ) Site Development Plan ( ) Bldg Permit  
( ) Letter of Map Revision ( ) Conditional Letter of Map Revision  
( ) Traffic Impact Study

\$ 45.00 TOTAL AMOUNT DUE

\*\*\*NOTE: If a subsequent submittal is required, bring a copy of this paid receipt with you to avoid an additional charge.

\*\*\*DUPLICATE\*\*\*  
City Of Albuquerque  
Treasury Division

3/10/2006 10:56AM -LOC: ANNX  
RECEIPT# 00056731 WSH 006 TRANSH 0022  
Account 441006 Fund 0110  
Activity 4971000 TRSEJA  
Trans Amt \$45.00  
J20 Misc \$45.00  
NC \$45.00  
CHANGE \$0.00

Thank You



ENGINEERS & SURVEYORS

JEFF MORTENSEN & ASSOCIATES, INC.  
6010-B MIDWAY PARK BLVD. NE  
ALBUQUERQUE NEW MEXICO 87109

P: 505.345.4250  
F: 505.345.4254  
ESTABLISHED 1977

2005.019.4  
March 10, 2006

Sheran Matson, AICP  
Planning Manager, DRB Chair  
Planning Department  
Development & Building Services Division  
City of Albuquerque  
600 2nd Street, NW  
Albuquerque, NM 87103

Re: Request for Amendment to Site Development Plan for Building Permit  
Tract 1, Sunset Memorial Park

Dear Ms. Matson:

Transmitted are the following items associated with the subject request:

- DRB Application, Supplemental Form P(4) along with related fees
- Five (5) copies of the Amended Site Development Plan for Building Permit
- One (1) copy of Approved Site Development Plan
- City of Albuquerque Zone Atlas H-15 (with site highlighted)
- Letter describing and justifying request
- Letter of Authorization from Property Owner (signed authorization to proceed)
- Copy of Notice of Decision (only available for the Z-554 action)

On behalf of our clients, Sunset Memorial Park Cemetery, we are requesting an Amendment to the Site Development Plan for Building Permit for Sunset Memorial Park Cemetery. We are proposing to create a building expansion (Retort Addition) which is only a 1.55% increase and a private loop road with assorted landscaping for the Urn Garden.

Please route this matter for approval as soon as you can, we under trying to obtain the building permit as soon as possible. If I can be of further assistance to you, please do not hesitate to call.

Sincerely,

JEFF MORTENSEN & ASSOCIATES, INC.

*Debie LeBlanc Trujillo*  
Debie LeBlanc Trujillo

DLT  
Enclosures

xc: Paul Layer, Jr., Sunset Memorial Park Cemetery – w/enc.  
Jim Rogers, JS Rogers Architects – w/enc.

PRINCIPALS	JEFFREY G. MORTENSEN, P.E.	JUAN M. CALA	CHARLES G. CALA, JR., P.S.
GRADY E. BARRENS	J. GRAEME MEANS, P.E.	RICHARD C. WHITE	JOSEPH M. SOLOMON, JR., P.S.





PLANNING DEPARTMENT  
CITY OF ALBUQUERQUE

Box 1293

Zip Code: 87103

Telephone 243-8861

Date: 9-23-69

File: Z-554

Mr. Chester French Stewart  
1111 University Blvd. NE  
City 87110

The Planning Commission made this recommendation at its meeting of September 15, 1969

**BE IT RESOLVED THAT the amended development plan for Sunset Memorial Park, Case No. Z-554, be recommended to the City Commission for approval.**

Should you wish to appeal this decision, you may do so by \_\_\_\_\_  
in the manner described below:

c. Appeals—Appeal of any denial by the Planning Commission may be submitted in writing to the City Commission...

If a written protest is signed by the owners of twenty per cent (20%) or more, either of the area of the lots or lands included in such proposed change, or of those immediately adjacent within one hundred (100) feet of the area proposed for change, disregarding public ways, such change to the Zone Map shall require the concurring vote of at least four (4) members of the City Commission.

(1) Written notice of appeal shall be filed with the Planning Director.

(2) Public notice of any appeal shall be given by legal advertisement in the manner prescribed for a change to the text of this ordinance. The Planning Director shall give written notice of any appeal together with notice of hearing date to the applicant, a representative of opponents, if any, and the appellant. The appeal shall be presented to the City Commission within three (3) months after the date of filing. Once the appeal is presented to the City Commission any request for delay in hearing the appeal shall be acted upon at a regular City Commission meeting.

If the application has been recommended for approval, it will be heard by the City Commission ~~at the~~ ~~meeting~~ ~~of~~ ~~the~~ ~~City~~ ~~Commission~~ ~~on~~ ~~Monday,~~ ~~October~~ ~~13,~~ ~~1969~~ at City Hall, 400 Marquette, N.W.

GLC:now

Yours sincerely,

RUBEN D. RAMIREZ  
Planning Director

  
By: George L. Carruthers, Chief  
Current Planning Division

**Z**

Letter of  
Advice



CITY OF ALBUQUERQUE  
STATE OF NEW MEXICO

October 17, 1969

C  
O  
P  
Y

Mr. Chester French Stewart  
c/o French Mortuary  
1111 University Boulevard NE  
Albuquerque, New Mexico 87110

Dear Mr. Stewart:

On October 14, the City Commission approved the amended development plan for Sunset Memorial Park which you submitted.

Yours very truly,

*Gisele Gatignol*  
Gisele Gatignol  
City Clerk

GG:new

cc: City Planning Dept.



INTERS

ADMINISTRATIVE  
DEVELOPMENT PLAN AMENDMENT

FILE NO. 7-554

WITH PLAN AS SHOWN

[Signature] 4/2/91  
PLANNING DIRECTOR DATE

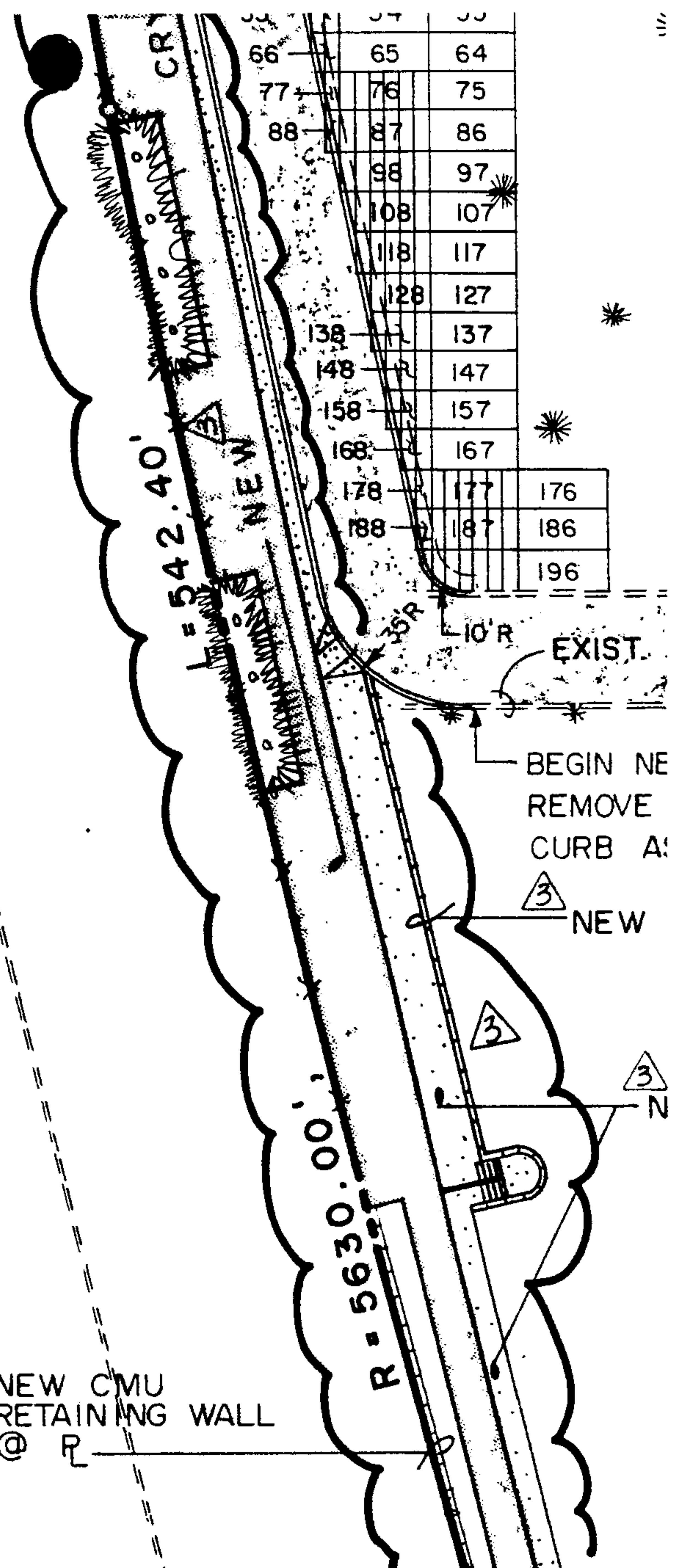
55A  
SITE PLAN AS  
SHOWN  
[Signature] 6/29/89

ADMINISTRATIVE  
DEVELOPMENT PLAN AMENDMENT

FILE NO. AA-02236-  
00013

Addition  
Person Elevators  
[Signature] 1/9/02  
PLANNING DIRECTOR DATE

PROS. 1001688



JEFF MORTENSEN & ASSOCIATES, INC.

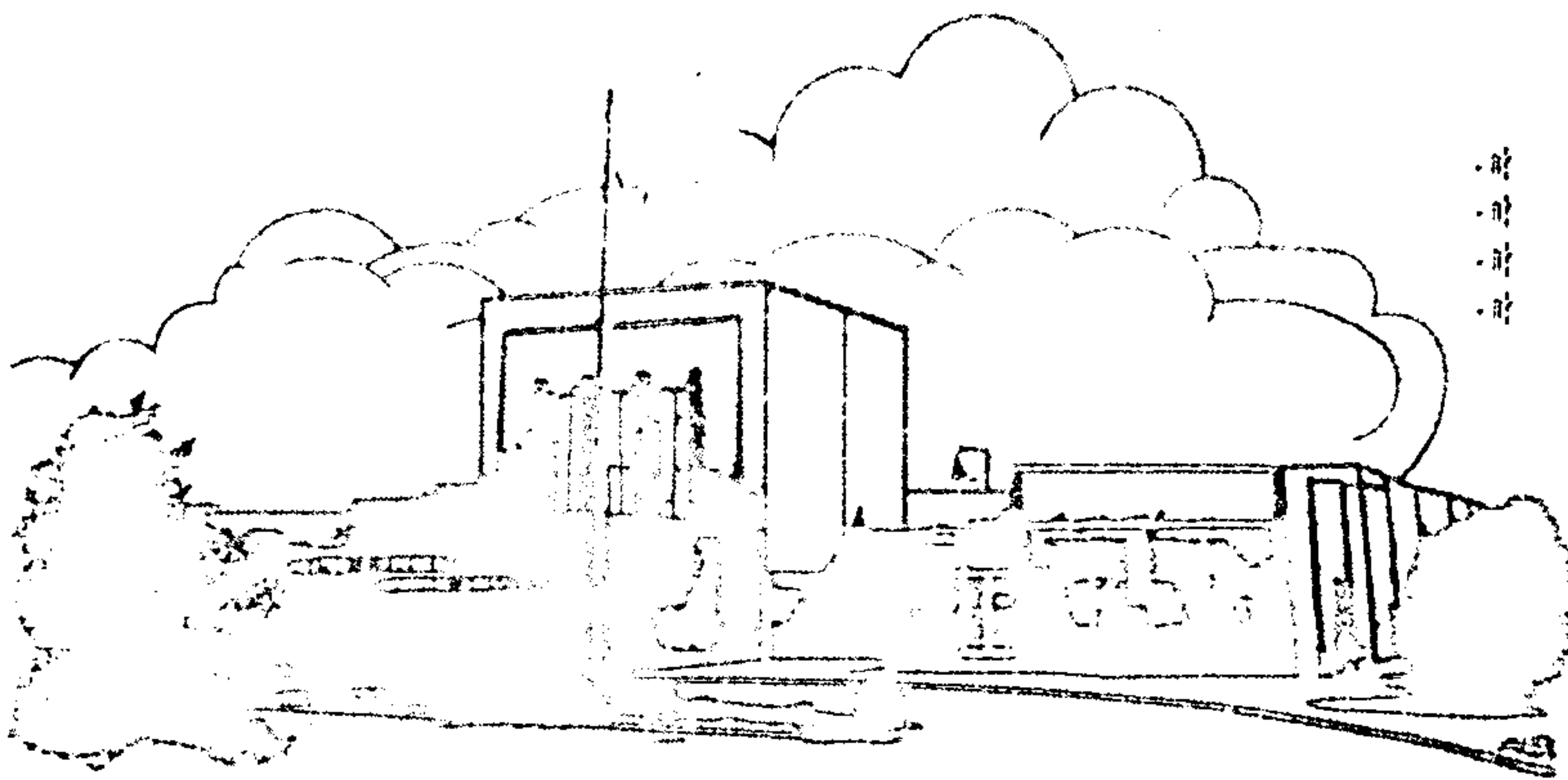


JEFF MORTENSEN & ASSOCIATES, INC.  
6010-B MIDWAY PARK BLVD. N.E.  
ALBUQUERQUE, NEW MEXICO 87109  
ENGINEERS & SURVEYORS (505)345-4250

NO.	DATE	BY	
1	6/89	JGM	D
2	12/90	CGC	A
3	3/91	JGM	A
4	12/01	JGM	M

# SUNSET MEMORIAL PARK

924 Menaul Boulevard N.E.



March 9, 2006

To Whom It May Concern:

Sunset Memorial Park Inc. is in the process of trying to build a new Crematory at the cemetery. We are located at 924 Menaul NE, Albuquerque. We also want to add an additional road in order to expand our burial development and make some repairs and improvements to the Menaul gate.

We have hired Jeff Mortensen and Associates to provide us with Civil and Hydrology services associated with these projects. We also have asked them to oversee the administrative work necessary to coordinate all such applications and requirements to the city of Albuquerque in order to allow these projects to continue.

If there is any further information or permissions you require, please do not hesitate to call us at any time.

Sincerely,

Paul F. Layer Jr.  
VP of Development  
Sunset Memorial Park Inc.