



Supplemental Form (SF)

SUBDIVISION

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

SITE DEVELOPMENT PLAN

- ☐ for Subdivision
☐ for Building Permit
☐ Administrative Amendment (AA)
☐ Administrative Approval (DRT, URT, etc.)
☐ 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

D 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 2nd 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: RUSSHUGG@SURVTEK
 APPLICANT: RCS-NM HOLDINGS I, LLC PHONE: _____
 ADDRESS: 371 CENTENNIAL PKWAY, SUITE 200 FAX: _____
 CITY: LOUISVILLE STATE CO ZIP 80027 E-MAIL: _____
 Proprietary interest in site: OWNERS List all owners: _____

DESCRIPTION OF REQUEST: VACATION OF A TEMPORARY DRAINAGE 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. TRACT 1 THE TRAILS UNIT 2 UNPLATTED LANDS OF RCS-NM HOLDINGS I, LLC Block: _____ Unit: _____
 Subdiv/Addn/TBKA: _____

Existing Zoning: SU-2 VTRD Proposed zoning: SAME MRGCD Map No. _____

Zone Atlas page(s): C-9 UPC Code: 100906437149310104

CASE HISTORY:

List any current or prior case number that may be relevant to your application (Proj., App., DRB-, AX-, Z-, V-, S-, etc.):
1002962 16 DRB-70241

CASE INFORMATION:

Within city limits? ☒ Yes Within 1000FT of a landfill? N/A
 No. of existing lots: 2 No. of proposed lots: 2 Total site area (acres): 17.39 AC.
 LOCATION OF PROPERTY BY STREETS: On or Near: PASEO DEL NORTE
 Between: RAINBOW BLVD and UNIVERSE BLVD
 Check if project was previously reviewed by: Sketch Plat/Plan ☐ or Pre-application Review Team (PRT) ☐ Review Date: _____

SIGNATURE _____ DATE 12-5-17

(Print Name) Russ Hugg Applicant: ☐ Agent: ☒

FOR OFFICIAL USE ONLY

☐ INTERNAL ROUTING

- ☐ All checklists are complete
☐ All fees have been collected
☐ All case #s are assigned
☐ AGIS copy has been sent
☐ Case history #s are listed
☐ Site is within 1000ft of a landfill
☐ F.H.D.P. density bonus
☐ F.H.D.P. fee rebate

Application case numbers

Hearing date _____

Action

S.F.

Fees

\$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 Total
 \$ _____

Revised: 11/2014

Project #

Staff signature & Date

- ☐ BULK LAND VARIANCE (DRB04)

(PUBLIC HEARING CASE)
24 copies

Application for Minor Plat on FORM S-3, including those submittal requirements.

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) - City of ALBQ.

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.

Russ Hugg

Applicant name (print)

12-5-17

Applicant signature / date

Form revised 4/07



- ☐ Checklists complete

☐ Fees collected

☐ Case #s assigned

☐ Related #s listed
- Application case numbers

Planner signature / date

Project #