

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

October 26, 2016

CERTIFIED MAIL - RETURN RECEIPT REQUESTED

Fair West N.A.
720 Valencia Dr. NE
Albuquerque, NM 87108
Attention: Dorothy L. Kerwin

RE: Tracts 3-A-1, 4-A and 8, Tijeras Place Improvement Company, Inc., City of Albuquerque, Bernalillo County, New Mexico. City Zone Atlas Page K-18.

The owners of the above captioned property, Fox Plaza, LLC are hereby filing application with the City of Albuquerque Development Review Board for Vacation of a Public Sanitary Sewer Easement as shown on the attached Vacation Exhibit and a Minor Preliminary/Final Plat approval to adjust the existing interior tract lines between three (3) existing tracts as shown on the attached Preliminary/Final Plat.

The application will require a public hearing before the Development Review Board in the DRB Meeting Room in the basement floor of the Plaza Del Sol Building at Second and Roma N.W. The Chair of the Development Review Board, Mr. Jack Cloud, may be contacted at 924-3880 or by mail at P.O. Box 1293, Albuquerque, New Mexico 87103.

If you have any questions or comments on this matter please contact:

Russ P. Hugg, PS, Agent

Surv-Tek, Inc.
9384 Valley View Drive N.W.
Albuquerque, New Mexico 87114
505 897 3366

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For delivery information, visit our website at www.usps.com ™	
ALBUQUERQUE, NM 87108	
Postage	\$3.30
Certified Fee	\$2.70
Return Receipt Fee (Endorsement Required)	\$0.00
Restricted Delivery Fee (Endorsement Required)	\$0.00
Total Postage & Fees	\$7.15
Postmark	OCT 28 2016
PINO STATION & USPS ALBUQUERQUE NM 87114	
10/2	
Sent to: FAIR WEST NA	
Street Apt. Bldg. or PO Box No. 720 VALENCIA DR.	
City State ZIP+4® ABQ NM 87108	

2014 3490 0002 0023 6102

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October 26, 2016

CERTIFIED MAIL - RETURN RECEIPT REQUESTED

South San Pedro N.A.
933 San Pedro SE
Albuquerque, NM 87108
Attention: Donna Orozco-Geist

RE: Tracts 3-A-1, 4-A and 8, Tijeras Place Improvement Company, Inc., City of Albuquerque, Bernalillo County, New Mexico. City Zone Atlas Page K-18.

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Registered Delivery Fee (Endorsement Required)	\$0.00
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Postmark Here: OCT 28 2016	
PINO STATION USPS ALBUQUERQUE NM 87114	
Sent to	SOUTH SAN PEDRO
Street & Apt. No. or PO Box No.	933 SAN PEDRO
City, State ZIP+4	ABQ NM 87108

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Phone: 505-897-3366 Fax: 505-897-3377 E-mail: russhugg@survtek.com

October 26, 2016

CERTIFIED MAIL - RETURN RECEIPT REQUESTED

Fair West N.A.
621 Alvarado Dr. NE
Albuquerque, NM 87108
Attention: Jim Farmin

RE: Tracts 3-A-1, 4-A and 8, Tijeras Place Improvement Company, Inc., City of Albuquerque, Bernalillo County, New Mexico. City Zone Atlas Page K-18.

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If you have any questions or comments on this matter please contact:

Russ P. Hugg, PS, Agent

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Restricted Delivery Fee (Enclosure Not Required)	\$0.00
Total Postage & Fees	\$1.15
	\$7.15
Sent To	FAIR WEST N.A.
Street Apt. No. or PO Box No.	621 ALVARADO NE
City, State, ZIP	ABQ NM 87108

6089 6023 6088
E200 2000 094E 4107

0118
PINO STATION USPS
Premark
OCT 28 2016
ALBUQUERQUE NM 87114



City of Albuquerque

P.O. Box 1293, Albuquerque, NM 87103

PLEASE NOTE: The NA/HOA information listed in this letter is valid for one (1) month. If you haven't filed your application within one (1) month of the date of this letter - you will need to get an updated letter from our office.

October 18, 2016

Russ Hugg
SURV-TEK, INC.
9384 Valley View Dr. NW/87114
Phone: 505-897-3366 Fax: 505-897-3377
E-mail: richard-g@survtek.com

Dear Russ:

Thank you for your inquiry of **October 18, 2016** requesting the names of **ALL Neighborhood and/or Homeowner Associations** who would be affected under the provisions of §14-8-2-7 of the *Neighborhood Association Recognition Ordinance* by your proposed project at **(DRB PROJECT SUBMITTAL) TRACTS 2-A-1, 4-A AND 8, TIJERAS PLACE IMPROVEMENT COMPANY, INC. LOCATED ON CENTRAL AVENUE SE BETWEEN SAN PEDRO DRIVE SE AND VALENCIA DRIVE SE** zone map **K-18**.

Our records indicate that the **Neighborhood and/or Homeowner Associations** affected by this submittal and the contact names are as follows:

FAIR WEST N.A. (FWS) "R"

***Jim Farmin**

621 Alvarado Dr. NE/87108 610-7230 (c)

Dorothy L. Kerwin

720 Valencia NE/87108 604-7515 (c)

SOUTH SAN PEDRO N.A. (SSP) "R"

Donna Orozco-Geist

933 San Pedro SE/87108 265-2511 (w)

Please note that according to §14-8-2-7 of the *Neighborhood Association Recognition Ordinance* you are required to notify each of these contact persons by **certified mail, return receipt requested, before** the Planning Department will accept your application filing (**PLEASE ATTACH: 1) Copy of this letter; 2) Copy of letters sent to NA/HOA's and 3) Copy of White Receipts showing proof that you sent certified mail w/stamp from USPS showing date.**) If you have any questions about the information provided please contact me at (505) 924-3914 or via an e-mail message at dlcarmona@cabq.gov.

Sincerely,

Dalaina L. Carmona

Dalaina L. Carmona

Senior Administrative Assistant

OFFICE OF NEIGHBORHOOD COORDINATION

Planning Department

**LETTERS MUST BE SENT TO
BOTH CONTACTS OF EACH
NA/HOA FOR THIS
PLANNING SUBMITTAL.**

!!!Notice to Applicants!!!

SUGGESTED INFORMATION FOR NEIGHBORHOOD NOTIFICATION LETTERS

Applicants for Zone Change, Site Plan, Sector Development Plan approval or an amendment to a Sector Development Plan by the EPC, DRB, etc. are required under Council Bill O-92 to notify all affected neighborhood and/or homeowner associations **PRIOR TO FILING THE APPLICATION TO THE PLANNING DEPARTMENT**. Because the purpose of the notification is to ensure communication as a means of identifying and resolving problems early, it is essential that the notification be fully informative.

WE RECOMMEND THAT THE NOTIFICATION LETTER INCLUDE THE FOLLOWING INFORMATION:

1. The street address of the subject property.
2. The legal description of the property, including lot or tract number (if any), block number (if any), and name of the subdivision.
3. A physical description of the location, referenced to streets and existing land uses.
4. A complete description of the actions requested of the EPC:
 - a) If a **ZONE CHANGE OR ANNEXATION**, the name of the existing zone category and primary uses and the name of the proposed category and primary uses (i.e., "from the R-T Townhouse zone, to the C-2 Community Commercial zone").
 - b) If a **SITE DEVELOPMENT OR MASTER DEVELOPMENT PLAN** approval or amendment describes the physical nature of the proposal (i.e., "an amendment to the approved plan to allow a drive-through restaurant to be located just east of the main shopping center entrance off Montgomery Blvd.").
 - c) If a **SECTOR DEVELOPMENT PLAN OR PLAN AMENDMENT** a general description of the plan area, plan concept, the mix of zoning and land use categories proposed and description of major features such as location of significant shopping centers, employment centers, parks and other public facilities.
 - d) The name, address and telephone number of the applicant and of the agent (if any). In particular the name of an individual contact person will be helpful so that neighborhood associations may contact someone with questions or comments.

Information from the Office of Neighborhood Coordination

The following information should always be in each application packet that you submit for an EPC or DRB application. Listed below is a "Checklist" of the items needed.

- ONC's "Official" Letter to the applicant (if there are associations). A copy must be submitted with application packet -OR-**
- The ONC "Official" Letter (if there are no associations). A copy must be submitted with application packet.
- Copies of Letters to Neighborhood and/or Homeowners Associations (if there are associations). A copy must be submitted with application packet.**
- Copies of the certified receipts to Neighborhood and/or Homeowners Associations (if there are associations). A copy must be submitted with application packet.**

Just a reminder - Our ONC "Official" Letter is only valid for a one (1) month period and if you haven't submitted your application by this date, you will need to get an updated letter from our office.

Any questions, please feel free to contact Dalaina at 924-3914 or via an e-mail message at dicarmona@cabq.gov.

Thank you for your cooperation on this matter.

(below this line for ONC use only)

Date of Inquiry: 10/18/16 Time Entered: 8:45 a.m. Rep. Initials: DLC