



Supplemental Form (SF)

### SUBDIVISION

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

☒ **Sketch**

### 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

☐ 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): Cartesian Surveys Inc PHONE: 505-896-3050  
 ADDRESS: P O Box 44414 FAX: 505-891-0244  
 CITY: Rio Rancho STATE NM ZIP 87174 E-MAIL: cartesiandenise@gmail.com  
 APPLICANT: Masthead Equities PHONE: \_\_\_\_\_  
 ADDRESS: P O Box 14738 FAX: \_\_\_\_\_  
 CITY: Albuquerque STATE NM ZIP 87109 E-MAIL: \_\_\_\_\_  
 Proprietary interest in site: \_\_\_\_\_ List all owners: \_\_\_\_\_

DESCRIPTION OF REQUEST: Subdividing one lot into two new lots, granting easements.

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. Lot 2-A + 2-B Block: \_\_\_\_\_ Unit: 2  
 Subdiv/Addn/TBKA: Journal Center, Phase 2, Unit 2  
 Existing Zoning: IP Proposed zoning: IP MRGCD Map No \_\_\_\_\_  
 Zone Atlas page(s): D-17-Z UPC Code: 101706316526330416

### 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? No  
 No. of existing lots: 1 No. of proposed lots: 2 Total site area (acres): 4.1201 Acres  
 LOCATION OF PROPERTY BY STREETS: On or Near: Masthead St NW  
 Between: Bartlett St NW and Washington St NW  
 Check if project was previously reviewed by: Sketch Plat/Plan ☐ or Pre-application Review Team (PRT) ☐ Review Date: \_\_\_\_\_

### SIGNATURE

(Print Name) Denise King DATE 8/11/16  
 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

\_\_\_\_\_  
 \_\_\_\_\_  
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Hearing date \_\_\_\_\_

Action

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S.F.

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Fees

\$ \_\_\_\_\_  
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 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 Total  
 \$ \_\_\_\_\_

Revised: 11/2014

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.

- ☐ 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
- ☐ Signed & recorded Final Pre-Development Facilities Fee Agreement for Residential development only
- ☐ 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
- ☐ Landfill disclosure and EHD signature line on the Mylar if property is within a landfill buffer
- ☐ Fee (see schedule)
- ☐ List any original and/or related file numbers on the cover application
- ☐ 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.

Denise King  
Applicant name (print)  
DS  
Applicant signature / date 8/1/16



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 # \_\_\_\_\_