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ALBUQUERQUE, NM 87121

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Restricted Delivery Fee (Endorsement Required)	\$0.00
Total Postage & Fees	\$7.36

\$1.36

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 AUG 10 2016
 ALBUQUERQUE NM 87114

Sent To
 LOS VOLCANES N.A.
 Street & Apt. No., or PO Box No. 6800 SILKWOOD NW
 City, State, ZIP+4 ABQ NM 87121

PS Form 3800, July 2014 See Reverse for Instructions

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\$1.36

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Sent To
 LOS VOLCANES N.A.
 Street & Apt. No., or PO Box No. 6601 HONEYLOCUST NW
 City, State, ZIP+4 ABQ NM 87121

PS Form 3800, July 2014 See Reverse for Instructions



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.

August 4, 2016

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

Dear Russ:

Thank you for your inquiry of **August 4, 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 SUBMITTAL) TRACT Q-2, ATRISCO BUSINESS PARK, UNIT 2 AND LOTS 6 THRU 10, NORTHERN HEIGHTS LOCATED ON COORS BOULEVARD NW BETWEEN FORTUNA ROAD NW AND LOS VOLCANES ROAD NW** zone map **J-10**.

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

LOS VOLCANES N.A. (LVC) "R"
*Ted Trujillo, 6601 Honeylocust Ave. NW/87121
Doug Cooper, 6800 Silkwood NW/87121

WEST MESA N.A. (WTM) "R"
*Louis Tafoya, 6411 Avalon Rd. NW/87105
Steven Budenski, 5732 La Anita Ave. NW/87105

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 dcarmona@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 Stephani at 924-3902 or via an e-mail message at swinklepleck@cabq.gov.

Thank you for your cooperation on this matter.

(below this line for ONC use only)

Date of Inquiry: **08/4/16** Time Entered: **2:40 p.m.** Rep. Initials: **DLC**

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
August 5, 2016

CERTIFIED MAIL - RETURN RECEIPT REQUESTED

Los Volcanes N.A.
6601 Honeylocust Avenue NW
Albuquerque, NM 87121
Attention: Ted Trujillo

RE: Vacation of Public Utility Easements within Tract Q-2,
Atrisco Business Park Unit 2; Portions of Lots 6 thru 10,
Block L, Northern Heights and a Vacated portion 62nd Street
N.W., City of Albuquerque, Bernalillo County, New Mexico.
City Zone Atlas page J-10.

The owners of the above captioned property, Blake's Lotaburger,
LLC are hereby filing application with the City of Albuquerque
Development Review Board for Vacation of two (2) Public Utility
Easements lying within the above described property as the same
are shown on the attached Vacation Exhibit.

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

Consulting Surveyors

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

August 5, 2016

CERTIFIED MAIL - RETURN RECEIPT REQUESTED

Los Volcanes N.A.
6800 Silkwood NW
Albuquerque, NM 87121
Attention: Doug Cooper

RE: Vacation of Public Utility Easements within Tract Q-2, Atrisco Business Park Unit 2; Portions of Lots 6 thru 10, Block L, Northern Heights and a Vacated portion 62nd Street N.W., City of Albuquerque, Bernalillo County, New Mexico. City Zone Atlas page J-10.

The owners of the above captioned property, Blake's Lotaburger, LLC are hereby filing application with the City of Albuquerque Development Review Board for Vacation of two (2) Public Utility Easements lying within the above described property as the same are shown on the attached Vacation Exhibit.

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

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9384 Valley View Drive N.W.
Albuquerque, New Mexico 87114
505 897 3366

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

August 5, 2016

CERTIFIED MAIL - RETURN RECEIPT REQUESTED

West Mesa N.A.
6411 Avalon Road NW
Albuquerque, NM 87105
Attention: Louis Tafoya

RE: Vacation of Public Utility Easements within Tract Q-2, Atrisco Business Park Unit 2; Portions of Lots 6 thru 10, Block L, Northern Heights and a Vacated portion 62nd Street N.W., City of Albuquerque, Bernalillo County, New Mexico. City Zone Atlas page J-10.

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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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Albuquerque, New Mexico 87114
505 897 3366

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

August 5, 2016

CERTIFIED MAIL - RETURN RECEIPT REQUESTED

West Mesa N.A.
5732 La Anita Avenue NW
Albuquerque, NM 87105
Attention: Steve Budenski

RE: Vacation of Public Utility Easements within Tract Q-2, Atrisco Business Park Unit 2; Portions of Lots 6 thru 10, Block L, Northern Heights and a Vacated portion 62nd Street N.W., City of Albuquerque, Bernalillo County, New Mexico. City Zone Atlas page J-10.

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