



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.

May 4, 2017

Scott Steffen
Bohannan Huston, Inc.
7500 Jefferson St. NE
Albuquerque, NM 87109
(505) 823-1000
ssteffen@bhinc.com

Dear Scott:

Thank you for your inquiry 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 **[DRB Submittal]** project recorded as **[TRACT A-1, WILDERNESS CANON]** located on **[High Desert Place north of the Embudito Arroyo and west of Tract A, Forest Service Land]** zone map **[F-23]**.

This correspondence serves as your "Notification Inquiry Letter" from the Office of Neighborhood Coordination, and must be included as part of your application. Please see "ATTACHMENT A" for a list of NA's / HOA's that must be contacted regarding this submittal.

Please note that according to Section §14-8-2-7 of the *Neighborhood Association Recognition Ordinance* you are required to notify **both** of these contact persons by **certified mail, return receipt requested**, before the Planning Department will accept your application. Please see Page 2 of this letter for additional requirements. If you have any questions about the information provided please contact our office at (505) 924-3914 or ONC@cabq.gov

Sincerely,
OFFICE OF NEIGHBORHOOD COORDINATION
Planning Department

Neighborhood Notification Letters Must Include the Following:

Prior to filing an application with the Planning Department, all applicants requesting approvals through the Environmental Planning Commission (EPC), Development Review Board (DRB), Landmarks & Urban Conservation Commission (LUCC), or approval of a Wireless Telecommunication Facility (WTF) are required to notify any affected neighborhood and/or homeowner associations via certified mail.

1. The street address for the subject property;
2. The currently recorded 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 and detailed description of the action(s) being requested;
5. *** **NEW***** Facilitated Meeting Information – All notification letters must include the following text:
Affected Neighborhood Associations and Homeowner Associations may request a Facilitated Meeting regarding this project by contacting the Office of Neighborhood Coordination (ONC) by email at ONC@cabq.gov or by phone at (505) 924-3914.
A facilitated meeting request must be received by ONC by: **Monday May 15, 2017.**

Neighborhood Notification Checklist

The following information must be included for **each** application packet submitted to the City of Albuquerque Planning Department.

1. ONC's "Notification Inquiry Letter" outlining any affected Neighborhood and/or Homeowner Associations.

*Note: If your ONC letter is more than 30 days old, you must contact ONC to ensure that the contact information is still current.
2. Copies of Letters sent to any affected Neighborhood and/or Homeowner Associations.
3. Copies of certified receipts mailed to any affected Neighborhood and/or Homeowner Associations.

Any questions, please feel free to contact our office at (505) 924-3914 or ONC@cabq.gov.

Thank you for your cooperation on this matter.

(ONC use only)

Date Processed: **05/04/17** ONC Staff Initials: **VMQ**

ATTACHMENT A

HIGH DESERT RESIDENTIAL OWNERS ASSOC. (HDR)

Christopher Lopez *e-mail:* clopez@hoamco.com
10555 Montgomery Blvd. NE, Bldg. 1, Ste. 100/87111 314-5862 (w)
Tom Murdock *e-mail:* murdock@swcp.com
5601 Mariola Pl. NE/87111 822-9410 (h)

Website: www.highdesertliving.net

NA E-mail: highdesertmanager@hoamco.com

Council District: 8

County District: 5

Police Beat: 533/FH

Zone Map #: E-23,24, F-23



Notification Inquiry Form

Use this form to submit a request to the Office of Neighborhood Coordination to obtain neighborhood or homeowner association contact information for application submittal to the Planning Department.

Instructions: Please fill out this form completely and include a zone atlas map that is marked to indicate where the subject site is located. Then, submit this form and your map in one of the following ways: 1) In person at the Office of Neighborhood Coordination, 5th Floor, 600 2nd Street NW; or 2) Email it to ONC@cabq.gov.

Developer Inquiry For:

- Cell Tower Submittal – Type:
- DRB Submittal
- EPC Submittal
- LUCC Submittal

- ZHE Submittal *(need address & zone map only)*
- AA Submittal
- City Project Submittal
- Liquor License Submittal

Other:

Anticipated Advertised Public Hearing Date: *(list here)*

Contact Name:

Company Name:

Address:

City:

State:

Zip Code:

Phone:

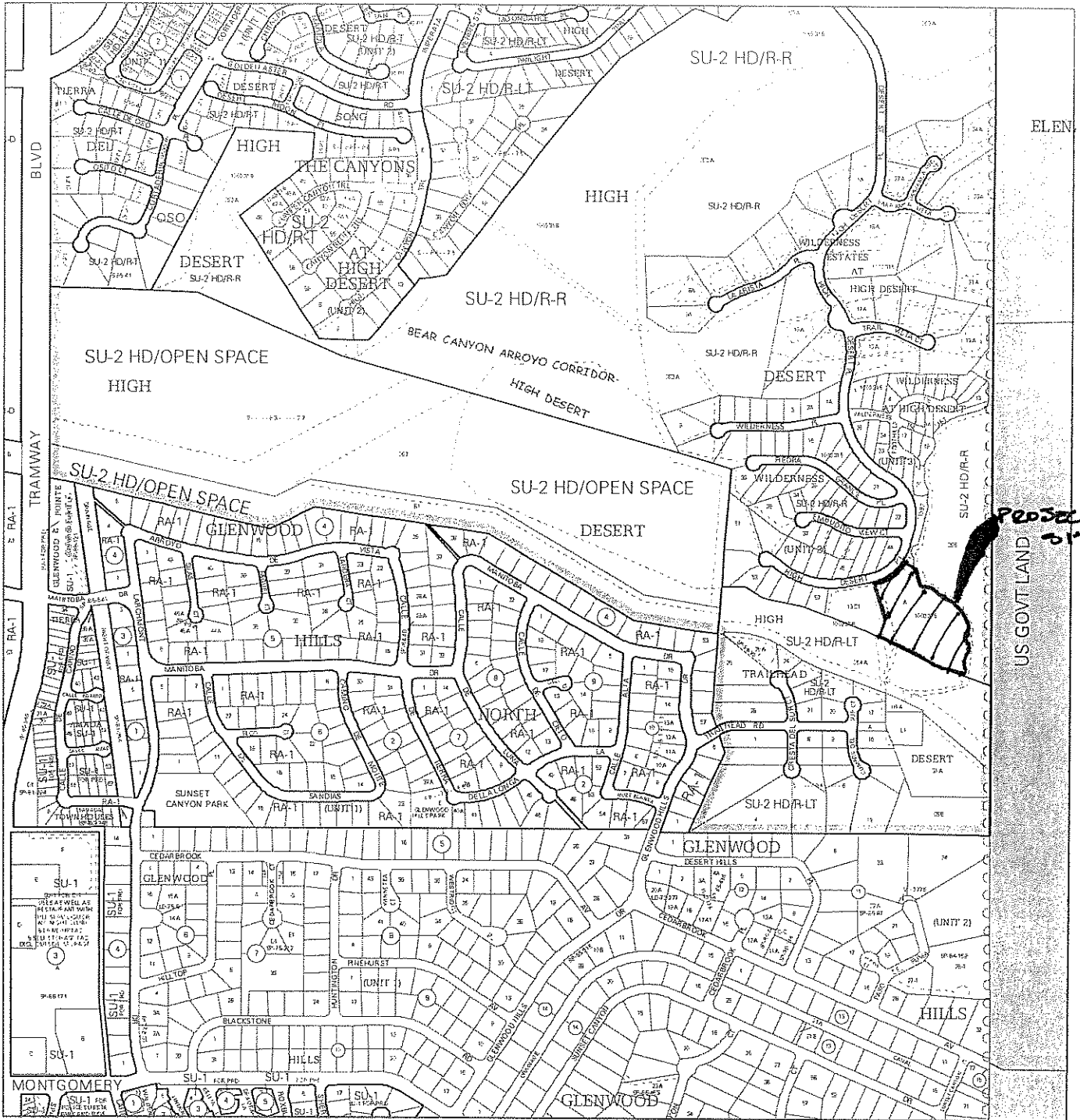
Email:

Legal Description Information:

Describe the legal description of the subject site for this project:

Located on/between *(street name or other identifying mark):*

This site is located on the following zone atlas page:



For more current information and more details visit: <http://www.cabq.gov/gis>

