

# DEVELOPER INQUIRY SHEET

(To be completed prior to application submittal)

The Office of Neighborhood Coordination (ONC) located in Room 120 (basement) of the Plaza Del Sol Building, 600 Second Street NW, Fax: (505) 924-3913 - will need the following information **BEFORE** neighborhood and/or homeowner association information will be released to the applicant/agent on any project being presented to the Planning Department of the City of Albuquerque. If you have any questions, please feel free to contact our office at (505) 924-3914. Your Developer Inquiry is for the following:

Cell Tower & Type:  Free-Standing Tower -OR-  Concealed Tower

Private Development  EPC  DRB  LUCC  Liquor Submittal

Administrative Amendments (AA's)

City Project

Special Exception Application (ZHE)

---

CONTACT NAME: Kay Brashear

COMPANY NAME: Mark Goodwin & Associates, PA

ADDRESS/ZIP: PO BOX 90606, Albuquerque, NM 87199

PHONE: 828-2200 FAX: \_\_\_\_\_

---

### LEGAL DESCRIPTION INFORMATION

PLEASE FORWARD INFORMATION ON ANY NEIGHBORHOOD AND/OR HOMEOWNER ASSOCIATION IN THE AREA OF THE PROPERTY DESCRIBED BELOW:

#### LEGAL DESCRIPTION

Tracts A-1-A and A-1-B, Bulk Land Plat Tracts A-1-A, A-1-B, and A-1-C Lands of Salazar Family Trust

LOCATED ON Colobel Street

Street Name or Other Identifying Landmark

BETWEEN 98<sup>th</sup> Street AND Street Name or Other Identifying Landmark

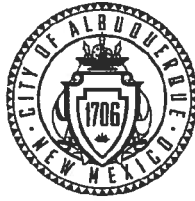
Morrissey Dr.

Street Name or Other Identifying Landmark

THE SITE IS INDICATED ON THE FOLLOWING ZONE ATLAS PAGE (N-9).

(PLEASE MARK/HATCH ZONE MAP WHERE PROPERTY IS LOCATED)

(Zone Map MUST be provided with request)



**City of Albuquerque**  
P.O. Box 1293, Albuquerque, NM 87103

**PLEASE NOTE:** The Neighborhood and/or Homeowner Association 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.

June 13, 2016

Kay Brashear  
Mark Goodwin and Associates, PA  
P.O. Box 90606/87199  
Phone: 828-2200/Fax: 797-9539  
E-mail: [kbrashear@goodwinengineers.com](mailto:kbrashear@goodwinengineers.com)

Dear Kay:

Thank you for your inquiry of **June 13, 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 A-1-A AND A-1-B, BULK PLAT A-1-A, A-1-B AND A-1-C, LANDS OF SALAZAR FAMILY TRUST, LOCATED ON COLOBEL STREET SW BETWEEN 98<sup>TH</sup> STREET SW AND MORISSEY DRIVE SW** zone map **N-9**.

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

**ANDERSON HILLS N.A. "R"**

Ray Bailey, 3316 Rio Canon Ct. SW/87121 449-7705 (c)  
Larry LaPitz, 3120 Rio Plata Dr. SW/87121 877-4159 (c)

**ANDERSON HILLS H.O.A.**

Larry LaPitz, 3120 Rio Plata Dr. SW/87121 877-4159 (h)  
Cindy Lewis McCormick, 2823 Richmond NE/87107 217-1122 (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 the U.S.P.S. 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 [swinklepleck@cabq.gov](mailto:swinklepleck@cabq.gov) or by fax at (505) 924-3460.

Sincerely,  
*Stephani Winklepleck*  
Stephani Winklepleck  
Neighborhood Liaison  
OFFICE OF NEIGHBORHOOD COORDINATION  
Planning Department

**Letters must be sent to BOTH contacts of each NA/HOA's for this Planning Submittal**

planningrnaform(06/13/16)

# !!!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](mailto:swinklepleck@cabq.gov).

Thank you for your cooperation on this matter.

\*\*\*\*\*

(below this line for ONC use only)

Date of Inquiry: 06/13/16 Time Entered: 10 a.m. ONC Rep. Initials: siw



D. Mark Goodwin & Associates, P.A.  
Consulting Engineers

P.O. BOX 90606, ALBUQUERQUE, NM 87199  
(505) 828-2200 FAX 797-9539

*~ 2012 ACEC/NM Award Winner for Engineering Excellence ~  
~ 2008 ACEC/NM Award Winner for Engineering Excellence ~*

June 20, 2016

Mr. Larry LaPitz  
Anderson Hills H.O.A.  
3120 Rio Plata Dr. SW  
Albuquerque, NM 87121

Ms. Cindy Lewis McCormack  
Anderson Hills H.O.A.  
2823 Richmond NE  
Albuquerque, NM 87107  
Mr. Ray Bailey

**Re: Preliminary Plat, Vacation Request, Sidewalk Deferral and Variance Application  
for Desert Sands Subdivision**

Dear Mr. LaPitz and Ms. McCormack:

Enclosed please find a copy of the DRB Application requesting approval for Preliminary Plat, Vacation Request, Sidewalk Deferral and Variance for the referenced project. The anticipated date to be heard is July 20, 2016. Please contact Doug Hughes of our office if you have any questions or concerns.

Sincerely,

MARK GOODWIN & ASSOCIATES, PA

Kay Brashear  
Office Manager

/kb

Enclosure



D. Mark Goodwin & Associates, P.A.  
Consulting Engineers

P.O. BOX 90606, ALBUQUERQUE, NM 87199  
(505) 828-2200 FAX 797-9539

~ 2012 ACEC/NM Award Winner for Engineering Excellence ~  
~ 2008 ACEC/NM Award Winner for Engineering Excellence ~

June 20, 2016

Mr. Ray Bailey  
Anderson Hills N.A.  
3316 Rio Canon Ct. SW  
Albuquerque, NM 87121

Mr. Larry LaPitz  
Anderson Hills N.A.  
3120 Rio Plata Dr. SW  
Albuquerque, NM 87121

**Re: Preliminary Plat, Vacation Request, Sidewalk Deferral and Variance Application  
for Desert Sands Subdivision**

Dear Mr. Bailey and Mr. LaPitz:

Enclosed please find a copy of the DRB Application requesting approval for Preliminary Plat, Vacation Request, Sidewalk Deferral and Variance for the referenced project. The anticipated date to be heard is July 20, 2016. Please contact Doug Hughes of our office if you have any questions or concerns.

Sincerely,

MARK GOODWIN & ASSOCIATES, PA

Kay Brashear  
Office Manager

/kb

Enclosure

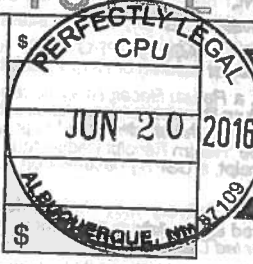
7006 0810 0004 6708 6885

U.S. Postal Service™  
**CERTIFIED MAIL™ RECEIPT**  
(Domestic Mail Only; No Insurance Coverage Provided)

For delivery information visit our website at [www.usps.com](http://www.usps.com)

**OFFICIAL USE**

Postage	\$	CPU	
Certified Fee			
Return Receipt Fee (Endorsement Required)			Here
Restricted Delivery Fee (Endorsement Required)			
Total Postage & Fees	\$		



Sent To  
 Larry LaPitz  
 Street, Apt. No.; or PO Box No. 3120 Rio Plata Dr. SW  
 City, State, ZIP+4 Albuquerque NM 87121

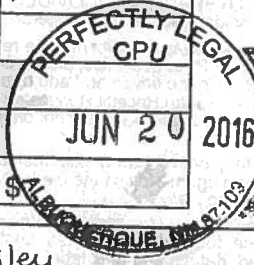
7006 0810 0004 6708 6878

U.S. Postal Service™  
**CERTIFIED MAIL™ RECEIPT**  
(Domestic Mail Only; No Insurance Coverage Provided)

For delivery information visit our website at [www.usps.com](http://www.usps.com)

**OFFICIAL USE**

Postage	\$	CPU	
Certified Fee			
Return Receipt Fee (Endorsement Required)			Here
Restricted Delivery Fee (Endorsement Required)			
Total Postage & Fees	\$		



Sent To  
 Ray Bailey  
 Street, Apt. No.; or PO Box No. 3316 Rio Canon Ct SW  
 City, State, ZIP+4 Albuquerque NM 87121

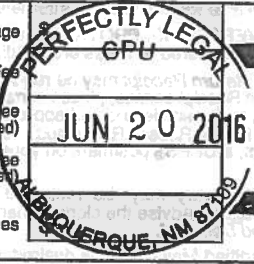
7006 0810 0004 6708 6892

U.S. Postal Service™  
**CERTIFIED MAIL™ RECEIPT**  
(Domestic Mail Only; No Insurance Coverage Provided)

For delivery information visit our website at [www.usps.com](http://www.usps.com)

**OFFICIAL USE**

Postage	\$	CPU	
Certified Fee			
Return Receipt Fee (Endorsement Required)			Here
Restricted Delivery Fee (Endorsement Required)			
Total Postage & Fees	\$		



Sent To  
 Larry LaPitz  
 Street, Apt. No.; or PO Box No. 3120 Rio Plata Dr. SW  
 City, State, ZIP+4 Albuquerque NM 87121

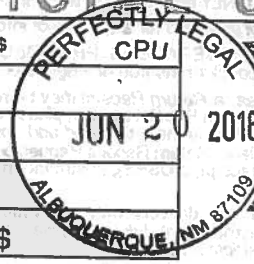
7006 0810 0004 6708 6899

U.S. Postal Service™  
**CERTIFIED MAIL™ RECEIPT**  
(Domestic Mail Only; No Insurance Coverage Provided)

For delivery information visit our website at [www.usps.com](http://www.usps.com)

**OFFICIAL USE**

Postage	\$	CPU	
Certified Fee			
Return Receipt Fee (Endorsement Required)			Here
Restricted Delivery Fee (Endorsement Required)			
Total Postage & Fees	\$		



Sent To  
 Cindy Lewis McCormack  
 Street, Apt. No.; or PO Box No. 2823 Richmond W  
 City, State, ZIP+4 Albuquerque NM 87121