



Supplemental Form (SF)

**S Z ZONING & PLANNING**

- Annexation \_\_\_\_\_  
**V** Zone Map Amendment (Establish or Change Zoning, includes Zoning within Sector Development Plans) \_\_\_\_\_  
**P** 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 \_\_\_\_\_

**SUBDIVISION**

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

**SITE DEVELOPMENT PLAN**

- for Subdivision  
 for Building Permit  
 Administrative Amendment/Approval (AA)  
 IP Master Development Plan  
 Cert. of Appropriateness (LUCC)

**D** Street Name Change (Local & Collector) \_\_\_\_\_

**L A APPEAL / PROTEST of...**

- Decision by: DRB, EPC, LUCC, Planning Director, ZEO, ZHE, Board of Appeals, other \_\_\_\_\_

**STORM DRAINAGE (Form D)**

- Storm Drainage Cost Allocation Plan \_\_\_\_\_

**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): Hunt Davis PC PHONE: 505-319-3191  
 ADDRESS: 2525 Mesilla NE CITY: Albuquerque STATE: NM ZIP: 87110 E-MAIL: Cathy@huntdavis.com  
 ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

APPLICANT: ITH west, LLC PHONE: 505-16768  
 ADDRESS: PO Box 57010 ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 CITY: Albuquerque STATE: NM ZIP: 87187 E-MAIL: iw@ithwest.com  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

Proprietary interest in site: owner List all owners: \_\_\_\_\_  
 DESCRIPTION OF REQUEST: Preliminary Plat Approval, Site Development Plan for Subdivision, and Sidewalk Deferral Approval for ITH West and Variation of Public Easement

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.: Tract A / Tract 1-A-1 Block: \_\_\_\_\_ Unit: \_\_\_\_\_  
 Subdiv/Addr/TBKA: Juan Tabo Hills West  
 Existing Zoning: R-D Proposed zoning: R-D MRGCD Map No: \_\_\_\_\_  
 Zone Atlas page(s): M-21 UPC Code: 10210553509940124

**CASE HISTORY:**

List any current or prior case number that may be relevant to your application (Proj., App., DRB, AX, Z, V, S, etc.): 1005078  
201206-01024

**CASE INFORMATION:**

Within city limits?  Yes \_\_\_\_\_ Within 1000FT of a landfill? yes  
 No. of existing lots: 1 No. of proposed lots: 251 Total site area (acres): 98.11691  
 LOCATION OF PROPERTY BY STREETS: On or Near: Juan Tabo Blvd.  
 Between: Juan Tabo Hills Unit 1-2 and Tigres Arroyo

Check if project was previously reviewed by: Sketch Plat/Plan  or Pre-application Review Team(PRT)  Review Date: \_\_\_\_\_

SIGNATURE: Catherine F Davis of Hunt & Davis PC DATE: 4/8/15  
 (Print Name): Catherine F Davis Applicant:  Agent:

**FOR OFFICIAL USE ONLY** Revised: 4/2012

INTERNAL ROUTING	Application case numbers	Action	S.F.	Fees
<input type="checkbox"/> All checklists are complete	_____	_____	_____	\$ _____
<input type="checkbox"/> All fees have been collected	_____	_____	_____	\$ _____
<input type="checkbox"/> All case #'s are assigned	_____	_____	_____	\$ _____
<input type="checkbox"/> AGIS copy has been sent	_____	_____	_____	\$ _____
<input type="checkbox"/> Case history #'s are listed	_____	_____	_____	\$ _____
<input type="checkbox"/> Site is within 1000ft of a landfill	_____	_____	_____	\$ _____
<input type="checkbox"/> F.H.D.P. density bonus	_____	_____	_____	\$ _____
<input type="checkbox"/> F.H.D.P. fee rebate	_____	_____	_____	\$ _____
Hearing date: _____				Total \$ _____

Staff signature & Date \_\_\_\_\_ Project # \_\_\_\_\_

## FORM S(2): SUBDIVISION - D.R.B. PUBLIC HEARING

A Bulk Land Variance requires application on FORM-V in addition to application for subdivision on FORM-S.

### MAJOR SUBDIVISION PRELIMINARY PLAT APPROVAL (DRB13)

- 5 Acres or more: Certificate of No Effect or Approval (See Zench Form M-3-1-1-1-1-1)
- Proposed Preliminary Plat including the Grading Plan (folded to fit into an 8.5" by 14" pocket) **24 copies**
- Proposed Infrastructure List *2005*
- Signed Preliminary Pre-Development Facilities Fee Agreement for Residential development only
- Design elevations & cross sections of perimeter walls **3 copies** (11" x 17" maximum) (included in site plan)
- Zone Atlas map with the entire property(ies) clearly outlined
- Letter briefly describing, explaining, and justifying the request *2005*
- Property owner's and City Surveyor's signature on the proposed plat
- FORM DRWS Drainage Report, Water & Sewer availability statement filing information *2005*
- Office of Community & Neighborhood Coordination inquiry response, notifying letter, certified mail receipts
- Sign Posting Agreement
- Signed Pre-Annexation Agreement if Annexation required.
- TIS/AQIA Traffic Impact Study / Air Quality Impact Assessment form
- Fee (see schedule)
- List any original and/or related file numbers on the cover application

**Preliminary plat approval expires after one year.**

**DRB Public hearings are approximately 30 DAYS after the filing deadline. Your attendance is required.**

### MAJOR SUBDIVISION AMENDMENT TO PRELIMINARY PLAT (DRB11) (with significant changes)

**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, and/or Infrastructure List, and/or Grading Plan (folded to fit into an 8.5" by 14" pocket) **24 copies**
- Original Preliminary Plat, and/or Infrastructure List, and/or Grading Plan (folded to fit into an 8.5" by 14" pocket)
- Zone Atlas map with the entire property(ies) clearly outlined
- Letter briefly describing, explaining, and justifying the request
- Property owner's and City Surveyor's signature on the proposed amended plat, if applicable
- Office of Community & Neighborhood Coordination inquiry response, notifying letter, certified mail receipts
- Sign Posting Agreement
- List any original and/or related file numbers on the cover application

**Amended preliminary plat approval expires after one year.**

**DRB Public hearings are approximately 30 DAYS after the filing deadline. Your attendance is required.**

### MAJOR SUBDIVISION IMPROVEMENTS AGREEMENT EXTENSION (DRB09)

**(Temporary sidewalk deferral extension use FORM-V)**

- Zone Atlas map with the entire property(ies) clearly outlined
- Letter briefly describing, explaining, and justifying the request
- Plat or plan reduced to 8.5" x 11"
- Official D.R.B. Notice of the original approval
- Approved Infrastructure List. If not applicable, please initial.
- Previous SIA extension notice, if one has been issued. If not applicable, please initial.
- Office of Community & Neighborhood Coordination inquiry response, notifying letter, certified mail receipts
- Sign Posting Agreement
- List any original and/or related file numbers on the cover application
- Fee (see schedule)

**DRB Public hearings are approximately 30 DAYS after the filing deadline. Your attendance is required.**

I, the applicant, acknowledge that any information required but not submitted with this application will likely result in deferral of actions.

- Checklists complete
- Fees collected
- Case #'s assigned
- Related #'s listed


Form revised **October 2007**

Application case numbers  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project # \_\_\_\_\_

Planner signature / date \_\_\_\_\_

Catherine F. Davis  
Catherine F. Davis, Attorney at Law  
Catherine F. Davis 4/5/10  
Applicant name (print)  
Applicant signature / date



FORM V: SUBDIVISION VARIANCES & VACATIONS

BULK LAND VARIANCE (DRB04)

(PUBLIC HEARING CASE)

- Application for Minor Plat on FORM S-3, including those submittal requirements. **24 copies**
- Letter briefly describing and explaining: the request, compliance with the Development Process Manual, and all improvements to be waived.
- Notice on the proposed Plat that there are conditions to subsequent subdivision (refer to DPM)
- Office of Community & Neighborhood Coordination inquiry response, notifying letter, certified mail receipts
- Sign Posting Agreement
- Fee (see schedule)
- List any original and/or related file numbers on the cover application

**DRB Public hearings are approximately 30 DAYS after the filing deadline. Your attendance is required.**

VACATION OF PUBLIC EASEMENT (DRB27)

VACATION OF PUBLIC RIGHT-OF-WAY (DRB28)

- The complete document which created the public easement (folded to fit into an 8.5" by 14" pocket) **24 copies.**  
(Not required for City owned public right-of-way )
- Drawing showing the easement or right-of-way to be vacated, etc. (not to exceed 8.5" by 11") **24 copies**
- Zone Atlas map with the entire property(ies) clearly outlined
- Letter briefly describing, explaining, and justifying the request
- Office of Community & Neighborhood Coordination inquiry response, notifying letter, certified mail receipts
- Sign Posting Agreement
- Fee (see schedule)

List any original and/or related file numbers on the cover application  
Unless the vacation is shown on a DRB approved plat recorded by the County Clerk within one year, it will expire  
**DRB Public hearings are approximately 30 DAYS after the filing deadline. Your attendance is required.**

SIDEWALK VARIANCE (DRB20)

SIDEWALK WAIVER (DRB21)

- Scale drawing showing the proposed variance or waiver (not to exceed 8.5" by 14") **6 copies**
- Zone Atlas map with the entire property(ies) clearly outlined
- Letter briefly describing, explaining, and justifying the variance or waiver
- List any original and/or related file numbers on the cover application

**DRB meetings are approximately 8 DAYS after the Tuesday noon filing deadline. Your attendance is required.**

SUBDIVISION DESIGN VARIANCE FROM MINIMUM DPM STANDARDS (DRB25)

- Scale drawing showing the location of the proposed variance or waiver (not to exceed 8.5" by 14") **24 copies**
- Zone Atlas map with the entire property(ies) clearly outlined
- Letter briefly describing, explaining, and justifying the variance
- Office of Community & Neighborhood Coordination inquiry response, notifying letter, certified mail receipts
- Sign Posting Agreement
- Fee (see schedule)
- List any original and/or related file numbers on the cover application

**DRB meetings are approximately 30 DAYS after the filing deadline. Your attendance is required.**

TEMPORARY DEFERRAL OF SIDEWALK CONSTRUCTION (DRB19)

EXTENSION OF THE SIA FOR TEMPORARY DEFERRAL OF SIDEWALK CONSTRUCTION (DRB07)

- Drawing showing the sidewalks subject to the proposed deferral or extension (not to exceed 8.5" by 14") **6 copies**
- Zone Atlas map with the entire property(ies) clearly outlined
- Letter briefly describing, explaining, and justifying the deferral or extension
- List any original and/or related file numbers on the cover application

**DRB meetings are approximately 8 DAYS after the Tuesday noon filing deadline. Your attendance is required.**

VACATION OF PRIVATE EASEMENT (DRB26)

VACATION OF RECORDED PLAT (DRB29)

- The complete document which created the private easement/recorded plat (not to exceed 8.5" by 14") **6 copies**
- Scale drawing showing the easement to be vacated (8.5" by 11") **6 copies**
- Zone Atlas map with the entire property(ies) clearly outlined
- Letter/documents briefly describing, explaining, and justifying the vacation **6 copies**
- Letter of authorization from the grantors and the beneficiaries (private easement only)
- Fee (see schedule)
- List any original and/or related file numbers on the cover application

Unless the vacation is shown on a DRB approved plat recorded by the County Clerk within one year, it will expire.

**DRB meetings are approximately 8 DAYS after the Tuesday noon filing deadline. Your attendance is required.**

I, the applicant, acknowledge that any information required but not submitted with this application will likely result in deferral of actions.

*Catherine F. Davis*  
*HUNT & DAVIS REALTY GROUP*  
*Catherine F. Davis*  
 Applicant name (print)  
 Applicant signature / date



Form revised 4/07

<input type="checkbox"/> Checklists complete	Application case numbers	
<input type="checkbox"/> Fees collected		
<input type="checkbox"/> Case #'s assigned		Planner signature / date
<input type="checkbox"/> Related #'s listed		Project #

