



# 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)

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CONTACT NAME: Kay Brashear  
COMPANY NAME: Mark Goodwin & Associates, PA  
ADDRESS/ZIP: P.O. Box 90606, Albuquerque, NM 87199  
PHONE: (505) 828-2200 FAX: (505) 797-9539

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## LEGAL DESCRIPTION INFORMATION

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

### LEGAL DESCRIPTION

Tract A Juan Tabo Hills West/Tract 1-A-1 Juan Tabo Hills Unit 2 (Known as Four Hills Estates)

LOCATED ON Juan Tabo Blvd.  
Street Name or Other Identifying Landmark  
BETWEEN Juan Tabo Hills Unit 1 & 2. AND Street  
Name or Other Identifying Landmark  
Tijeras Arroyo  
Street Name or Other Identifying Landmark

THE SITE IS INDICATED ON THE FOLLOWING ZONE ATLAS PAGE ( M-21 ).

(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.

February 20, 2015

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 **February 20, 2015** 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, JUAN TABO HILLS WEST/TRACT 1-A-1, JUAN TABO HILLS, UNIT 2 (KNOWN AS FOUR HILLS ESTATES), LOCATED ON JUAN TABO BOULEVARD SE BETWEEN JUAN TABO HILLS, UNIT 1&2 AND TIJERAS ARROYO** zone map **M-21**.

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

**JUAN TABO HILLS N.A. "R"**  
Kevin Smith, 1843 Red Rum Ct. SE/87123 440-3838 (c)  
Richard Lujan, 11819 Blue Ribbon SE/87123

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. If you have any questions about the information provided, please contact me at (505) 924-3902 or via an e-mail message at [swinklepleck@caba.gov](mailto:swinklepleck@caba.gov) or by fax at (505) 924-3913.

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(03/20/14)

# !!!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.

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(below this line for ONC use only)

Date of Inquiry: 04/21/15 Time Entered: 10:05 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 ~*

April 24, 2015

Mr. Kevin Smith  
Juan Tabo Hills N.A.  
1843 Red Rum Ct. SE  
Albuquerque, NM 87123

Mr. Richard Lujan  
Juan Tabo Hills N.A.  
11819 Blue Ribbon SE  
Albuquerque, NM 87123

**Re: Application for Juan Tabo Hills Estates – Preliminary Plat, Site Plan for Subdivision,  
Vacation of Easement, Sidewalk Waiver, and Sidewalk Deferral**

Dear Mr. Smith and Mr. Lujan

Enclosed please find a copy of the DRB Application requesting approval for Preliminary Plat, Site Plan for Subdivision, Vacation of Public Easement, Sidewalk Waiver and Sidewalk Deferral for the referenced project. The anticipated date to be heard is May 20, 2015. Please contact Cathy Davis of Hunt & Davis, PC at 881-3191 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 ~*

April 24, 2015

Mr. Roger Mickelson  
East Side Coalition  
1432 Catron Ave SE  
Albuquerque, NM 87123

**Re: Application for Juan Tabo Hills Estates – Preliminary Plat, Site Plan for Subdivision,  
Vacation of Easement, Sidewalk Waiver, and Sidewalk Deferral**

Dear Mr. Smith and Mr. Lujan

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Sincerely,  
MARK GOODWIN & ASSOCIATES, PA

Kay Brashear  
Office Manager

/kb

Enclosure

## Kay Brashear

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**From:** FHVHARoger@aol.com  
**Sent:** Wednesday, April 22, 2015 5:11 PM  
**To:** Kay Brashear  
**Subject:** Re: Juan Tabo Hills Estates

Kay,

Address is  
Roger Mickelson  
1432 Catron Ave SE  
Albuquerque NM 87123

In a message dated 4/22/2015 3:57:29 P.M. Mountain Daylight Time,  
kbrashear@goodwinengineers.com writes:

Mr. Mikkelson,

Our office will be sending out letters to the Neighborhood Association for Juan Tabo Hills Estates this week and we would like to include you on the mailing list.

May we please have your contact information?

Thank you,

*Kay Brashear*

Mark Goodwin & Associates, PA

Office Manager

PO BOX 90606

Albuquerque, NM 87119

(505) 828-2200

7006 0810 0004 6708 6595

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| Return Receipt Fee<br>(Endorsement Required)      |    |  |
| Restricted Delivery Fee<br>(Endorsement Required) |    |  |
| Total Postage & Fees                              | \$ |  |

**PERFECTLY LEGAL**  
 CPU  
 APR 24 2015  
 ALBUQUERQUE, NM 87109

Sent To: Roger Mickleson  
 Street, Apt. No., or PO Box No. 1432 Cotton Ave SE  
 City, State, ZIP+4 Albuquerque nm 87123

PS Form 3800, June 2002 See Reverse for Instructions

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| Restricted Delivery Fee<br>(Endorsement Required) |    |  |
| Total Postage & Fees                              | \$ |  |

**PERFECTLY LEGAL**  
 CPU  
 APR 24 2015  
 ALBUQUERQUE, NM 87109

Sent To: Mr. Richard Lujan  
 Street, Apt. No., or PO Box No. 11819 Blue Ribbon SE  
 City, State, ZIP+4 Albuquerque nm 87123

PS Form 3800, June 2002 See Reverse for Instructions

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| Total Postage & Fees                              | \$ |  |

**PERFECTLY LEGAL**  
 CPU  
 APR 24 2015  
 ALBUQUERQUE, NM 87109

Sent To: Kevin Smith  
 Street, Apt. No., or PO Box No. 1843 Red Run et. SE  
 City, State, ZIP+4 Albuquerque, nm 87123

PS Form 3800, June 2002 See Reverse for Instructions