



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: P.O. Box 90606, Albuquerque, NM 87199

PHONE: (505) 828-2200 FAX: (505) 797-9539

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.

Name or Other Identifying Landmark

Tijeras Arroyo

AND Street

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

November 12, 2015

Kay Brashear
Mark Goodwin & Associates, PA
P.O. Box 90606/87199
Phone: 505-828-2200/ Fax: 505-797-9539

Dear Kay:

Thank you for your inquiry of November 12, 2015 requesting the names of **ALL Neighborhood and/or Homeowners Associations** who would be affected under the provisions of O-92 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 BLVD. BETWEEN JUAN TABO HILLS UNIT 1 & 2 AND TIJERAS ARROYO** zone map M-21.

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

SEE ATTACHMENT "A" FOR THE NAMES OF THE NA/HOA'S THAT NEED TO BE CONTACTED IN REGARDS TO THIS PLANNING SUBMITTAL - please attach this letter and "Attachment A" to your Application Packet ALONG with copies of the letters and certified mail receipts to the NA/HOA's.

Please note that according to O-92 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. **IMPORTANT!** Failure of adequate notification may result in your Application Hearing being deferred for 30 days. If you have any questions about the information provided, please contact me at (505) 924-3906 or via an e-mail message at dlcarmona@cabq.gov or by fax at (505) 924-3913.

Sincerely,

Dalaina Carmona

Senior Administrative Assistant

PLEASE NOTE: The Neighborhood 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. It is your responsibility to provide current information - outdated information may result in a deferral of your case.

LETTERS MUST BE SENT TO BOTH CONTACTS OF EACH NEIGHBORHOOD ASSOCIATION.

OFFICE OF NEIGHBORHOOD COORDINATION
Planning Department

!!!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 recognized neighborhood 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 describe 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 Associations (if there are associations). A copy must be submitted with application packet.

Copies of the certified receipts to Neighborhood 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 Dalaina at 924-3906 or via an e-mail message at dicarmona@cabq.gov.

Thank you for your cooperation on this matter.

(below this line for ONC use only)

Date of Inquiry: 11/12/15 Time Entered: 12:05 a.m. ONC Rep. Initials: DC

ATTACHMENT "A"

November 12, 2015

Kay Brashear

Mark Goodwin & Associates, PA

P.O. Box 90606/87199

Phone: 505-828-2200/ Fax: 505-797-9539

JUAN TABO HILLS N.A. (JTH) "R"

Megen Blackburn

2044 Maywood Dr. SE/87123 508-3113 (h)

Richard Lujan

11819 Blue Ribbon SE/87123 203-3369 (h)



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 ~

November 12, 2015

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

Re: Application for Juan Tabo Hills Estates – Preliminary Plat

Dear Mr. Mickelson,

Enclosed please find a copy of the DRB Re-Submittal requesting approval for Preliminary Plat for the referenced project. The anticipated date to be heard is December 9, 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 ~

November 12, 2015

Ms. Megan Blackburn
Juan Tabo Hills N.A.
2044 Maywood Dr. 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

Dear Ms. Blackburn and Mr. Lujan

Enclosed please find a copy of the DRB Re-Submittal requesting approval for Preliminary Plat for the referenced project. The anticipated date to be heard is December 9, 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

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Sent To
 Megan Blackburn
 Street, Apt. No.;
 or PO Box No. 2044 Maywood Dr SE
 City, State, ZIP+4
 Albuquerque, NM 87123

PS Form 3800, June 2002 See Reverse for Instructions

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

Sent To
 Roger Mickelson East Side
 Street, Apt. No.;
 or PO Box No. 1432 Catron 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 (Endorsement Required)			
Total Postage & Fees	\$		

Sent To
 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