

City of Albuquerque



DEVELOPMENT/ PLAN REVIEW APPLICATION

Supplemental Form (SF)

SUBDIVISION

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

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

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...

STORM DRAINAGE (Form D)

Storm Drainage Cost Allocation Plan

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

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 2nd 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): ARCH + PLAN LAND USE CONSULTANTS PHONE: 980-8365

ADDRESS: P.O. BOX 25911 FAX:

CITY: ALBUQUERQUE STATE NM ZIP 87125 E-MAIL: arch.plan@comcast.net

APPLICANT: MARK PACHECO/DAVID HADLEY PHONE: _____

ADDRESS: 4304 ATHERTON WAY NW FAX: _____

CITY: ALBUQUERQUE STATE NM ZIP 87120 E-MAIL: _____

Proprietary interest in site: OWNERS List all owners: _____

DESCRIPTION OF REQUEST: VACATION OF 3 FOOT PUBLIC UTILITY 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. 1-A-1 Block: _____ Unit: _____

Subdiv/Addn/TBKA: LAUDS OF BRYANT & WHITAKER

Existing Zoning: O-1 Proposed zoning: N/A MRGCD Map No _____

Zone Atlas page(s): F-21 UPC Code: 1-021-061-303-058-403-64

CASE HISTORY:

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

1007715 15DRB-70367

CASE INFORMATION:

Within city limits? ☒ Yes Within 1000FT of a landfill? NO

No. of existing lots: 1 No. of proposed lots: 1 Total site area (acres): .47

LOCATION OF PROPERTY BY STREETS: On or Near 10425 LAGRIMA DE ORO

Between: MORAIS ST. and JUAN TABO BLVD

Check if project was previously reviewed by: Sketch Plat/Plan ☒ or Pre-application Review Team(PRT) ☐ Review Date: 1-27-16

SIGNATURE *Derrick Archuleta* DATE 4-19-16

(Print Name) DERICK ARCHULETA Applicant: ☐ Agent: ☒

FOR OFFICIAL USE ONLY

Revised: 4/2012

Application case numbers	Action	S.F.	Fees
<input type="checkbox"/> INTERNAL ROUTING			
<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(3): SUBDIVISION - D.R.B. MEETING (UNADVERTISED) OR INTERNAL ROUTING

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

☐ **SKETCH PLAT REVIEW AND COMMENT (DRB22)**

- Scale drawing of the proposed subdivision plat (folded to fit into an 8.5" by 14" pocket) **6 copies** **Your attendance is required.**
- Site sketch with measurements showing structures, parking, Bldg. setbacks, adjacent rights-of-way and street improvements, if there is any existing land use (folded to fit into an 8.5" by 14" pocket) **6 copies**
- Zone Atlas map with the entire property(ies) clearly outlined
- Letter briefly describing, explaining, and justifying the request
- List any original and/or related file numbers on the cover application

☐ **EXTENSION OF MAJOR PRELIMINARY PLAT (DRB06)**

Your attendance is

- Preliminary Plat reduced to 8.5" x 11"
- Zone Atlas map with the entire property(ies) clearly outlined
- Letter briefly describing, explaining, and justifying the request
- Copy of DRB approved infrastructure list
- Copy of the LATEST Official DRB Notice of approval for Preliminary Plat Extension request
- List any original and/or related file numbers on the cover application
- **Extension of preliminary plat approval expires after one year.**

☐ **MAJOR SUBDIVISION FINAL PLAT APPROVAL (DRB12)**

Your attendance is required.

- Proposed Final Plat (folded to fit into an 8.5" by 14" pocket) **6 copies**
- Signed & recorded Final Pre-Development Facilities Fee Agreement for Residential development only
- Design elevations & cross sections of perimeter walls **3 copies**
- Zone Atlas map with the entire property(ies) clearly outlined
- Bring original Mylar of plat to meeting, ensure property owner's and City Surveyor's signatures are on the plat
- Copy of recorded SIA
- Landfill disclosure and EHD signature line on the Mylar if property is within a landfill buffer
- List any original and/or related file numbers on the cover application
- DXF file and hard copy of final plat data for AGIS is required.

☒ **MINOR SUBDIVISION PRELIMINARY/FINAL PLAT APPROVAL (DRB16)** **Your attendance is required.**

- 5 Acres or more: Certificate of No Effect or Approval
- Proposed Preliminary / Final Plat (folded to fit into an 8.5" by 14" pocket) **6 copies** for unadvertised meetings ensure property owner's and City Surveyor's signatures are on the plat prior to submittal
- Signed & recorded Final Pre-Development Facilities Fee Agreement for Residential development only
- Design elevations and cross sections of perimeter walls (11" by 17" maximum) **3 copies**
- Site sketch with measurements showing structures, parking, Bldg. setbacks, adjacent rights-of-way and street improvements, if there is any existing land use (folded to fit into an 8.5" by 14" pocket) **6 copies**
- Zone Atlas map with the entire property(ies) clearly outlined
- Letter briefly describing, explaining, and justifying the request
- Bring original Mylar of plat to meeting, ensure property owner's and City Surveyor's signatures are on the plat
- Landfill disclosure and EHD signature line on the Mylar if property is within a landfill buffer
- Fee (see schedule)
- List any original and/or related file numbers on the cover application
- Infrastructure list if required (**Verify with DRB Engineer**)
- DXF file and hard copy of final plat data for AGIS is required.

☐ **AMENDMENT TO PRELIMINARY PLAT (with minor changes) (DRB03)**

Your attendance is required.

- 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, Infrastructure List, and/or Grading Plan (folded to fit into an 8.5" by 14" pocket) **6 copies**
- Original Preliminary Plat, Infrastructure List, and/or Grading Plan (folded to fit into an 8.5" by 14" pocket) **6 copies**
- Zone Atlas map with the entire property(ies) clearly outlined
- Letter briefly describing, explaining, and justifying the request
- Bring original Mylar of plat to meeting, ensure property owner's and City Surveyor's signatures are on the plat
- List any original and/or related file numbers on the cover application
- **Amended preliminary plat approval expires after one year**

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

DEREK MCHEETA

Applicant name (print)

4.18.16

Applicant signature / date

Form revised **October 2007**

Application case numbers

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

Project #

Planner 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.

DERACE BACHUETA

Applicant name (print)

4.19.16

Applicant signature / date



Form revised 4/07

☐ Checklists complete

Application case numbers

☐ Fees collected

☐ Case #s assigned

☐ Related #s listed

Planner signature / date

Project #

PLAT OF

LOT 1-A-1

LANDS OF BRYANT AND WHITAKER

ELENA GALLEGOS GRANT
WITHIN
PROJECTED SECTION 33, TOWNSHIP 11 NORTH, RANGE 4 EAST, N.M.P.M.
CITY OF ALBUQUERQUE
BERNALILLO COUNTY, NEW MEXICO
MARCH, 2016



VICINITY MAP No. F-21

PURPOSE OF PLAT:
THE PURPOSE OF THIS PLAT IS TO VACATE A 3 FOOT PUBLIC UTILITY EASEMENT AND GRANT ALL EASEMENTS AS SHOWN.

GENERAL NOTES:

1. UNLESS NOTED, NO. 4 REBAR WITH CAP STAMPED P.S. #14631 WERE SET AT ALL PROPERTY CORNERS.
2. THIS PLAT SHOWS ALL EASEMENTS OF RECORD.
3. TOTAL AREA OF PROPERTY: 0.4669 ACRES.
4. BASIS OF BEARINGS IS THE NEW MEXICO STATE PLANE COORDINATE SYSTEM, CENTRAL ZONE, NAD 1983.
5. DISTANCES ARE GROUND BEARINGS ARE GRID.
6. BEARINGS AND DISTANCES SHOWN IN PARENTHESES ARE RECORD.
7. DATE OF FIELD WORK: APRIL 2015.
8. NO PROPERTY WITHIN THE AREA OF THIS PLAT SHALL AT ANY TIME BE SUBJECT TO A DEED RESTRICTION, COVENANT, OR BINDING AGREEMENT PROHIBITING SOILS COLLECTORS FROM BEING INSTALLED ON BUILDINGS OR ERECTED ON LOTS OR PARCELS WITHIN THE AREA OF PROPOSED PLAT.
9. EXISTING PUBLIC WATER AND SANITARY SEWER INFRASTRUCTURE MAY NOT BE CONSTRUCTED OR SIZED TO ACCOMMODATE FUTURE DEVELOPMENT, IMPROVEMENT OR UPSIZING OF EXISTING PUBLIC INFRASTRUCTURE MAY BE REQUIRED AS A CONDITION OF FUTURE DEVELOPMENT APPROVAL.

PUBLIC UTILITY EASEMENTS

Public Utility Easements shown on this plat are granted for the common and joint use of the following:

A. Public Service Company of New Mexico (PSCNM), a New Mexico corporation, (PSCNM Electric) for installation, maintenance, and service of overhead and underground electric lines, transformers, and other equipment and related facilities reasonably necessary to the transmission and distribution of electric energy.

B. New Mexico Gas Company (NMGAS), a New Mexico corporation, for installation, maintenance, and service of natural gas lines, valves and other equipment and facilities reasonably necessary to provide service to the property.

C. PSCNM and NMGAS, jointly, for the installation, maintenance, and service of such lines, cables and other related equipment and facilities reasonably necessary to provide service to the property.

D. PSCNM and NMGAS, jointly, for the installation, maintenance, and service of such lines, cables and other related equipment and facilities reasonably necessary to provide service to the property.

Included is the right to build, locate, construct, maintain, locate, relocate, change, remove, repair, replace, and install electric and natural gas lines, transformers, and other equipment and related facilities for purposes described above, together with free access to, from, and over said easements, with the right and privilege of going upon, over, and across adjoining lands of owner and easement holder, and the right to install, maintain, and use any and all equipment and structures to be used in connection with the transmission and distribution of electric energy, with the right and privilege to turn and remove trees, shrubs or bushes which interfere with the purposes of the easement, and to remove any other structure which shall be erected or constructed on said easements, nor shall any well be drilled or operated thereon. Property owners shall be solely responsible for connecting their electric and natural gas lines to the easements, and for the installation, maintenance, and service of such lines, cables and other related equipment and facilities reasonably necessary to provide service to the property.

Easements for electric transmission/switchgear, on isolated, shall extend ten (10) feet in front of transformer/switchgear doors and five (5) feet on each side.

Disclaimer:

In approving this plat, Public Service Company of New Mexico (PSCNM), a New Mexico corporation, and New Mexico Gas Company (NMGAS), a New Mexico corporation, do not conduct a title search of the properties shown hereon, nor do they warrant, represent, or guarantee that the plat is correct, or that the easements shown hereon are the only easements which may have been granted by prior plat, report or other document and which are not shown on this plat.

LEGAL DESCRIPTION
LOT NUMBERED ONE-A (1-A) OF THE PLAT OF LOTS 1-A AND 3-A, LANDS OF BRYANT AND WHITAKER, CITY OF ALBUQUERQUE, BERNALILLO COUNTY, NEW MEXICO, AS SHOWN AND DESIGNATED ON THE PLAT HEREBY FILED FOR RECORD IN THE PUBLIC CLERK OF BERNALILLO COUNTY, NEW MEXICO ON NOVEMBER 3, 2015 IN BOOK 2015C, PAGE 143

FREE CONSENT

THE SUBDIVISION HEREON DESCRIBED IS WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE UNDERSIGNED OWNERS AND PROPRIETOR THEREOF, SAID OWNER / PROPRIETOR DOES HEREBY GRANT ANY AND ALL EASEMENTS AS MAY BE CREATED BY THIS PLAT, THOSE SIGNING AS OWNERS WARRANT THAT THEY HOLD AMONG THEM COMPLETE AND INDEFEASIBLE TITLE IN FEE SIMPLE TO THE LAND SUBDIVIDED.

ACKNOWLEDGMENT

STATE OF NEW MEXICO) S.S.
COUNTY OF BERNALILLO)
THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME A NOTARY PUBLIC
THIS _____ DAY OF _____ 20____

BY: _____

OWNERS NAME
MY COMMISSION EXPIRES: _____ BY: _____ NOTARY PUBLIC

PROJECT NUMBER: _____
APPLICATION NUMBER: _____
UTILITY APPROVALS:
PUBLIC SERVICE COMPANY OF NEW MEXICO
NEW MEXICO GAS COMPANY
QUEST CORPORATION D/B/A CENTURUNK QC
DATE 3/22/16
DATE 3/22/16
DATE 3/22/16

CITY APPROVALS:
CITY SURVEYOR _____ DATE _____
REAL PROPERTY DIVISION (CONDITIONAL) _____ DATE _____
ENVIRONMENTAL HEALTH DEPARTMENT (CONDITIONAL) _____ DATE _____
TRAFFIC ENGINEERING, TRANSPORTATION DIVISION _____ DATE _____
AGCWA _____ DATE _____
PARKS AND RECREATION DEPARTMENT _____ DATE _____
ZAVACA _____ DATE _____
CITY ENGINEER _____ DATE _____
DRB CHAIRPERSON, PLANNING DEPARTMENT _____ DATE _____

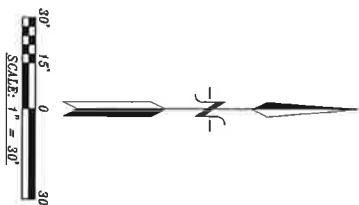
SURVEYORS CERTIFICATE:

I, ANTHONY L. HARRIS, A DULY PROFESSIONAL LICENSED LAND SURVEYOR, UNDER THE LAWS OF THE STATE OF NEW MEXICO, DO HEREBY CERTIFY THAT THE PLAT WAS PREPARED UNDER MY DIRECT SUPERVISION, THAT I AM RESPONSIBLE FOR SAID PLAT AND MEETS THE REQUIREMENTS FOR CONVEYING THE BEST OF MY KNOWLEDGE AND BELIEF AND MEETS THE MINIMUM REQUIREMENTS FOR LAND SURVEYS AS SET FORTH BY THE STATE OF NEW MEXICO.

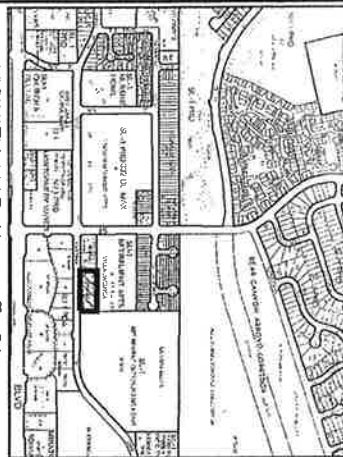
GIVEN UNDER MY HAND AND SEAL AT ALBUQUERQUE, NEW MEXICO,
THIS 14th DAY OF March, 2016

ANTHONY L. HARRIS, S.T. 11463
NOTARY PUBLIC
POWER (1969) 489-4946
FEE \$250
SHEET 1 OF 2

ELENA GALLEGOS GRANT
PROJECTED SECTION 33, TOWNSHIP 11 NORTH, RANGE 4 EAST, N.M.P.M.
CITY OF ALBUQUERQUE
BERNALILLO COUNTY, NEW MEXICO
MARCH, 2016



THIS IS TO CERTIFY THAT TAXES ARE CURRENT AND PAID ON
UPC# 102106133205840565 - 102106131205840565
PROPERTY OWNER OR RECORD: *Pacheco Mark - Hal Tom Diana*
BERNALILLO CO. TREASURER'S OFFICE: *22572-11-3-15*

VICINITY MAP No. F-21

N.T.S.

LEGAL DESCRIPTION

LOTS NUMBERED ONE (1), TWO (2) AND THREE (3) OF THE PLAT OF LAND OF BERANT AND WHITTAKER, CITY OF ALBUQUERQUE, BERNALILLO COUNTY, NEW MEXICO AS THE SAME ARE SHOWN AND DESIGNATED ON THE PLAT THEREOF, FILED IN THE OFFICE OF THE COUNTY CLERK OF BERNALILLO COUNTY, NEW MEXICO ON JANUARY 15, 1985 IN VOLUME 921, PAGE 33.

PLAT OF
LOTS 1-A AND 3-A
LANDS OF BRYANT AND WITAKER

ELENA GALLEGOS GRANT
PROJECTED SECTION 33, TOWNSHIP 11 NORTH, RANGE 4 EAST, N.M.P.M.
CITY OF ALBUQUERQUE
BERNALILLO COUNTY, NEW MEXICO
SEPTEMBER, 2015

PROJECT NUMBER: 1001115

APPLICATION NUMBER: 15DRB-70367

UTILITY APPROVALS

PUERTO SERVICE COMPANY OF NEW MEXICO

NEW MEXICO GAS COMPANY

DOMEST CORPORATION D/B/A CENTURYLINK

~~DETAILS:~~

CITY APPROVALS

Forrest W. Ruckelshaus P. 5
CITY SURVEYOR

REAL PROPERTY DIVISION (CONDITIONAL)

ENVIRONMENTAL HEALTH DEPARTMENT (CONDITIONAL)

Joseph M. Ward
TRAFFIC ENGINEERING, TRANSPORTATION DIVISION

ABCNUA 10/15/15
DATE

Carol D. Linn
PARKS AND RECREATION DEPARTMENT

NAME	DATE
AMERICA	10-17-0
07	011

CITY ENGINEER _____ DATE 10/1/11

DR. CHAPPERSON, PLANNING DEPARTMENT

W MEXICO) S.S.*
ERNALIND)

HARRIS, A DULY PROFESSIONAL

THE ALBUQUERQUE SUBDIVISION
ME AND BELIEF AND MEETS THE
STATE OF NEW MEXICO

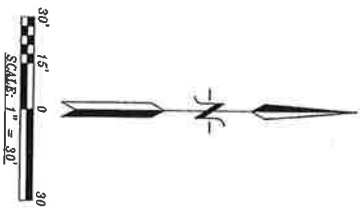
MY HAND AND SEAL AT ALBANY
DAY OF SEP. 2014

9/1

CHARLES SCURRY INC.
245-D MONROE STREET N.

PHONE (605) 889-8025
FAX (605) 880-8845

PROFESSIONAL LAND



PLAT OF
LOTS 1-A AND 3-A
LANDS OF BRYANT AND WHITAKER
WITHIN
ELENA GALLEGOS GRANT
PROJECTED SECTION 33, TOWNSHIP 11 NORTH, RANGE 4 EAST, N.M.P.M.
CITY OF ALBUQUERQUE
BERNALILLO COUNTY, NEW MEXICO
SEPTEMBER, 2015

ARCH + PLAN
LAND USE CONSULTANTS
ALBUQUERQUE NM

April 19, 2016

Jack Cloud, Chair
City of Albuquerque
Development Review Board
600 2nd St NW
Albuquerque NM

RE: 10425 Lagrima de Oro Rd NE – Tracts 1-A-1, Lands of Bryant and Whitaker

Mr. Cloud and members of the Board:

I would like to request Final Plat review for a minor subdivision for the above referenced properties.

The property owners would like to vacate a three (3) foot public utility easement in an effort to proceed with construction of a proposed office building.

The site is currently vacant.

The property is zoned O-1 and is governed by Established Urban policies of the Albuquerque/Bernalillo County Comprehensive Plan which support the request.

Thank you for the consideration of the proposed request.

Sincerely,

A handwritten signature in black ink, reading "Derrick Archuleta", with a long horizontal flourish extending to the right.

Derrick Archuleta, MCRP
Principal



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.

April 18, 2016

Planning Department
Plaza Del Sol Building
600 Second St. NW
Second Floor (924-3860)

This letter will serve to notify you that on **April 18, 2016:**

Contact Name: DERRICK ARCHULETA
Company or Agency: ARCH+PLAN LAND USE CONSULTANTS
P.O. BOX 25911/87125
PHONE: 505-980-8365
E-MAIL: arch.plan@comcast.net

contacted the Office of Neighborhood Coordination 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) –LOT 1-A-1, LANDS OF BRYANT AND WHITAKER LOCATED AT 10425 LAGRIMA DE ORO ROAD NE BETWEEN MORRIS STREET NE AND JUAN TABO BOULEVARD NE zone map F-21.**

Our records indicate that as of April 18, 2016, there were no Neighborhood and/or Homeowner Associations in this area.

Please note that according to §14-8-2-7 of the *Neighborhood Association Recognition Ordinance* you were required to notify our office prior to your submittal to the Planning Department **(please attach: 1) Copy of this letter) with your application to show proof that you did contact our office to obtain NA/HOA information.** 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 or by fax at (505) 924-3913.

Sincerely,

Stephani Winklepleck

Stephani Winklepleck
Neighborhood Liaison
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-
- ☒ [X] **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.

Thank you for your cooperation on this matter.

(below this line for ONC use only)

Date of Inquiry: 04/18/16 Time Entered: 11:45 a.m. ONC Rep. Initials: siw