

City of Albuquerque



DEVELOPMENT/ PLAN REVIEW APPLICATION

Updated 4/16/15

Supplemental Form (SF)

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

S Z ZONING & PLANNING
 ___ Annexation
 ___ Zone Map Amendment (Establish or Change Zoning, includes Zoning within Sector Development Plans)
 ___ 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 (AA)
 ___ Administrative Approval (DRT, URT, etc.)
 ___ 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 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): Huitt-Zollars, Inc - Kim Stelzer PHONE: 505 822-5141
 ADDRESS: 333 Rio Rancho Dr. Suite 101 STATE: NM ZIP: 87104 E-MAIL: KStelzer@huitt-zollars.com
 CITY: Rio Rancho
 APPLICANT: COA Department of Municipal Development E-MAIL: John.Mackenzie@cabq.gov
 ADDRESS: P.O. Box 1293 One Owl Plaza Room 7057 PHONE: 505 768-3965
 CITY: Albuquerque STATE: NM ZIP: 87104 E-MAIL: IMackenzie@cabq.gov
 Proprietary interest in site: ___ List all owners: COA & UNM

DESCRIPTION OF REQUEST: Preliminary/ Final Plat Approval - Minor Subdivision

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. See Attached Block: ___ Unit: ___
 Subdiv/Addn/TBKA: ___
 Existing Zoning: ___ Proposed zoning: ___ MRGCD Map No ___
 Zone Atlas page(s): ___ UPC Code: ___

CASE HISTORY:

List any current or prior case number that may be relevant to your application (Proj., App., DRB-, AX_Z-, V-, S-, etc.): 1007720

CASE INFORMATION:

Within city limits? Yes Within 1000FT of a landfill? No
 No. of existing lots: 2 No. of proposed lots: 2 Total site area (acres): 8.4141
 LOCATION OF PROPERTY BY STREETS: On or Near: ON UNM Blvd NW and SABRACINO PL NW
 Between: West Central
 Check if project was previously reviewed by: Sketch Plat/Plan or Pre-application Review Team(PRT) Review Date: ___

SIGNATURE

Kim Stelzer DATE 10/17/2016
 (Print Name) Kim Stelzer Applicant: Agent:

FOR OFFICIAL USE ONLY

- INTERNAL ROUTING**
- All checklists are complete
- All fees have been collected
- All case #'s are assigned
- AGIS copy has been sent
- Case history #'s are listed
- Site is within 1000ft. of a landfill
- F.H.D.P. density bonus
- F.H.D.P. fee rebate

Application case numbers	Action	S.F.	Fees
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			Total
			\$

Revised: 11/2014

Hearing date: ___

Staff signature & Date

Project #

HUNT-ZOLLARS

PROJECT UNSR Blvd. Improvements

JOB # R304101.01

DATE 10/17/16

BY Kim S

DATE

DATE

CLIENT

TASK R/W Platting

CHECKED

DATE

DATE

SHEET

1

OF

1

COA - DRB Application

Site Information

① Tract B of West Route 66 Addition
Recorded 08/12/13 Book 2013C Pg. 91

Existing Zoning SU-2

Proposed Zoning SU-2

Zone Atlas K-10-Z

UPC 101005709218331321

② Lot 1 of UNM Hospitals Clinic
Recorded 01/22/2009 Book 2009C Pg. 18

Existing Zoning SU-2

Proposed Zoning SU-2

Zone Atlas K-10-Z

UPC 101005706125531318

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)** **Your attendance is required.**
 - ___ Scale drawing of the proposed subdivision plat (folded to fit into an 8.5" by 14" pocket) **6 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
 - ___ List any original and/or related file numbers on the cover application

- EXTENSION OF MAJOR PRELIMINARY PLAT (DRB08)** **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
 - ___ ~~H/A~~ Signed & recorded Final Pre-Development Facilities Fee Agreement for Residential development only
 - ___ ~~N/A~~ 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.



Applicant name (print)

Applicant signature / date

Form revised **October 2007**

- Checklists complete
 - Fees collected
 - Case #'s assigned
 - Related #'s listed
- Application case numbers _____
- Planner signature / date _____
- Project # _____