



## City of Albuquerque

**\*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 12, 2017

Angela Williamson  
Modulus Architects, Inc.  
100 Sun Ave. NE, Suite 305  
Albuquerque, NM 87109  
(505) 338-1499  
awilliamson@modulusarchitects.com

Dear Angela:

Thank you for your inquiry 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 **[DRB Submittal]** project recorded as **[Tract C-1, Sandia Addition, Situated within the Elena Gallegos Grant in Projected Section 35]** located on **[San Mateo between McCleod Rd. and Lincoln Rd.]** zone map **[F-17]**.

This correspondence serves as your "Notification Inquiry Letter" from the Office of Neighborhood Coordination, and must be included as part of your application. Please see "ATTACHMENT A" for a list of NA's / HOA's that must be contacted regarding this submittal.

Please note that according to Section *§14-8-2-7 of the Neighborhood Association Recognition Ordinance* you are required to notify **both** of these contact persons by **certified mail, return receipt requested**, before the Planning Department will accept your application. Please see Page 2 of this letter for additional requirements. If you have any questions about the information provided please contact our office at (505) 768-3334 or [ONC@cabq.gov](mailto:ONC@cabq.gov)

Sincerely,

Office of Neighborhood Coordination  
Council Services Department

## Neighborhood Notification Letters Must Include the Following:

Prior to filing an application with the Planning Department, all applicants requesting approvals through the Environmental Planning Commission (EPC), Development Review Board (DRB), Landmarks & Urban Conservation Commission (LUCC), or approval of a Wireless Telecommunication Facility (WTF) are required to notify any affected neighborhood and/or homeowner associations via certified mail.

1. The street address for the subject property;
2. The currently recorded 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 and detailed description of the action(s) being requested;
5. **\*\*\* NEW\*\*\* Facilitated Meeting Information** – All notification letters must include the following text:  
Affected Neighborhood Associations and Homeowner Associations may request a Facilitated Meeting regarding this project by contacting the Office of Neighborhood Coordination (ONC) by email at [ONC@cabq.gov](mailto:ONC@cabq.gov) or by phone at (505) 768-3334.  
A facilitated meeting request must be received by ONC by: **Monday April 24, 2017.**

## Neighborhood Notification Checklist

The following information must be included for each application packet submitted to the City of Albuquerque Planning Department.

1. ONC's "Notification Inquiry Letter" outlining any affected Neighborhood and/or Homeowner Associations.  
  
\*Note: If your ONC letter is more than 30 days old, you must contact ONC to ensure that the contact information is still current.
2. Copies of Letters sent to any affected Neighborhood and/or Homeowner Associations.
3. Copies of certified receipts mailed to any affected Neighborhood and/or Homeowner Associations.

Any questions, please feel free to contact our office at (505) 768-3334 or [ONC@cabq.gov](mailto:ONC@cabq.gov).

Thank you for your cooperation on this matter.

\*\*\*\*\*  
(ONC use only)

Date Processed: **04/12/17** ONC Staff Initials: **VMQ**

# ATTACHMENT A

**DEL NORTE N.A. (DNT) "R"**

**\*Mary White**                      *e-mail:* whitelink@aol.com

4913 Overland St. NE/87109 620-1353 (c)

Gretchen Kelley                  *e-mail:* kellpatmik@aol.com

4213 Whisperwood Pl. NE/87109 254-7771 (c)

**Website:** [www.delnortena.org](http://www.delnortena.org)

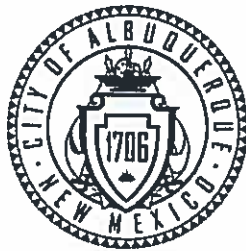
**NA E-mail:** info@delnortena.org

***Council District:*** 4

***County District:*** 3

***Police Beat:*** 431/NE

***Zone Map #:*** F-G-17-18



## Developer Inquiry Sheet

*Use this form to submit a request to the Office of Neighborhood Coordination to obtain neighborhood or homeowner association contact information for application submittal to the Planning Department.*

**Instructions:** Please fill out this form completely and include a zone map that is marked to indicate where the property proposed for development is located. Then, submit this form and your zone map in one of the following ways: 1) In person at the Office of Neighborhood Coordination, 9<sup>th</sup> Floor, 1 Civic Plaza NW, Suite 9087, or 2) Email it to [ONC@cabq.gov](mailto:ONC@cabq.gov).

### Developer Inquiry For:

- |   |  |
|---|--|
| <input type="checkbox"/> Cell Tower Submittal – Type: | <input type="checkbox"/> ZHE Submittal <i>(need address &amp; zone map only)</i> |
| <input checked="" type="checkbox"/> DRB Submittal     | <input type="checkbox"/> AA Submittal  |
| <input type="checkbox"/> EPC Submittal                | <input type="checkbox"/> City Project Submittal                                  |
| <input type="checkbox"/> LUCC Submittal               | <input type="checkbox"/> Liquor Submittal  |

Contact Name: Angela Williamson

Company Name: Modulus Architects, Inc.

Address: 100 Sun Ave. NE, Suite 305

City: Albuquerque

State: N M

Zip Code: 87109

Phone: 505.338.1499

Email: [awilliamson@modulusarchitects.com](mailto:awilliamson@modulusarchitects.com)

### Legal Description Information:

Describe the legal description of the subject site for this project:

Tract C-1 Sandia Addition Situate Within the Elana Gallegos Grant in Projected Section 35

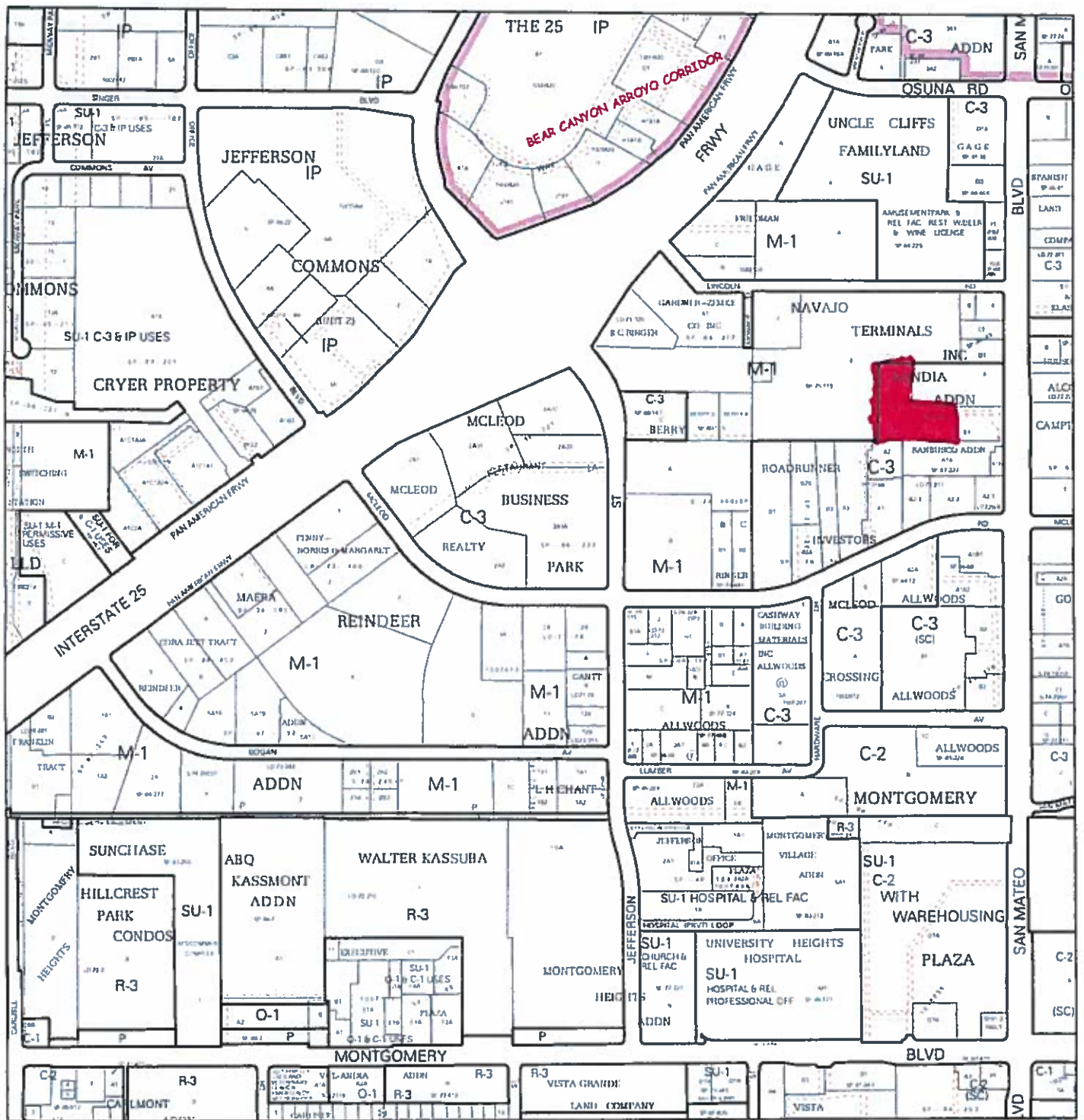
Located on/between *(street name or other identifying mark)*:

*North*  
San Mateo Blvd NE, South of McCloud

This site is located on the following zone atlas page:

F17

Form updated: 6/2/2016



For more current information and details visit: <http://www.cabq.gov/gis>



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