



## DRB CASE ACTION LOG (Site Plan - Building Permit)

This sheet **must** accompany your plat or site plan to obtain delegated signatures. Return sheet with site plan/plat once comments have been addressed.

DRB Application No.: 10DRB-70344 Project # 1008595  
Project Name: Beverly Wood Addition  
Agent: Applied Engineering & Surveying Phone No.: \_\_\_\_\_

\*\*Your request was approved on 1-12-11 by the DRB with delegation of signature(s) to the following departments:\*\*

### OUTSTANDING SIGNATURES COMMENTS TO BE ADDRESSED:

- TRANSPORTATION: \_\_\_\_\_  
\_\_\_\_\_
- ABCWUA: \_\_\_\_\_  
\_\_\_\_\_
- CITY ENGINEER / AMAFCA: \_\_\_\_\_  
\_\_\_\_\_
- PARKS / CIP: \_\_\_\_\_  
\_\_\_\_\_
- PLANNING (Last to sign): OK 15 day appeal period

**Planning must record this plat. Please submit the following items:**

- The original plat and a mylar copy for the County Clerk.
- Tax certificate from the County Treasurer.
- Recording fee (checks payable to the County Clerk). **RECORDED DATE:** \_\_\_\_\_
- Tax printout from the County Assessor.

- 3 copies of the approved site plan. Include all pages.**
- County Treasurer's signature must be obtained prior to the recording of the plat with the County Clerk.**
- Property Management's signature must be obtained prior to Planning Department's signature.**
- AGIS DXF File approval required.**
- Copy of recorded plat for Planning.**



**DEVELOPMENT REVIEW BOARD**

**Action Sheet**

**Plaza del Sol Hearing Room, Basement, Plaza del Sol Building**

January 12, 2011

MEMBERS:

**Jack Cloud, DRB Chairman, Planning Department**

**Angela Gomez, Administrative Assistant**

**Kristal Metro, P.E. , Transportation Development  
Brad Bingham, P.E., Hydrology/ Alternate City Engineer**

**Allan Porter, P.E., Albuquerque/ Bernalillo Co.WUA  
Christina Sandoval, Parks/Municipal Development**

**CASES WHICH REQUIRE PUBLIC NOTIFICATION**

**MAJOR SUBDIVISIONS, VACATIONS, SIA EXTENSIONS AND SITE DEVELOPMENT PLANS**

- 1. Project# 1008595**  
10DRB-70344 MAJOR – SITE  
DEVELOPMENT PLAN FOR  
BUILDING PERMIT

APPLIED ENGINEERING & SURVEYING agent(s) for NM EDUCATORS FEDERAL CREDIT UNION request(s) the referenced/ above action(s) for Tract 2A, Block F, **BEVERLY WOOD ADDITION**, zoned SU-3/MU-UPT (Mixed Use – Uptown Sector Plan), located on the southeast corner of INDIAN SCHOOL RD NE and AMERICA’S PARKWAY NE containing approximately 0.40 acre. (J-18)[*Deferred from 1/5/11*] **THE SITE DEVELOPMENT PLAN FOR BUILDING PERMIT WAS APPROVED WITH FINAL SIGN-OFF DELEGATED TO PLANNING FOR 15 DAY APPEAL PERIOD.**
- 2. Project# 1002856**  
10DRB-70205 MAJOR - 2 YEAR  
EXTENSION OF SUBDIVISION  
IMPROVEMENTS AGREEMENT (2YR  
SIA)

MARK GOODWIN AND ASSOCIATES PA agent(s) for ANDERSON HILLS LLC request(s) the referenced/ above action(s) for all or a portion of **MEADOWS AT ANDERSON HILLS Unit(s) 3 [aka Blossom Ridge, Phase 1]**, zoned R-LT, located on the west side of UNSER BLVD SW bewteen DENNIS CHAVEZ BLVD SW and ANDERSON HILLS AVE SW containing approximately 23.9505 acre(s). (N-9, P-9)[*Deferred from 8/18/10, 9/1/10, 9/15/10, 9/29/10, 10/13/10, 10/27/10, 12/1/10, 1/5/11*] **DEFERRED TO 1/26/11 AT THE AGENT’S REQUEST.**



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\_\_\_\_\_  
\_\_\_\_\_

ABCWUA: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CITY ENGINEER / AMAFCA: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PARKS / CIP: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLANNING (Last to sign): 15 day appeal period  
\_\_\_\_\_  
\_\_\_\_\_

- Planning must record this plat. Please submit the following items:**
- The original plat and a mylar copy for the County Clerk.
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  - Recording fee (checks payable to the County Clerk). **RECORDED DATE:** \_\_\_\_\_
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January 12, 2011

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PROJECT # 1008595

#1

Date: January 12, 2011  
DRB PUBLIC HEARING

**SIGN IN SHEET**

Please provide your name and address for an opportunity to speak and/or  
receive an official notice of decision

16. Name: \_\_\_\_\_ Address: \_\_\_\_\_

17. Name: \_\_\_\_\_ Address: \_\_\_\_\_

18. Name: \_\_\_\_\_ Address: \_\_\_\_\_

19. Name: \_\_\_\_\_ Address: \_\_\_\_\_

20. Name: \_\_\_\_\_ Address: \_\_\_\_\_

21. Name: \_\_\_\_\_ Address: \_\_\_\_\_

22. Name: \_\_\_\_\_ Address: \_\_\_\_\_



CITY OF ALBUQUERQUE  
 PLANNING DEPARTMENT  
 DEVELOPMENT REVIEW BOARD

January 5, 2011

**Project# 1008595**

10DRB-70344 MAJOR – SITE DEVELOPMENT PLAN FOR BUILDING PERMIT

APPLIED ENGINEERING & SURVEYING agent(s) for NM EDUCATORS FEDERAL CREDIT UNION request(s) the referenced/ above action(s) for Tract 2A, Block F, **BEVERLY WOOD ADDITION**, zoned SU-3/ MU-UPT (Mixed Use – Uptown Sector Plan), located on the southeast corner of INDIAN SCHOOL RD NE and AMERICA’S PARKWAY NE containing approximately 0.40 acre. (J-18)

<b>AMAFCA</b> No comments
<b>COG</b> MRCOG has no comment on the proposed application.
<b>TRANSIT</b> <b>Project # 1008595</b> <b>10DRB-70344</b> <b>MAJOR - SITE DEVELOPMENT PLAN FOR BUILDING PERMIT.</b>  Adjacent and nearby routes Route #766, Red Line Rapid Ride, Route #40, Louisiana route, Route #157, Louisiana-Uptown route, Route #6, Indian School commuter route, and Route #12, Constitution commuter route pass the site on Americas Parkway.  Adjacent bus stops None  Site plan requirements None.  Large site TDM suggestions None.  Other information None.
<b>ZONING ENFORCEMENT</b> No comments
<b>NEIGHBORHOOD COORDINATION</b>
<b>APS</b> No comments
<b>POLICE DEPARTMENT</b> No comments
<b>FIRE DEPARTMENT</b> No comments



<b>PNM ELECTRIC</b> No comments
<b>NM GAS</b> For future and current easements required for the use of (NMGCO) gas lines are required. Please have the Future developers call New Mexico Gas Company for New Service Delivery and planned development in and around NMGCO'S distribution gas lines.  Mark Bouchard at (505) 697-3144. Distribution
<b>COMCAST</b> No comments
<b>QWEST</b> No comments
<b>ENVIRONMENTAL HEALTH</b> No comments
<b>M.R.G.C.D</b> No comments
<b>OPEN SPACE DIVISION</b> Open Space has no adverse comments
<b>CITY ENGINEER</b> No adverse comments.
<b>TRANSPORTATION DEVELOPMENT</b> Call out the width of all sidewalk. A portion of the public sidewalk at the intersection of Haines Avenue / Americas Parkway is located outside of the right of way. A public sidewalk easement is required. Parking spaces 1 and 2 (southwest corner of site) do not have sufficient maneuverability around the badge entry system. Please remove these spaces. Call out the width of the keyway. Label the compact parking spaces by placing the words "compact" on the pavement of each space.
<b>PARKS AND RECREATION</b> No objection.
<b>ABCWUA</b> No comments
<b>PLANNING DEPARTMENT</b> Refer to any public hearing comments and the Uptown Sector Development Plan; the staff planner has indicated the submitted plan is in compliance with the sector plan.

**IT IS REQUIRED THAT THE APPLICANT AND/OR AGENT BE PRESENT AT THE HEARING**

## DRB/EPC/LUCC APPLICATION CHECKLIST

Steve Sink  
APD Crime  
Prevention  
924-3600

A review of DRB Case 1008595 indicates the following problems or crimes may occur or that the following concerns may need to be evaluated or addressed on this site or in this area. These comments do not indicate that a thorough CPTED evaluation has been done, or that other criminal activities may not occur.

- Traffic volume/*Explain:*
- Traffic control devices/*Explain:*
- Burglaries/*Explain:*
- Speeding violations/*Explain:*
- Lighting issues/*Explain:*
- Maintenance of landscaping/*Explain:*
- Robbery/*Explain:*
- Assault/*Explain:*
- Shoplifting/*Explain:*
- Accidents in the parking lot/*Explain:*
- A higher probability of crimes during evening/weekend hours/*Explain:*
- Commercial burglary/*Explain:*
- Rape/*Explain:*
- Adequate security/*Explain:*
- Alarm security/*Explain:*
- Alarm response i.e. false alarms, etc/*Explain:*
- Transients/*Explain:*
- Need for neighborhood association/*Explain:*

**Other:** No Crime Prevention or CPTED comments concerning the proposed Site Development Plan for Building Permit (Pave existing dirt parking lot) at this time.



HEARING DATE: 1-5-10(SBF)

CITY OF ALBUQUERQUE  
PLANNING DEPARTMENT  
PROPERTY OWNERSHIP LIST

Meeting Date: January 5, 2011

Project# 1008595

Zone Atlas Page: J-18

App# \_\_\_\_\_

Notification Radius: 195'

Cross Reference and Location: SE Corner Between

Indian School Rd NE and Americas Parkway NE

Applicant: NM Educators Federal Credit Union

PO Box 8530

Alb NM 87198

Agent: Applied Engineering & Surveying

1605 Blair Dr NE

Alb NM, 87112

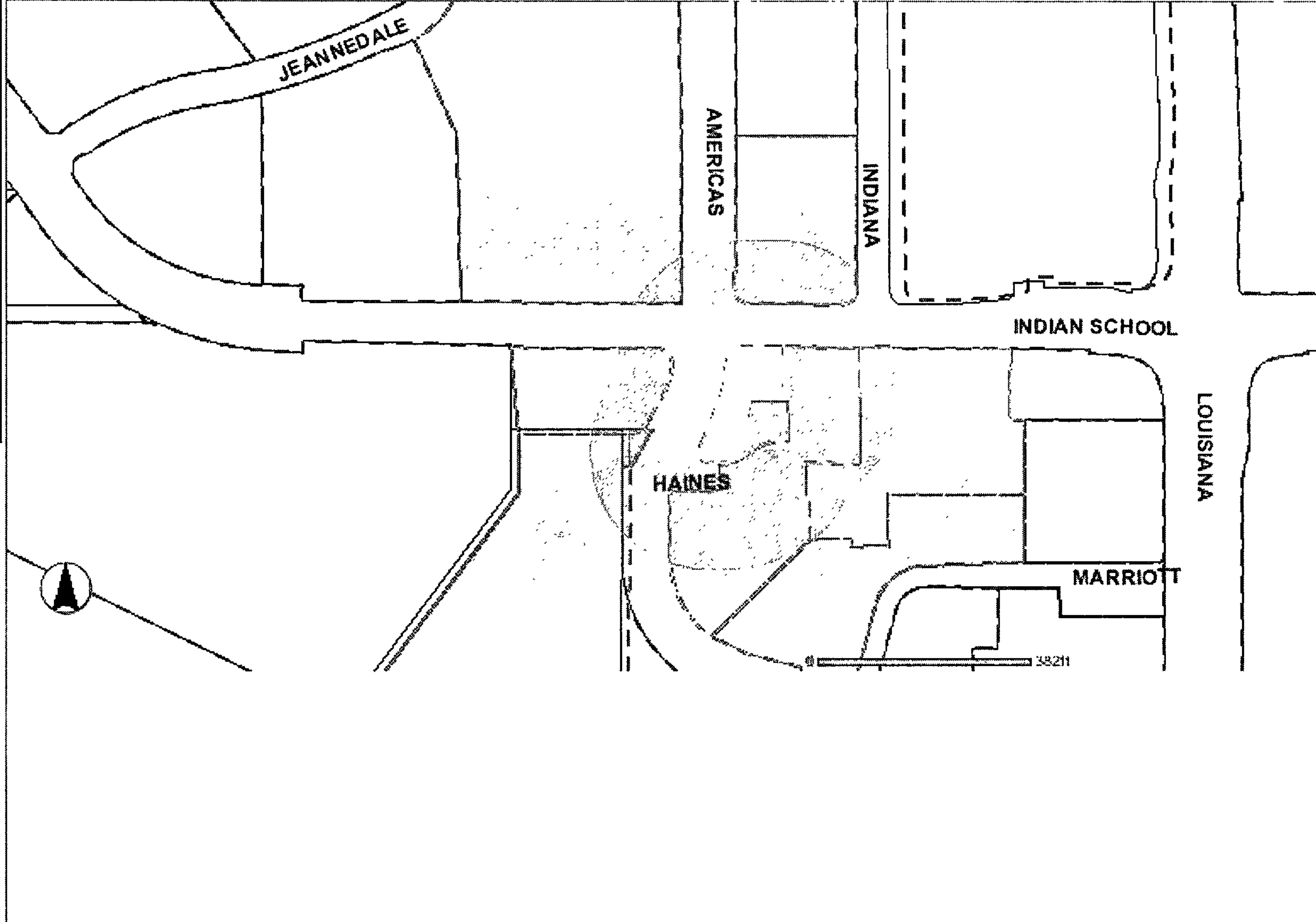
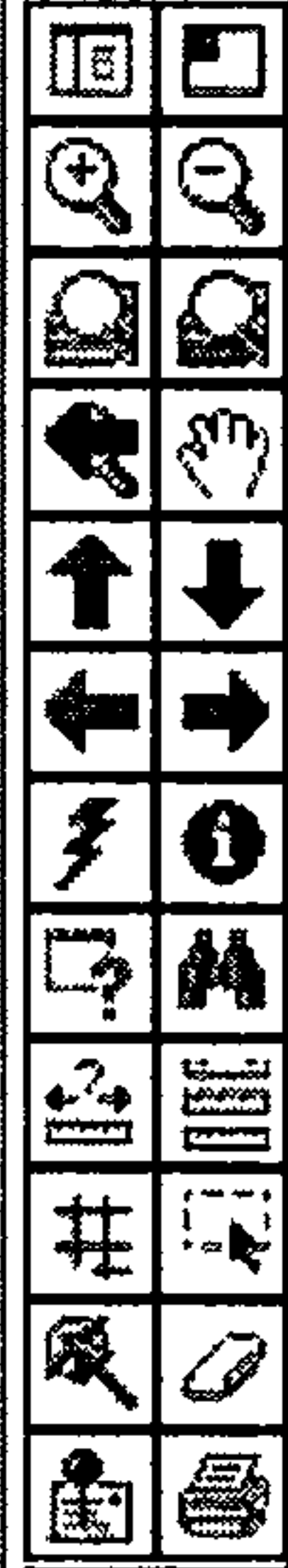
**Special Instructions:**

**Notice must be mailed from the  
City's 15 day's prior to the meeting.**

Date Mailed: Dec. 10, 2010

Signature: [Signature]

# ALBUQUERQUE GIS DATA WEBSITE



- LAYERS**
- STREETS
  - BASEMAP
  - PARCELS
  - LOT NUMBERS
  - METRO ADDRESS
  - ZONING
  - OWNERSHIP
  - 2FT CONTOUR
  - ADDRESS POINTS
  - LANDUSE
  - EASEMENTS
  - INFRASTRUCTURE
  - TRANSIT/SUNTRAN
  - BOUNDARIES
  - SITES
  - ENVIRONMENT
  - APS
  - TRAFFIC ENG.
  - AIR PHOTO
  - 2010 AIR PHOTO
  - 2008 AIR PHOTO
  - 2006 AIR PHOTO
  - 2004 AIR PHOTO
  - 2002 AIR PHOTO
  - 1999 AIR PHOTO

**Refresh Map**

Auto Refresh

- Help:**
- Closed group, click to open.
  - Open group, click to close.
  - Map layer.
  - Hidden group/layer, click for visible.
  - Visible group/layer, click to hide.
  - Layer not visible at this scale.
  - Partially visible group, click for visible.

**OWNERSHIP**

Rec	UPC CODE	OWNER	OWNER ADDRESS	OWNER
1	101805844551511609	NEW MEXICO EDUCATORS FEDERAL CREDIT UNION	P O BOX 8530	ALBUQUE
2	101805847048511619	HINES ALBUQ PARK SQUARE NO 2 C/O MARK BUTLER, PROPERTY MGR	6565 AMERICAS PKWY NE 460	ALBUQUE
3	101805845050911608	ALBUQUERQUE BERNALILLO COUNTY WATER UTILITY AUTHORITY	PO BOX 1293	ALBUQUE

Rec	UPC CODE	OWNER	OWNER ADDRESS	OWNER CITY	OWNER STATE	OWNER ZIP	PROP CLASS	TAX DISTRICT	LEGAL	ACRES
1	101805844551511000	NEW MEXICO EDUCATORS FEDERAL CREDIT UNION	P O BOX 8530	ALBUQUERQUE	NM	87198	V	A1A	TR 2-A BLK F PLAT OF TRS 2-A 2-B & 3-A BLK F BEVERLY WOOD ADDN CONT 0 3958 AC M/L OR 17,244 SQ FT M/L	0 3944298
2	101805847048511000	HINES ALBUQ PARK SQUARE NO 2 C/O MARK BUTLER, PROPERTY MGR	6565 AMERICAS PKWY NE 460	ALBUQUERQUE	NM	87110	C	A1A	TRACT 1-C-1A PARK SQUARE ADDN PLAT OF TRS 1-C-1A, 1-E-1A-1 1-G-1 & 1-H-1A PARK SQUARE ADDN CONT 80,649 SQ FT M/L	1 85923855
3	101805845050911000	ALBUQUERQUE BERNALILLO COUNTY WATER UTILITY AUTHORITY	PO BOX 1293	ALBUQUERQUE	NM	87103	V	A1A	TR 3-A BLK F PLAT OF TRS 2-A 2-B & 3-A BLK F BEVERLY WOOD ADDN CONT 0 1338 AC M/L OR 5 831 SQ FT M/L	0 13440831
4	101805840647711000	NEW OMNI HOSPITALITY LLC	6501 PARKWAY NE	ALBUQUERQUE	NM	87110	C	A1A	TRACT A-2-A PLAT FOR PARK SQUARE TRACTS A-2-A & A-2-B CONT 4 0780 AC	4 06603919
5	101805941503340000	BOARD OF EDUCATION	PO BOX 25704	ALBUQUERQUE	NM	87125	C	A1A	TRACT G ALSO KNOWN AS TRACT Z UNIT 4 DALE J BELLAMAH'S JEANNEDALE ADDITION	5 60354369
6	101805848051011000	HUB ACQUISITION TRUST % HRPT PROPERTIES C/O THOMAS PROPERTY TAX SERV	1125 17TH ST SUITE 1575	DENVER	CO	80202	C	A1A	TR 1-A-1 REPL OF TRS 1-A-1, 1-B-1, 1-C-1, 1-D-1A, 1-E-1A, 1-F, 1-G & 1-H-1 PARK SQUARE ADDN CONT 91,409 SQ FT	2 10094086
7	101805841851711000	BIDWELL PROPERTIES LTD CO	9919 TANOAN DR NE	ALBUQUERQUE	NM	87111	C	A1A	TRACT A-2 PLAT OF TRACT A-2 BEVERLY-WOOD ADDITION CONT 912 AC	0 92099341
8	101805845149911000	HUB ACQUISITION TRUST / HRPT PROPERTIES C/O THOMAS PROPERTY TAX SERV	1125 17TH ST SUITE 1575	DENVER	CO	80202	C	A1A	TR 1-B-1 REPL OF TRS 1-A-1, 1-B-1, 1-C-1, 1-D-1A, 1-E-1A, 1-F, 1-G & 1-H-1 PARK SQUARE ADDN CONT 84,763 SQ FT	1 92725302

OR CURRENT OWNER  
ALBUQUERQUE BERNALILLO COUNTY WATER  
UTILITY AUTHORITY  
PO BOX 1293  
ALBUQUERQUE, NM 87103

OR CURRENT OWNER  
BIDWELL PROPERTIES LTD CO  
9919 TANOAN DR NE  
ALBUQUERQUE, NM 87111

OR CURRENT OWNER  
BOARD OF EDUCATION  
PO BOX 25704  
ALBUQUERQUE, NM 87125

OR CURRENT OWNER  
HINES ALBUQ PARK SQUARE NO 2 C/O MARK  
BUTLER, PROPERTY MGR  
6565 AMERICAS PKWY NE 460  
ALBUQUERQUE, NM 87110

OR CURRENT OWNER  
HUB ACQUISITION TRUST / HRPT PROPERTIES  
C/O THOMAS PROPERT TAX SERV  
1125 17TH ST SUITE 1575  
DENVER, CO 80202

OR CURRENT OWNER  
NEW MEXICO EDUCATORS FEDERAL CREDIT  
UNION  
P O BOX 8530  
ALBUQUERQUE, NM 87198

OR CURRENT OWNER  
NEW OMNI HOSPITALITY LLC  
6501 PARKWAY NE  
ALBUQUERQUE, NM 87110

# City of Albuquerque



## DEVELOPMENT/ PLAN REVIEW APPLICATION

Supplemental form

### SUBDIVISION

- Major Subdivision action
- Minor Subdivision action
- Vacation
- Variance (Non-Zoning)

### SITE DEVELOPMENT PLAN

- for Subdivision
- for Building Permit
- Administrative Amendment (AA)
- IP Master Development Plan
- Cert. of Appropriateness (LUCC)

### STORM DRAINAGE (Form D)

- Storm Drainage Cost Allocation Plan

### S Z ZONING & PLANNING

- Annexation
- County Submittal
- EPC Submittal
- Zone Map Amendment (Establish or Change Zoning)
- Sector Plan (Phase I, II, III)
- Amendment to Sector, Area, Facility or Comprehensive Plan
- Text Amendment (Zoning Code/Sub Regs)
- Street Name Change (Local & Collector)
- APPEAL / PROTEST of...**
- Decision by: DRB, EPC, LUCC, Planning Director or Staff, ZHE, Zoning Board of Appeals

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 2<sup>nd</sup> 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): APPLIED Engineering & Surveying PHONE: 480-8125  
 ADDRESS: 1605 BLAIR DRIVE NE FAX: 237-1456  
 CITY: ALBUQ. STATE NM ZIP 87112 E-MAIL: galdez47@yahoo.com

APPLICANT: NM EDUCATORS Federal Credit Union PHONE: 331-1062  
 ADDRESS: P.O. Box 8530 FAX: \_\_\_\_\_  
 CITY: Albuquerque STATE NM ZIP 87198 E-MAIL: tjohnson@nmefcu.org  
 Proprietary interest in site: \_\_\_\_\_ List all owners: \_\_\_\_\_

DESCRIPTION OF REQUEST: PAVE PARKING LOT THAT IS CURRENTLY VACANT LAND AND BEING USED FOR PARKING

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. Tract 2 Block: F Unit: \_\_\_\_\_  
 Subdiv/Addn/TBKA: Beverly wood Addition  
 Existing Zoning: SU-3 Proposed zoning: SU-3 MRGCD Map No \_\_\_\_\_  
 Zone Atlas page(s): J-18 UPC Code: 1-018-058-445-515-11609

#### CASE HISTORY:

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

#### CASE INFORMATION:

Within city limits?  Yes Within 1000FT of a landfill? \_\_\_\_\_  
 No. of existing lots: 1 No. of proposed lots: 1 Total area of site (acres): 0.40AC  
 LOCATION OF PROPERTY BY STREETS: On or Near: SE Corner  
 Between: INDIAN SCHOOL Rd NE and AMERICAS PARKWAY NE  
 Check-off if project was previously reviewed by Sketch Plat/Plan  or Pre-application Review Team . Date of review: 11-05-10

SIGNATURE Gilbert Aldaz DATE \_\_\_\_\_  
 (Print) Gilbert Aldaz Applicant:  Agent:

#### FOR OFFICIAL USE ONLY

Form revised 4/07

	Application case numbers	Action	S.F.	Fees
<input type="checkbox"/> INTERNAL ROUTING				
<input checked="" type="checkbox"/> All checklists are complete	<u>10DRB - 70344</u>	<u>SBP</u>		<u>\$ 385.00</u>
<input checked="" type="checkbox"/> All fees have been collected		<u>ADV</u>		<u>\$ 75.00</u>
<input checked="" type="checkbox"/> All case #s are assigned		<u>CMF</u>		<u>\$ 20.00</u>
<input checked="" type="checkbox"/> AGIS copy has been sent				\$ _____
<input checked="" 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				\$ _____
				Total
				<u>\$ 480.00</u>

Hearing date January 5, 2011

[Signature] 12-1-10  
 Planner signature / date

Project # 1008595

**FORM P(2): SITE PLAN REVIEW - D.R.B. PUBLIC HEARING**

- SITE DEVELOPMENT PLAN FOR SUBDIVISION (DRB15)** **Maximum Size: 24" x 36"**
- 5 Acres or more & zoned SU-1, IP, SU-2, PC, or Shopping Center: Certificate of No Effect or Approval
  - Scaled site plan and related drawings (folded to fit into an 8.5" by 14" pocket) **24 copies**
  - Zone Atlas map with the entire property(ies) clearly outlined
  - Letter briefly describing, explaining, and justifying the request
  - Letter of authorization from the property owner if application is submitted by an agent
  - Copy of the document delegating approval authority to the DRB
  - Office of Community & Neighborhood Coordination inquiry response, notifying letter, certified mail receipts
  - Sign Posting Agreement
  - Completed Site Plan for Subdivision Checklist
  - 6 copies of the Infrastructure List, if relevant to the site plan
  - TIS/AQIA Traffic Impact Study form with required signature
  - Fee (see schedule)
  - List any original and/or related file numbers on the cover application
- DRB hearings are approximately 30 DAYS after the filing deadline. **Bring the original** to the meeting.  
**Your attendance is required.**

- SITE DEVELOPMENT PLAN FOR BUILDING PERMIT (DRB14)** **Maximum Size: 24" x 36"**
- ~~N/A~~ 5 Acres or more & zoned SU-1, IP, SU-2, PC, or Shopping Center: Certificate of No Effect or Approval
  - Site plan and related drawings (folded to fit into an 8.5" by 14" pocket) **24 copies & LANDSCAPE PLAN**
  - ~~N/A~~ Site Plan for Subdivision, if applicable, previously approved or simultaneously submitted. (Folded to fit into an 8.5" by 14" pocket.) **24 copies for DRB public hearings** *N/A*
  - Solid Waste Management Department signature on Site Plan
  - Zone Atlas map with the entire property(ies) precisely and clearly outlined and crosshatched (to be photocopied)
  - Letter briefly describing, explaining, and justifying the request
  - Letter of authorization from the property owner if application is submitted by an agent
  - Copy of the document delegating approval authority to the DRB **\*UPTOWN SECTOR DEVELOPMENT PLAN**
  - Office of Community & Neighborhood Coordination inquiry response, notifying letter, certified mail receipts
  - Sign Posting Agreement
  - Completed Site Plan for Building Permit Checklist
  - ~~N/A~~ 6 copies of the Infrastructure List, if relevant to the site plan *N/A*
  - TIS/AQIA Traffic Impact Study form with required signature ~~N/A~~
  - Copy of Site Plan with Fire Marshal's stamp
  - Fee (see schedule)
  - List any original and/or related file numbers on the cover application
- D. R. B. hearings are approximately 30 DAYS after the filing deadline. **Bring the original** to the meeting.  
**Your attendance is required.**

- AMENDED SITE DEVELOPMENT PLAN FOR SUBDIVISION or BUILDING PERMIT (DRB10)** **Maximum Size: 24" x 36"**
- Proposed amended Site Plan (folded to fit into an 8.5" by 14" pocket) **24 copies**
  - DRB signed Site Plan being amended (folded to fit into an 8.5" by 14" pocket) **24 copies**
  - DRB signed Site Plan for Subdivision, if applicable (required when amending SDP for Building Permit) **24 copies**
  - Zone Atlas map with the entire property(ies) clearly outlined
  - Letter briefly describing, explaining, and justifying the request
  - Letter of authorization from the property owner if application is submitted by an agent
  - Office of Community & Neighborhood Coordination inquiry response, notifying letter, certified mail receipts
  - Sign Posting Agreement
  - Completed Site Plan for Building Permit Checklist (not required for amendment of SDP for Subdivision)
  - 6 copies of the Infrastructure List, if relevant to the site plan
  - TIS/AQIA Traffic Impact Study form with required signature
  - Fee (see schedule)
  - List any original and/or related file numbers on the cover application
- D. R. B. hearings are approximately 30 DAYS after the filing deadline. **Bring the original** to the meeting.  
**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.

Gilbert Aldaz  
 Applicant name (print)  
Gilbert Aldaz 11/30/10  
 Applicant signature / date



Form revised October 2007

- |   |                          |
|---|--------------------------|
| <input checked="" type="checkbox"/> Checklists complete | Application case numbers |
| <input checked="" type="checkbox"/> Fees collected      | 10DRB - 70344            |
| <input checked="" type="checkbox"/> Case #s assigned    | - -                      |
| <input checked="" type="checkbox"/> Related #s listed   | - -                      |

V. Lopez 12-1-10  
 Planner signature / date  
 Project # 1008595

# SIGN POSTING AGREEMENT

## REQUIREMENTS

### POSTING SIGNS ANNOUNCING PUBLIC HEARINGS

All persons making application to the City under the requirements and procedures established by the City Zoning Code or Subdivision Ordinance are responsible for the posting and maintaining of one or more signs on the property which the application describes. Vacations of public rights-of-way (if the way has been in use) also require signs. Waterproof signs are provided at the time of application. If the application is mailed, you must still stop at the Development Services Front Counter to pick up the sign.

The applicant is responsible for ensuring that the signs remain posted throughout the 15-day period prior to public hearing. Failure to maintain the signs during this entire period may be cause for deferral or denial of the application. Replacement signs for those lost or damaged are available from the Development Services Front Counter at a charge of \$3.75 each.

#### 1. LOCATION

- A. The sign shall be conspicuously located. It shall be located within twenty feet of the public sidewalk (or edge of public street). Staff may indicate a specific location.
- B. The face of the sign shall be parallel to the street, and the bottom of the sign shall be at least two feet from the ground.
- C. No barrier shall prevent a person from coming within five feet of the sign to read it.

#### 2. NUMBER

- A. One sign shall be posted on each paved street frontage. Signs may be required on unpaved street frontages.
- B. If the land does not abut a public street, then, in addition to a sign placed on the property, a sign shall be placed on and at the edge of the public right-of-way of the nearest paved City street. Such a sign must direct readers toward the subject property by an arrow and an indication of distance.

#### 3. PHYSICAL POSTING

- A. A heavy stake with two crossbars or a full plywood backing works best to keep the sign in place, especially during high winds.
- B. Large headed nails or staples are best for attaching signs to a post or backing; the sign tears out less easily.

#### 4. TIME

Signs must be posted from December 21, 2010 To January 5, 2011

#### 5. REMOVAL

- A. The sign is not to be removed before the initial hearing on the request.
- B. The sign should be removed within five (5) days after the initial hearing.

I have read this sheet and discussed it with the Development Services Front Counter Staff. I understand (A) my obligation to keep the sign(s) posted for (15) days and (B) where the sign(s) are to be located. I am being given a copy of this sheet.

[Signature]  
(Applicant or Agent)

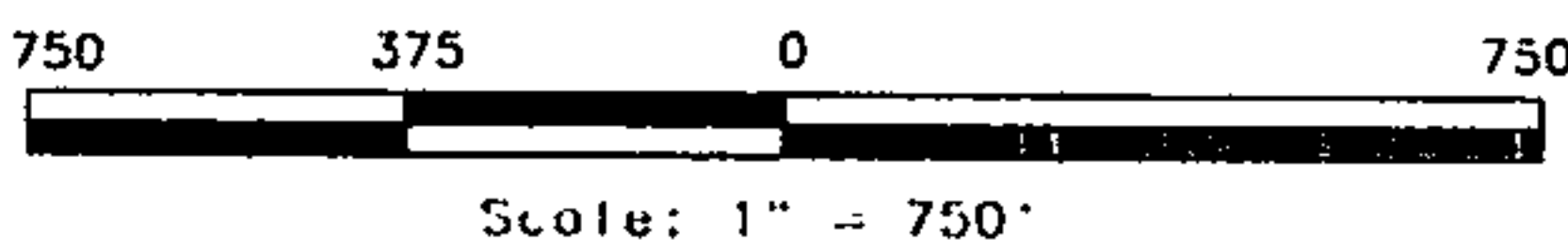
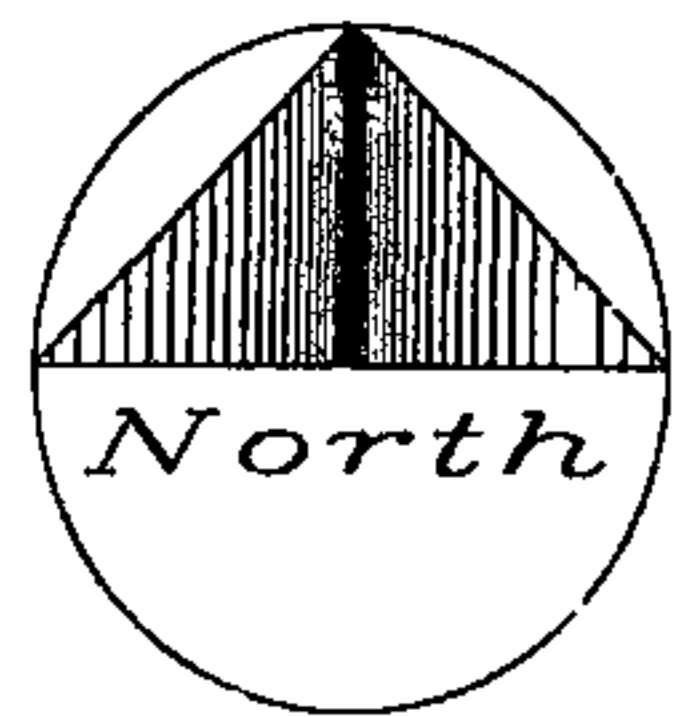
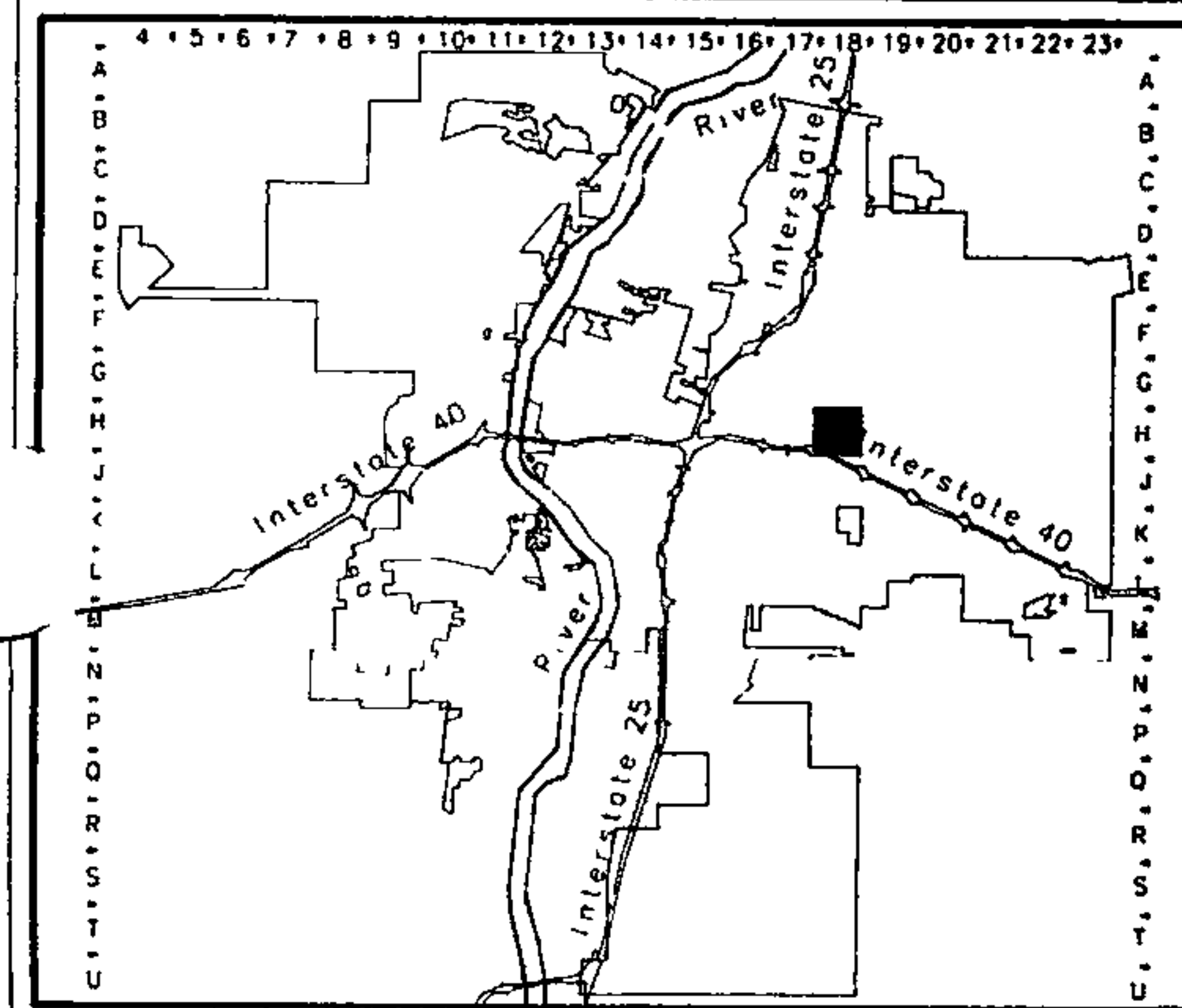
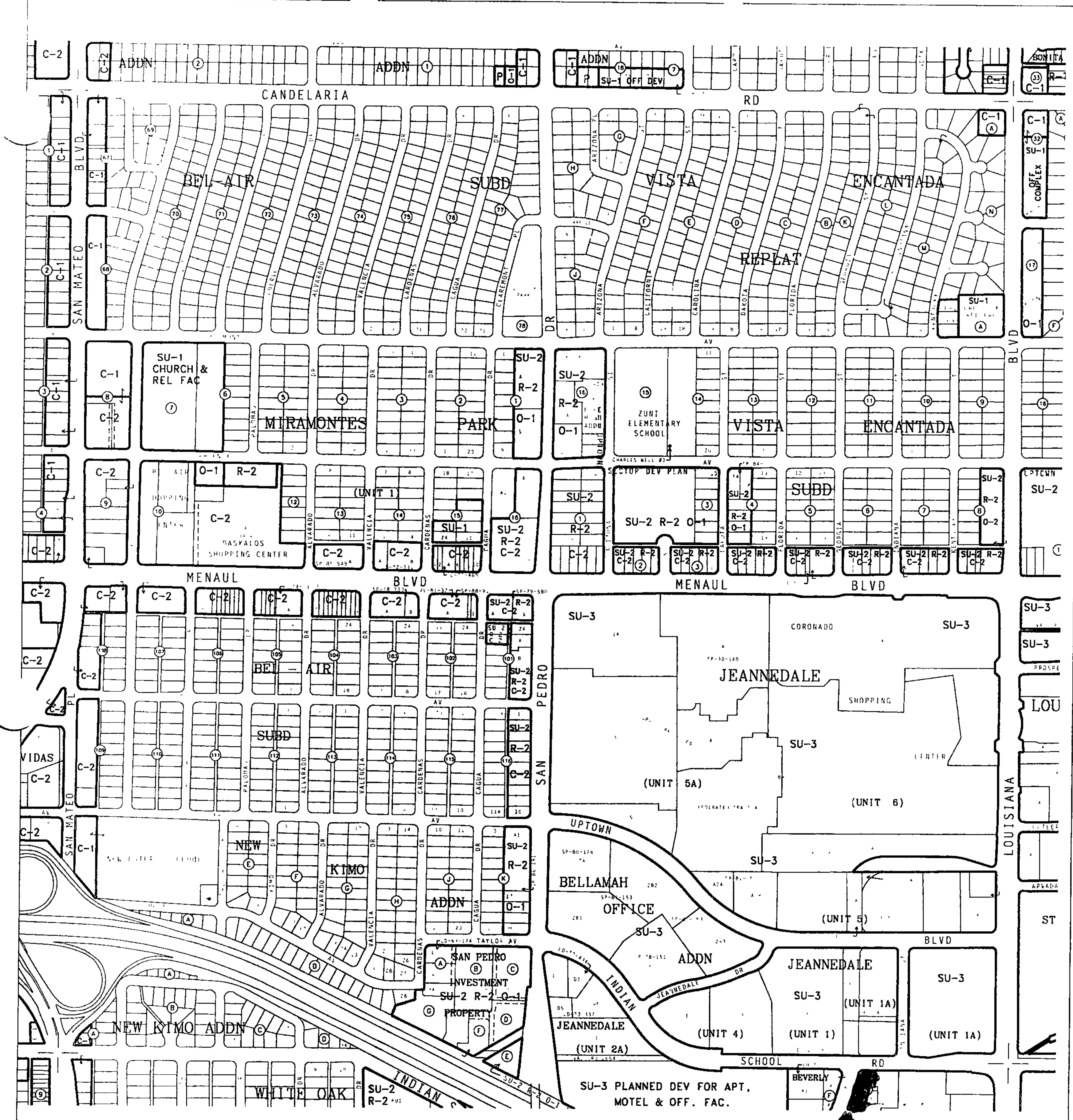
12-1-10  
(Date)

I issued 2 signs for this application, 12-1-10  
(Date)

[Signature]  
(Staff Member)

DRB PROJECT NUMBER: 1008595





# PROJECT LOCATION

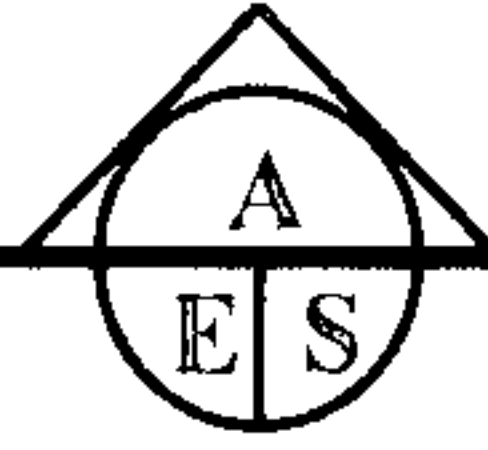
LEGAL DESCRIPTION  
 T10N  
 R3E  
 SEC 12

UNIFORM PROPERTY CODE  
 1-018-059

## H-18-Z

**A G I S**  
 Albuquerque Geographic Information System  
 City of Albuquerque

© Planning Department July 03, 1993



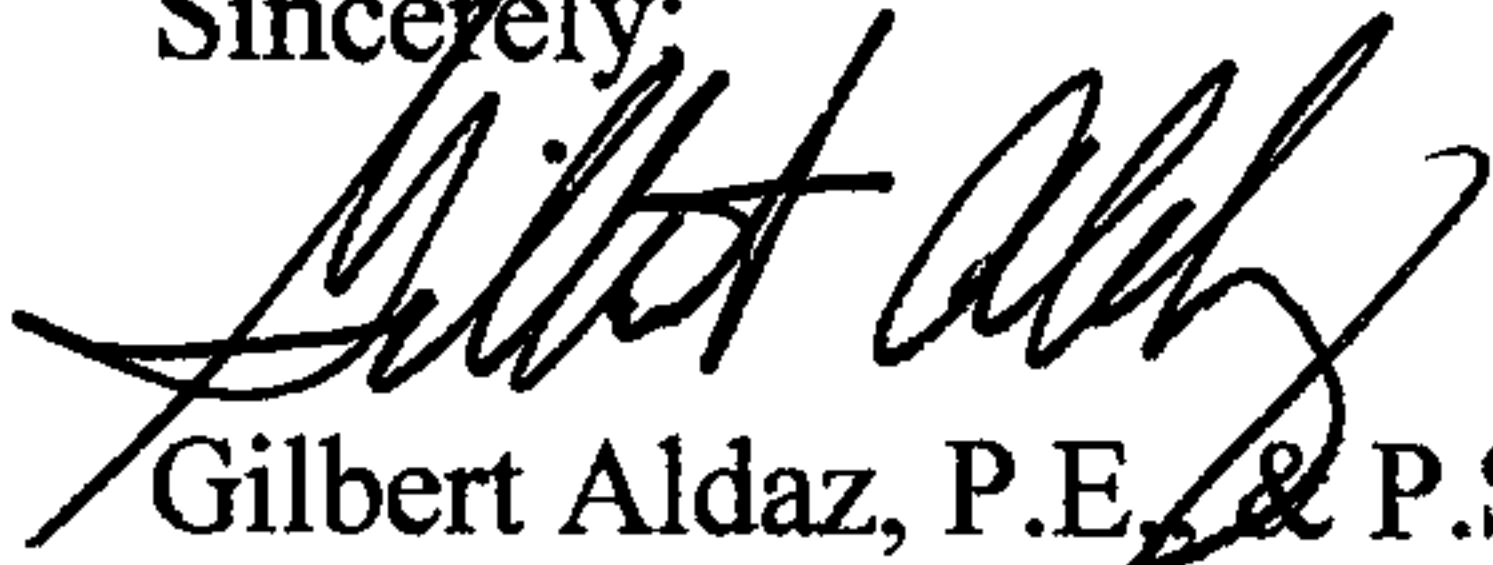
November 22, 2010

City of Albuquerque  
Attn: DRB Committee  
600 Second Street NE  
Albuquerque, NM 87102

**RE: DRB APPLICATION FOR PROPOSED PARKING LOT IN LOT 2A,  
PARK SQUARE ADDITION FOR NEW MEXICO EDUCATORS  
PARKING LOT**

New Mexico Educators would like to asphalt pave and landscape the existing undeveloped Lot 2A that resides in the southeast corner of Indian School Road NE and Americas Parkway NE. This parking lot will be used as an employee parking lot to serve their existing New Mexico Educators Credit Union that resides on the north side of Indian School Road NE and Americas Parkway NE. This undeveloped Lot 2A is currently being used as an employee parking lot. The proposed improvements will enhance the surrounding area and minimize dust and soil erosion from the site entering adjacent paved streets and existing upscale development in the Uptown Sector Plan Area.

Sincerely:



Gilbert Aldaz, P.E. & P.S.

# CITY OF ALBUQUERQUE

## TRAFFIC IMPACT STUDY (TIS) / AIR QUALITY IMPACT ASSESSMENT (AQIA) FORM

APPLICANT: Applied Engr & Survey DATE OF REQUEST: 11/30/10 ZONE ATLAS PAGE(S): H-18

CURRENT:

ZONING SU-3

PARCEL SIZE (AC/SQ. FT.) 0.40

LEGAL DESCRIPTION:

LOT OR TRACT # 2 BLOCK # F

SUBDIVISION NAME Beverly Wood Add +

REQUESTED CITY ACTION(S):

- |                |                     |   |
|----------------|---------------------|---|
| ANNEXATION [ ] | SECTOR PLAN [ ]     | SITE DEVELOPMENT PLAN:  |
| COMP. PLAN [ ] | ZONE CHANGE [ ]     | A) SUBDIVISION [ ] BUILDING PERMIT [ ]  |
| AMENDMENT [ ]  | CONDITIONAL USE [ ] | B) BUILD'G PURPOSES [ <input checked="" type="checkbox"/> ] ACCESS PERMIT [ ] |
|                |                     | C) AMENDMENT [ ] OTHER [ <input checked="" type="checkbox"/> ]                |

PROPOSED DEVELOPMENT:

- NO CONSTRUCTION/DEVELOPMENT [ ]
- NEW CONSTRUCTION [ ]
- EXPANSION OF EXISTING DEVELOPMENT [ ]

GENERAL DESCRIPTION OF ACTION: 2 Parking Lot  
3 No Building

# OF UNITS: \_\_\_\_\_  
BUILDING SIZE: \_\_\_\_\_ (sq. ft.)

NOTES: 1. Changes made to development proposals / assumptions, from the information provided above, may change the TIS or AQIA analysis requirements.

APPLICANT OR REPRESENTATIVE [Signature] DATE 12-1-10  
(TO BE SIGNED UPON COMPLETION OF PROCESSING BY TRAFFIC ENGINEER AND ENVIRONMENTAL HEALTH)

Planning Department, Development & Building Services Division, Transportation Development Section -  
2<sup>ND</sup> Floor West, 600 2<sup>nd</sup> St. NW, Plaza del Sol Building, City, 87102, phone 924-3994

TRAFFIC IMPACT STUDY (TIS) REQUIRED: YES [ ] NO  BORDERLINE [ ]

THRESHOLDS MET? YES [ ] NO  MITIGATING REASONS FOR NOT REQUIRING TIS: PREVIOUSLY STUDIED: [ ]  
Notes:

If a TIS is required: a scoping meeting (as outlined in the development process manual) must be held to define the level of analysis needed and the parameters of the study. **Any subsequent changes to the development proposal identified above may require an update or new TIS.**

[Signature] DATE 12-1-10  
TRAFFIC ENGINEER

Air Quality Impact Analysis (AQIA) May Be Required:

Section 14-16-3-14 of the COA Comprehensive Zoning Code contains threshold requirements for air quality studies. Criteria and thresholds contained in the Zoning Code specify which land use or plan actions will require preparation of an AQIA. Please refer to this section in order to determine if your proposal merits study for air quality impacts. An AQIA is not required, if a TIS is not required by the City or an associated TIS shows all signalized intersections functioning at Level of Service (LOS) C or better. An AQIA will only be required for a Sector Development Plan or Sector Development Plan Amendment if it meets AQIA thresholds in the Zoning Code.

AIR QUALITY IMPACT ANALYSIS (AQIA) REQUIRED: YES [ ] NO

Contact an Air Quality Planner at 768-2660 to insure that input is received from the Air Quality Division during the scoping of the companion TIS. **Any subsequent changes to the development proposal identified above may require an update or new AQIA.**

[Signature] DATE 12-1-10  
APPLICANT

Required TIS and/or AQIA must be completed prior to applying to the EPC. Arrangements must be made prior to submittal if a variance to this procedure is requested and noted on this form, otherwise the application may not be accepted or deferred if the arrangements are not complied with.

TIS -SUBMITTED 1/1  
-FINALIZED 1/1 TRAFFIC ENGINEER \_\_\_\_\_ DATE \_\_\_\_\_



**City of Albuquerque**  
P.O. Box 1293, Albuquerque, NM 87103

November 17, 2010

Gilbert Aldaz  
Applied Engineering and Surveying, Inc.  
1605 Blaie Dr. NE/87112  
Phone: 505-237-1456  
E-mail: [ksaldaz@yahoo.com](mailto:ksaldaz@yahoo.com)

Dear Gilbert:

Thank you for your inquiry of November 17, 2010 requesting the names of **ALL Neighborhood and/or Homeowner Associations** who would be affected under the provisions of O-92 by your proposed project at **(DRB SUBMITTAL) – TRACT 2, BLOCK F, BEVERLY-WOOD ADDITION, LOCATED ON AMERICAS PARKWAY NE AND INDIAN SCHOOL ROAD NE - Zone Map: H-18.**

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

**SEE "ATTACHMENT A" FOR THE UPTOWN NA LIST CONTACT INFORMATION FOR THIS DRB SUBMITTAL swinklepleck – 11/17/10**

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) 924-3902 or via an e-mail message at [swinklepleck@cabq.gov](mailto:swinklepleck@cabq.gov) or by fax at (505) 924-3913.

Sincerely,  
Stephani Winklepleck  
Neighborhood Liaison  
OFFICE OF NEIGHBORHOOD COORDINATION  
Planning Department

**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. 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 AND/OR HOMEOWNER ASSOCIATION.**

planningrnaform(07/16/07)

# !!!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.

\*\*\*\*\*

(below this line for ONC use only)

Date of Inquiry: **11/17/10** Time Entered: **2:30 p.m.** ONC Rep. Initials: **siw**

# **“ATTACHMENT A”**

## **UPTOWN NEIGHBORHOOD ASSOCIATION LIST**

Updated on: November 2, 2010

### **Alvarado Park Neighborhood Association “R”**

Bill Sterchi  
5607 Princess Jeanne NE/87110  
255-0579 (h) 417-4529 (c)

Natasha Carty  
5907 Princess Jeanne NE/87110  
268-5049 (h)

### **Classic Uptown Neighborhood Association “R”**

Stephen Verchinski  
2700 Espanola NE/87110 888-1370 (h)  
238-2398 (c)

Todd Sloan  
2925 Dallas NE/87110 417-3712 (h)

### **Inez Neighborhood Association “R”**

Evelyn B. Feltner  
2014 Utah St. NE/87110 271-9027 (h)

Bette Weber  
1927 Virginia St. NE/87110 292-1756 (h)

### **Jerry Cline Park Neighborhood Association “R”**

Julie Jones  
7625 Winter Ave. NE/87110 232-4638 (h)  
(h)

Ron Goldsmith  
1216 Alcazar St. NE/87110 232-9516

### **Quigley Park Neighborhood Association “R”**

Winnie Schmidt  
2916 Cuervo Dr. NE/87110-3106 881-2155 (h)

Maureen Maher  
2935 Cardenas Dr. NE/87110 888-5181 (h)

### **Snow Heights Neighborhood Association “R”**

Laura Heitman  
8011 Princess Jeanne NE/87110 507-8834 (c)

Shirley Marquez  
7905 Hannett NE/87110 265-5513 (h)

### **Uptown Progress Team, Inc. “R”**

David Shaffer  
2703-G Broadbent Pkwy/87107 343-1498 (w)

Marcy Cook  
6565 Americas Parkway NE #200/87110  
304-8966 (w)

### **Winrock South Neighborhood Association “R”**

Richard Peterson  
7110 Constitution Ave. NE/87110-7122  
321-5432 (message #)

Virginia Kinney  
7110 Constitution Ave. NE/87110-7122  
321-5432 (message)

### **Zuni Neighborhood Association “R”**

Ron Berlint  
7516 Euclid NE/87110 875-1137 (h)

Allan Smith  
7522 Euclid NE/87110 837-1752 (h)



November 18, 2010

**ATTENTION: UPTOWN NEIGHBORHOOD ASSOCIATIONS**

Alvarado Park Neighborhood Association, Bill Sterchi, Natasha Carty  
Classic Uptown Neighborhood Association, Stephen Verchinski, Todd Sloan  
Inez Neighborhood Association Evelyn B. Feltner, Bette Weber  
Jerry Cline Park Neighborhood Association, Julie Jones, Ron Goldsmith  
Quigley Park Neighborhood Association, Winnie Schmidt, Maureen Maher  
Snow Heights Neighborhood Association, Laura Heitman, Shirley Marquez  
Uptown Progress Team, Inc., David Shaffer, Marcy Cook  
Winrock South Neighborhood Association, Richard Peterson, Virginia Kinney  
Zuni Neighborhood Association, Ron Berlint, Allan Smith

**RE: TRACT 2, BLOCK F, BEVERLY-WOOD ADDITION**

Dear Neighborhood Association Representatives:

The purpose of this letter is to notify you of the owner's intent to apply for approval of a Site Development Plan through the City of Albuquerque's Development Review Board for this location. This vacant property is located on the corner Americas Parkway NE and Indian School Road NE. The proposal is for a 36 vehicle parking layout site plan for the NM Educators Parking Lot. Private access to the lot will be through Haines Avenue NE.

Please direct any questions you may have to me, Gilbert Aldaz, at 480-8125.

Sincerely,

A handwritten signature in black ink, appearing to read 'Gilbert Aldaz', written in a cursive style.

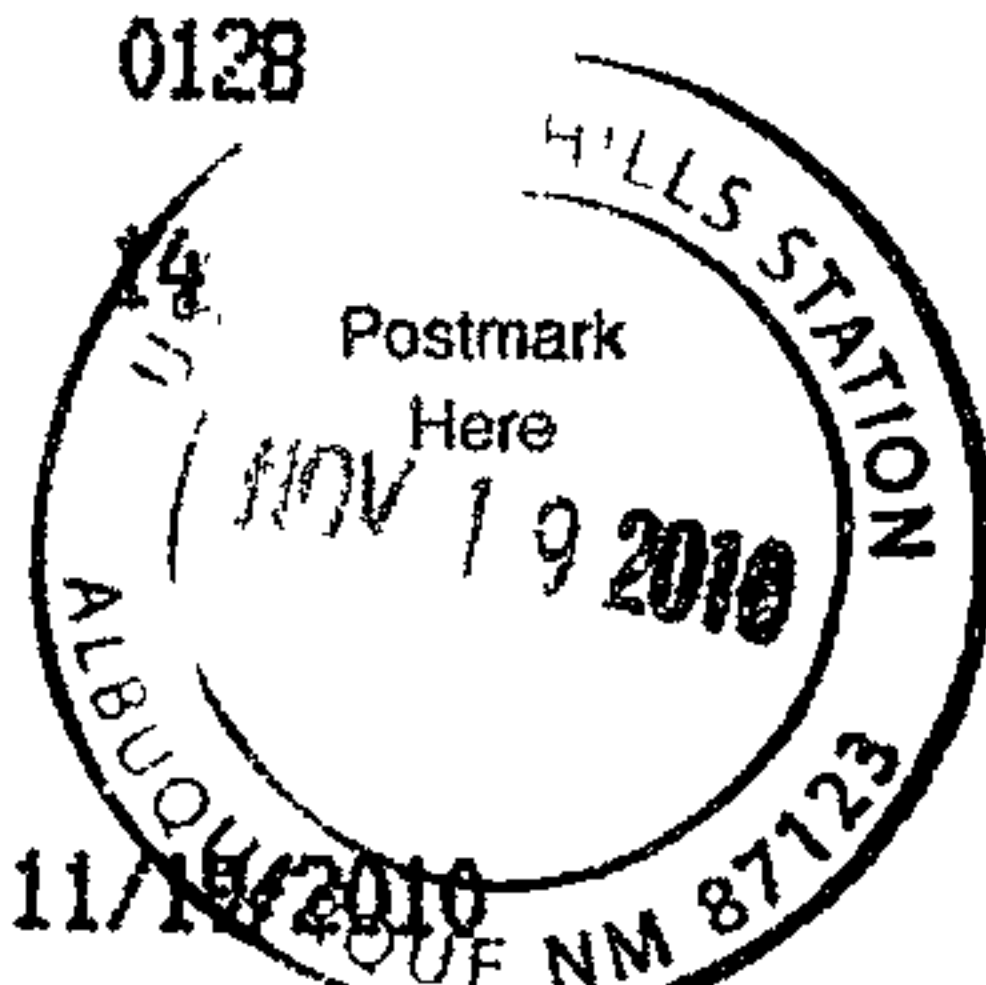
Gilbert Aldaz, P.E., P.S.

Cc: City of Albuquerque Development Review Board  
Tom Johnson, NM Educators Federal Credit Union

**CERTIFIED MAIL RECEIPT**  
(Domestic Mail Only; No Insurance Coverage Provided)

For delivery information visit our website at [www.usps.com](http://www.usps.com)

ALBUQUERQUE NM 87107

Postage	\$ 0.44	
Certified Fee	\$2.80	
Return Receipt Fee (Endorsement Required)	\$2.30	
Restricted Delivery Fee (Endorsement Required)	\$0.00	
Total Postage & Fees	\$ 5.54	

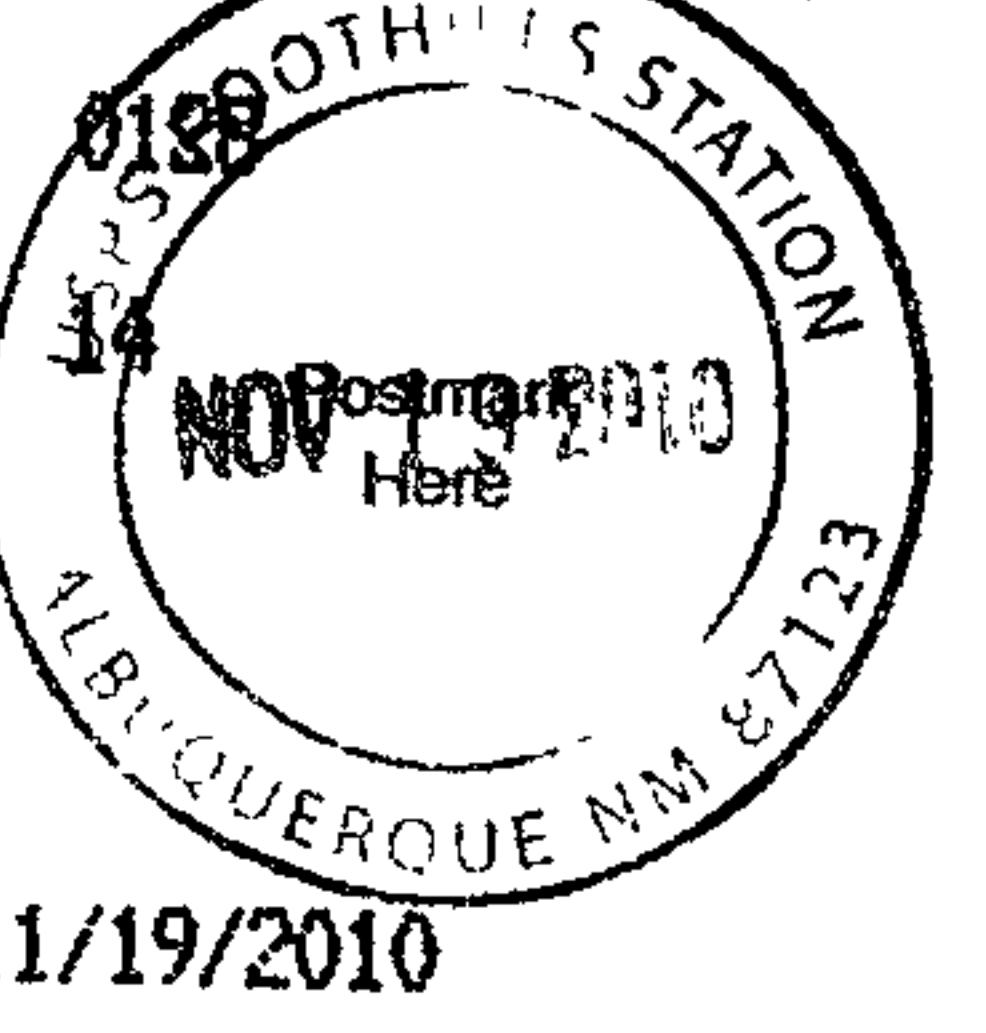
Sent To: *David Shaffer, Upton Progress Team Inc*  
 Street, Apt. No., or PO Box No.: *2703-6 Broadview Alley*  
 City, State, ZIP+4: *Albuq. NM 87107*

PS Form 3800, August 2006 See Reverse for Instructions

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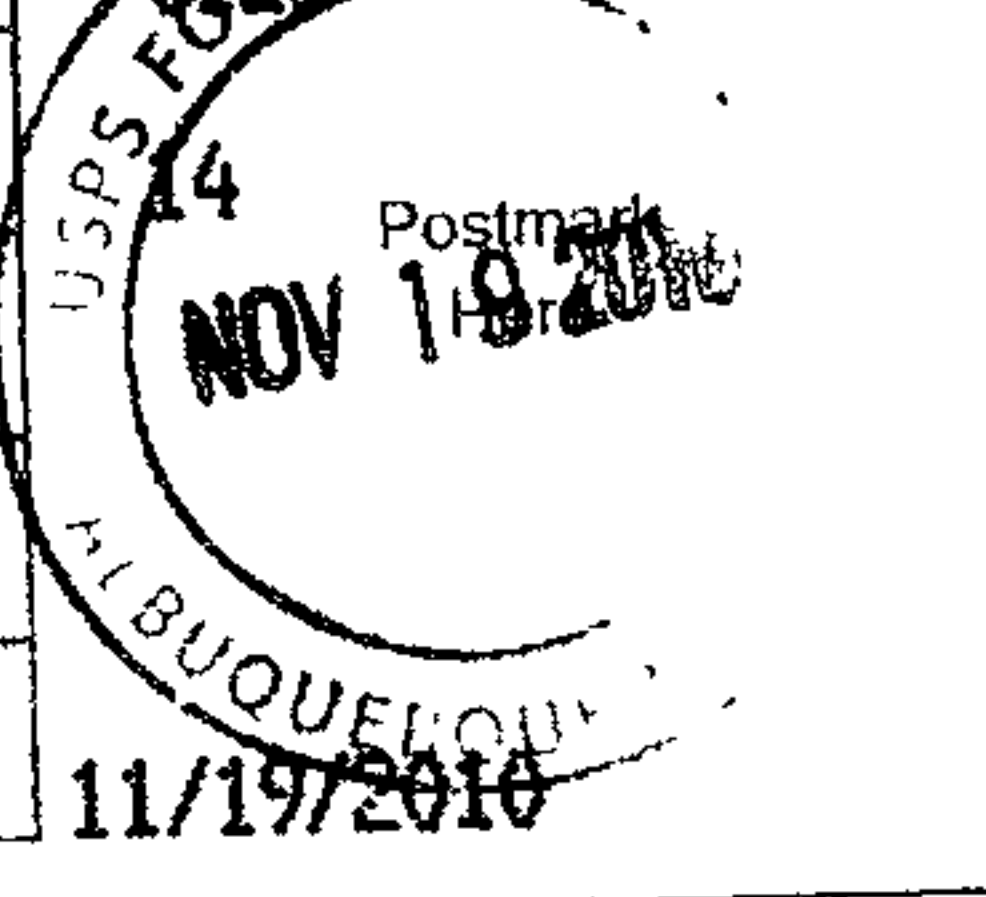
Sent To: *Shirley Marquez, Snow Heights N.A.*  
 Street, Apt. No., or PO Box No.: *7905 Bennett NE*  
 City, State, ZIP+4: *Albuq. NM 87110*

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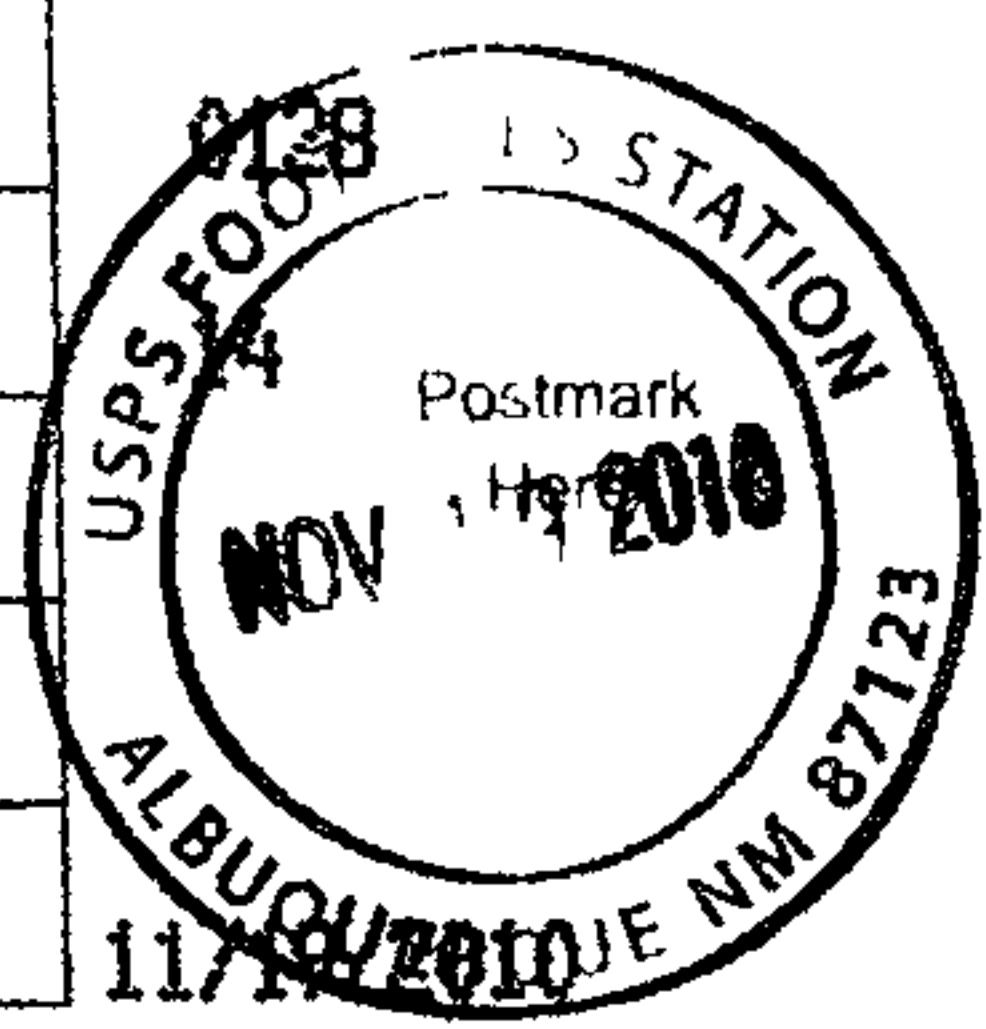
Sent To: *Laura Neitman, Snow Heights N.A.*  
 Street, Apt. No., or PO Box No.: *8011 Princess Jeanne NE*  
 City, State, ZIP+4: *Albuq. NM 87110*

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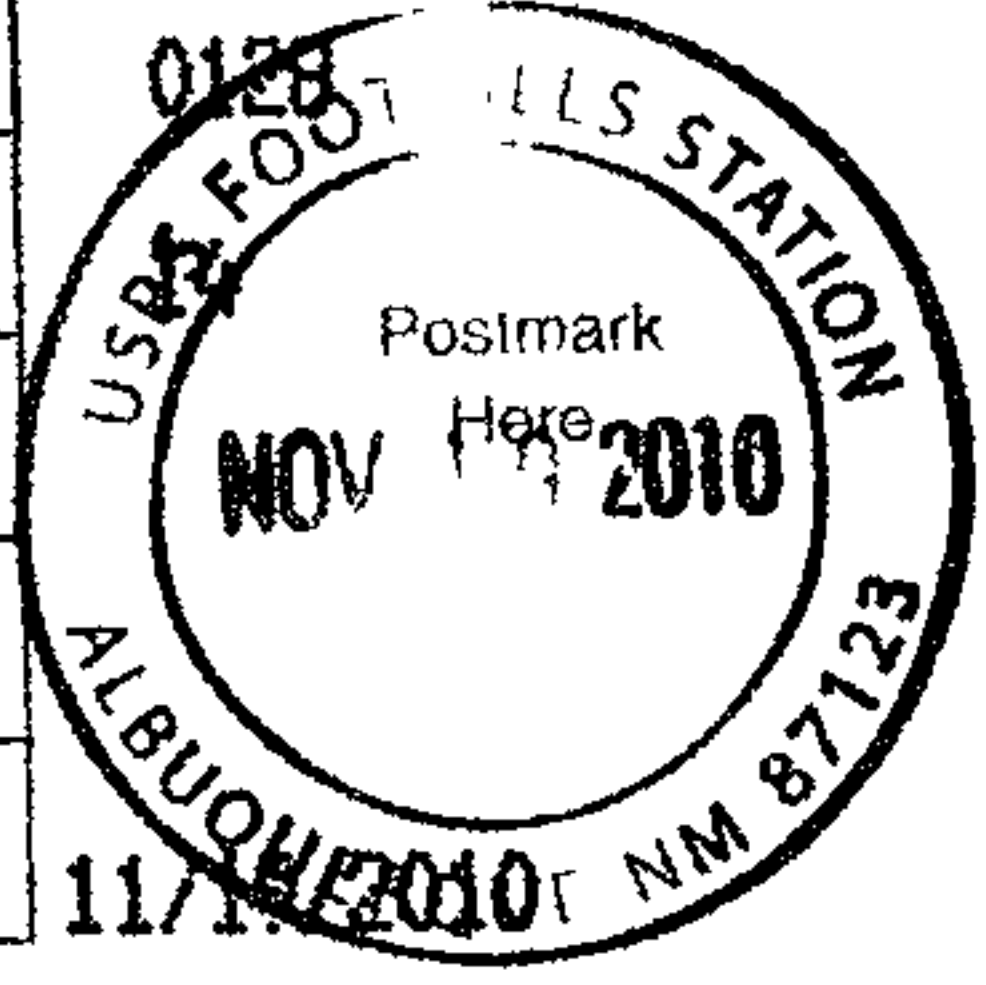
Sent To: *Maureen Maher, Quigley Park N.A.*  
 Street, Apt. No., or PO Box No.: *2935 Cardenas Dr NE*  
 City, State, ZIP+4: *Albuq. NM 87110*

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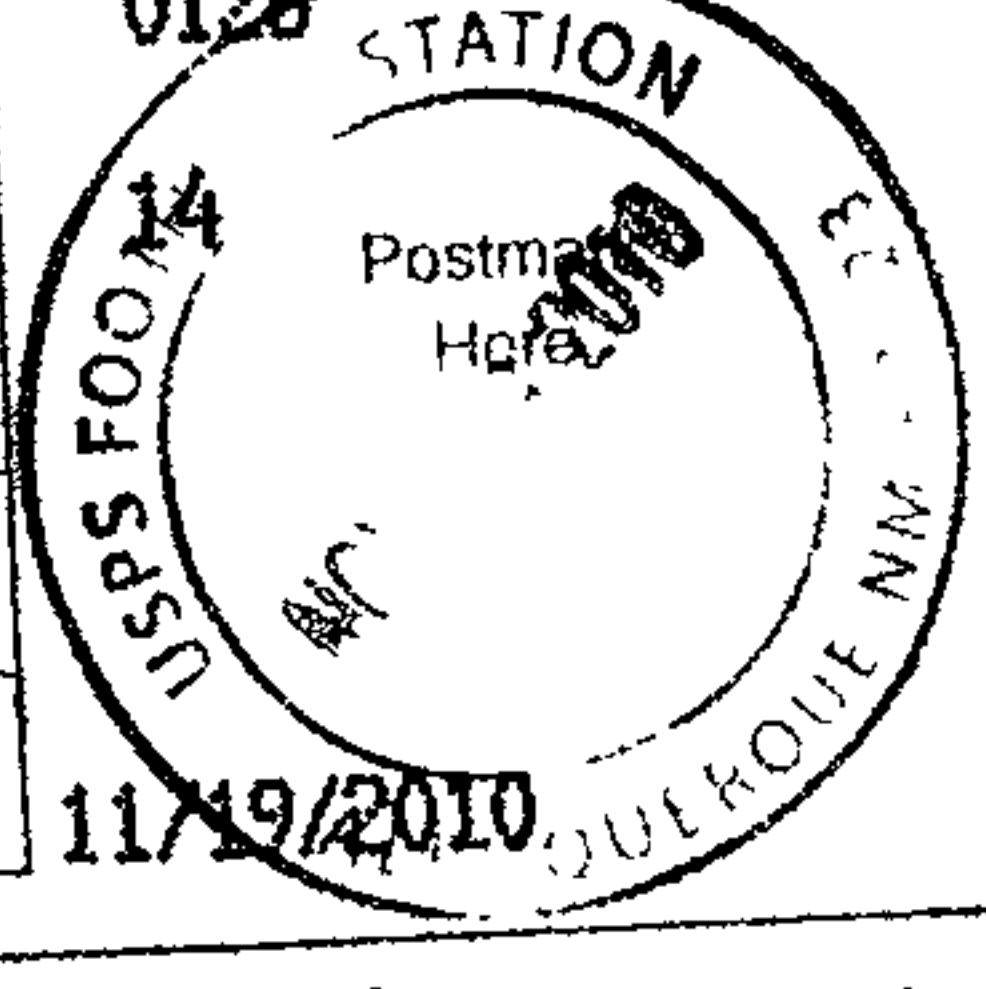
Sent To: *Ben Goldsmith, Jerry Clin Park N.A.*  
 Street, Apt. No., or PO Box No.: *1216 Alvarado NE*  
 City, State, ZIP+4: *Albuq. NM 87110*

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Restricted Delivery Fee (Endorsement Required)	\$0.00	
Total Postage & Fees	\$ 5.54	

Sent To: *Julie Jones, Jerry Clin Park, N.A.*  
 Street, Apt. No., or PO Box No.: *7655 Winter Ave NE*  
 City, State, ZIP+4: *Albuq. NM 87110*

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7010 0780 0001 7627 5351

7010 0780 0001 7627 5474

7010 0780 0001 7627 5467

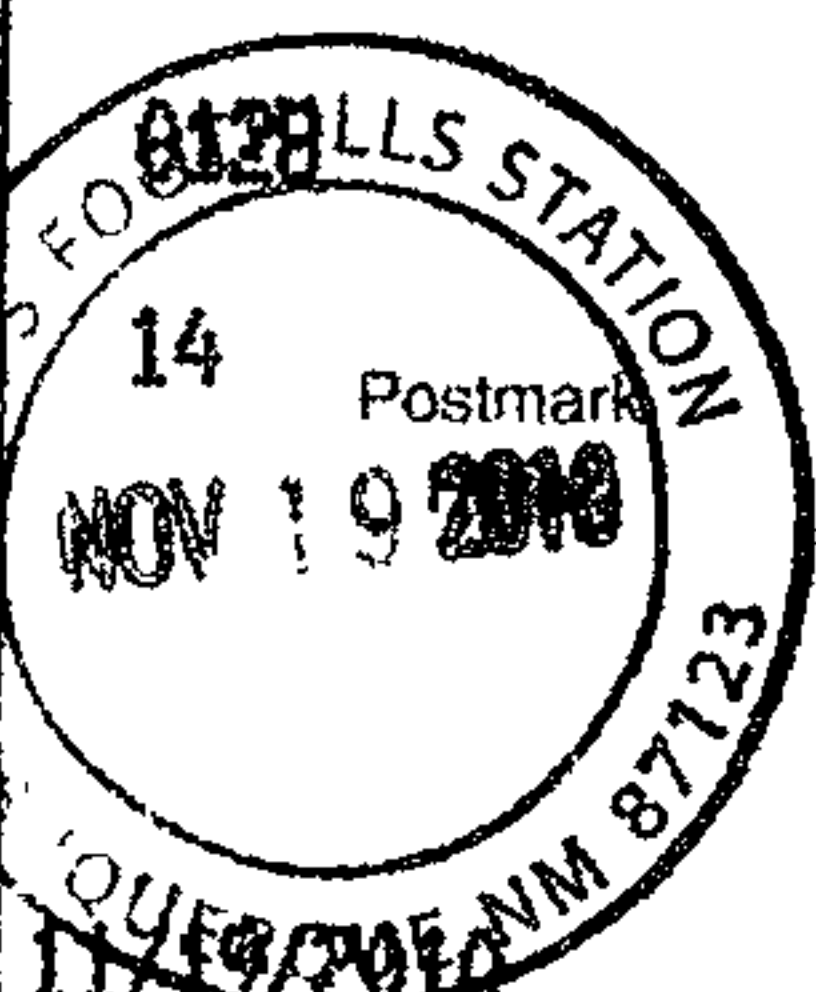


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Restricted Delivery Fee (Endorsement Required)	\$0.00
<b>Total Postage &amp; Fees</b>	<b>\$ 5.54</b>



Sent To: *Virginia Kenney, Warwick South, NA*  
 Street, Apt. No. or PO Box No.: *7110 Constitution Ave NE*  
 City, State, ZIP+4: *Albuq NM 87110*

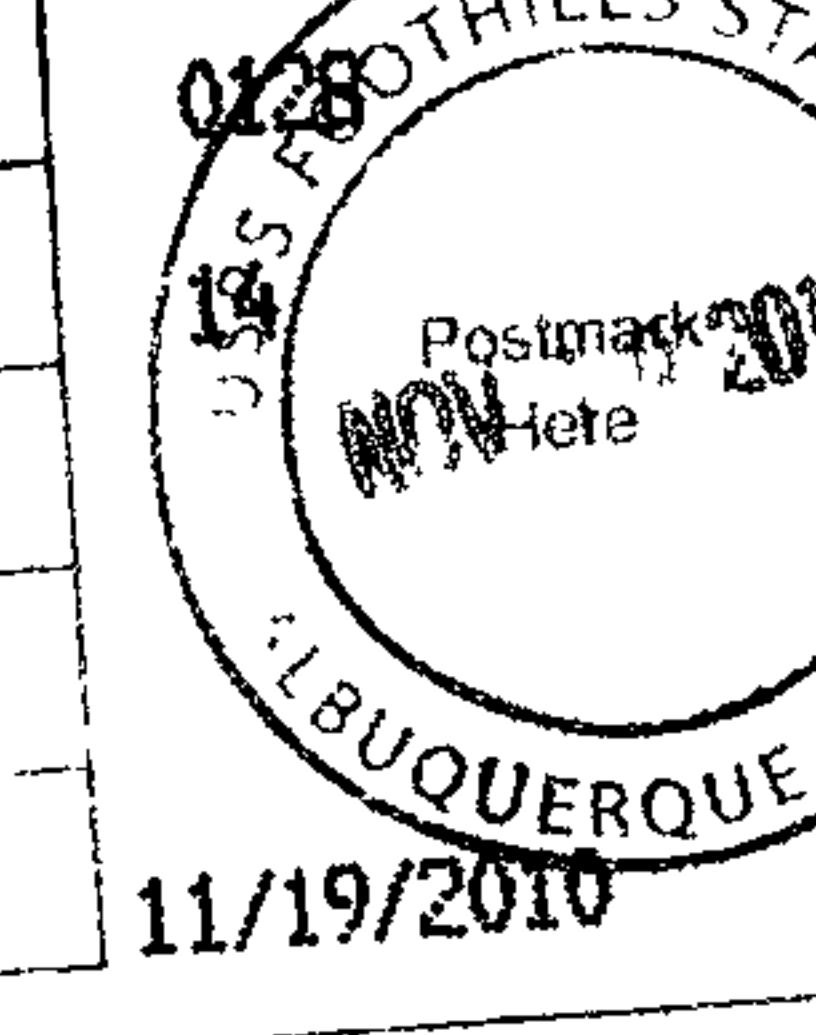
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<b>Total Postage &amp; Fees</b>	<b>\$ 5.54</b>



Sent To: *Allen Smith, Zuni Night Assoc*  
 Street, Apt. No. or PO Box No.: *7502 Euclid*  
 City, State, ZIP+4: *Albuq NM 87110*

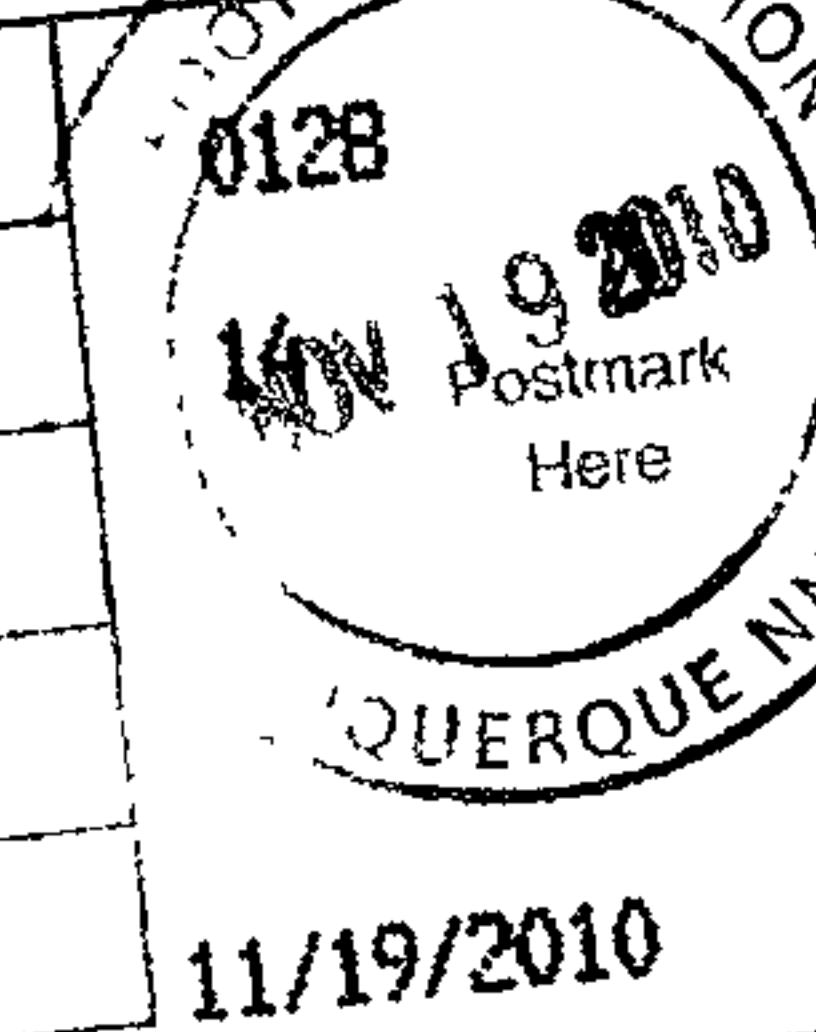
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Sent To: *Richard Peterson, Warwick South Neigh Assoc*  
 Street, Apt. No. or PO Box No.: *7110 Constitution Ave NE*  
 City, State, ZIP+4: *Albuq NM 87110*

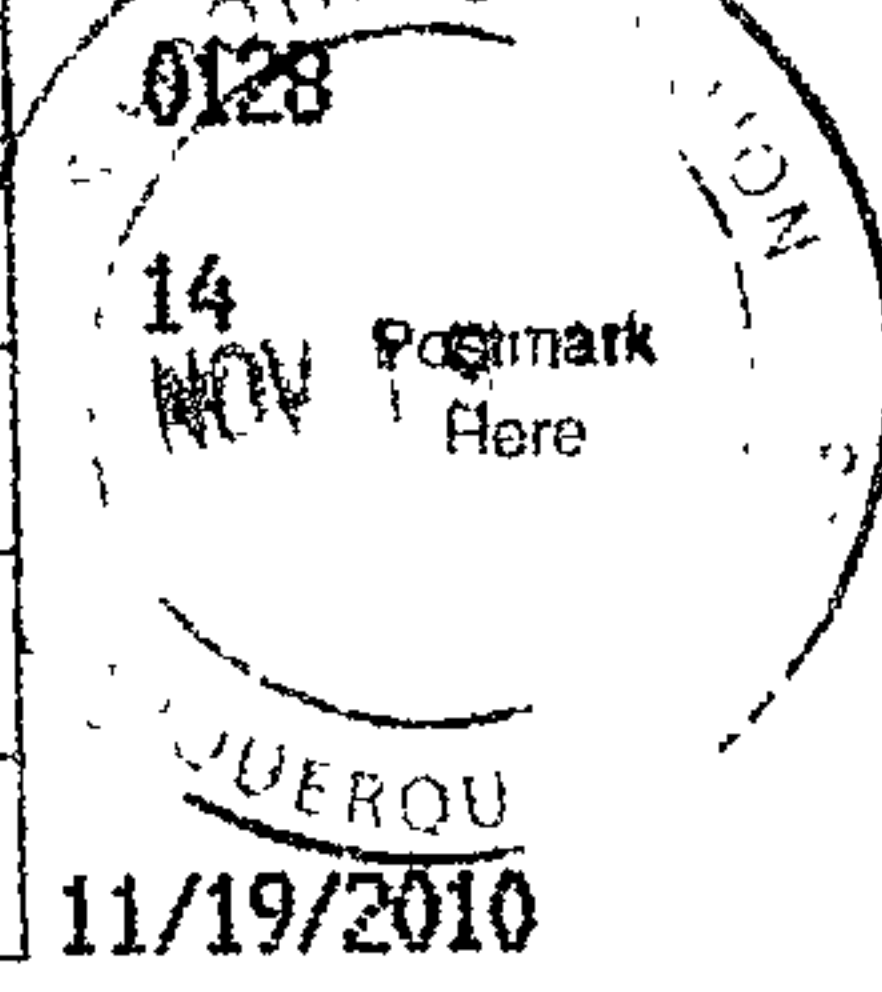
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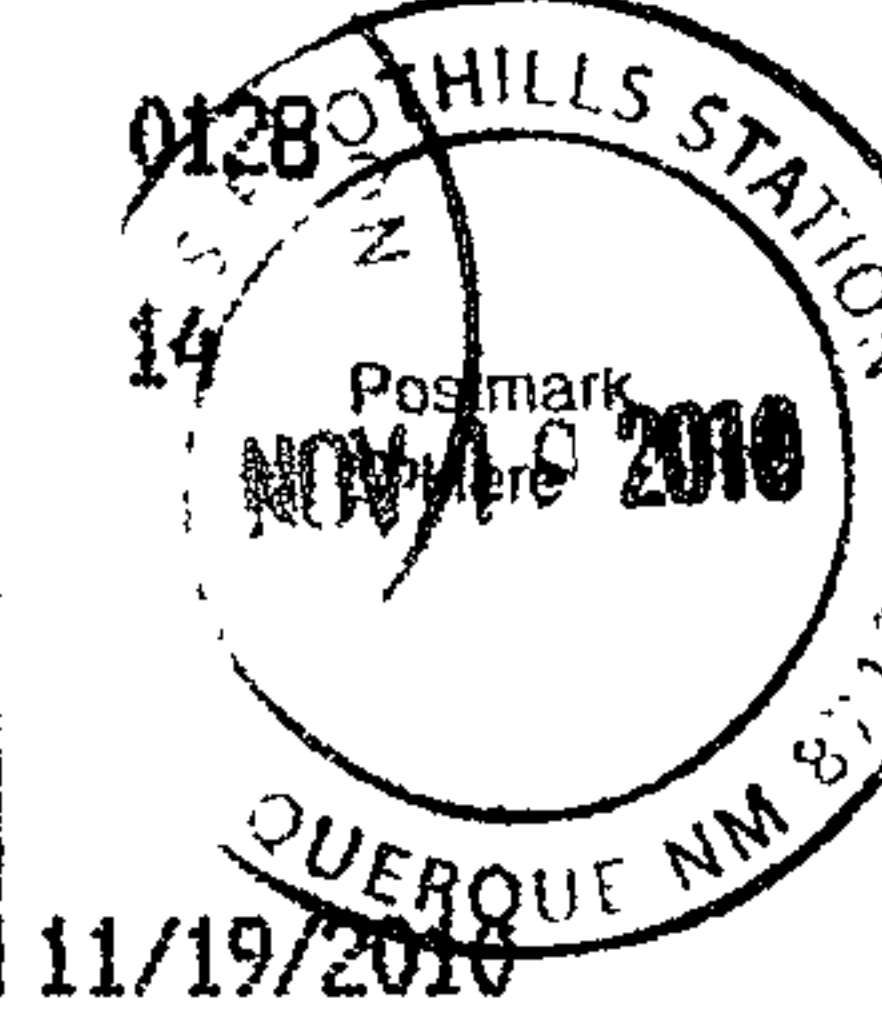
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 Street, Apt. No. or PO Box No.: *7116 Cuervo Dr NE*  
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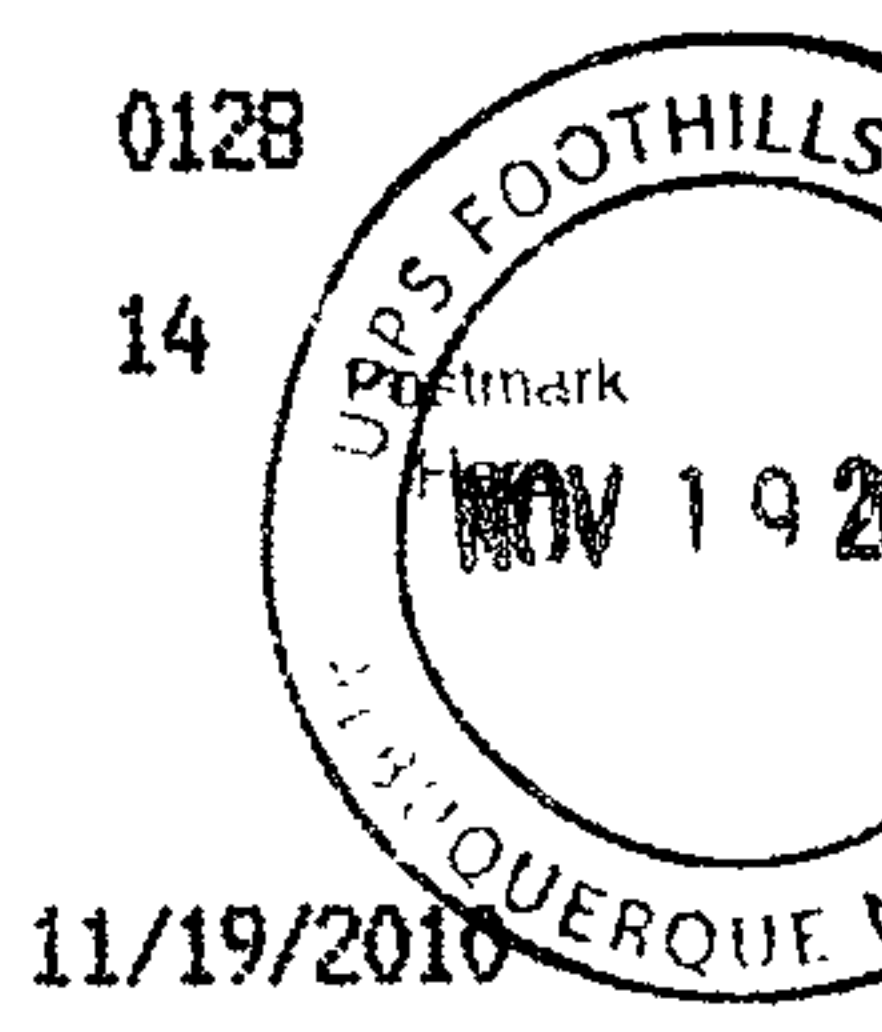
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 City, State, ZIP+4: *Albuq NM 87110*

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Sent To  
*Maria Carty, Alameda Neigh Assoc*  
 Street, Apt. No.;  
 or PO Box No. *5907 Premier Grande NE*  
 City, State, ZIP+4  
*Albany NM 87110*

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Sent To  
*Gregory Heschinski, Classic Homes N.A.*  
 Street, Apt. No.;  
 or PO Box No. *2700 Espanola NE*  
 City, State, ZIP+4  
*Albany NM 87110*

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<b>Total Postage &amp; Fees</b>	<b>\$ 5.54</b>

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Sent To  
*Colleen Feltner, Inez Neigh Assoc*  
 Street, Apt. No.;  
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Sent To  
*Todd Sloan, Classic Homes Neigh Assoc*  
 Street, Apt. No.;  
 or PO Box No. *2925 Dallas NE*  
 City, State, ZIP+4  
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*Bette Weber, Inez Neighbourhood Assoc*  
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 or PO Box No. *1927 Virginia St NE*  
 City, State, ZIP+4  
*Albany NM 87110*

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7010 0780 0001 7627 5445



# 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 Submittal:  Free-Standing Tower -OR-  Concealed Tower
- EPC Submittal  DRB Submittal  LUCC Submittal  Liquor Submittal
- Administrative Amendments (AA's) Submittal  City Project Submittal

CONTACT NAME: Gilbert Aldaz

COMPANY NAME: Applied Engineering & Surveying Inc.

ADDRESS/ZIP: 1605 Blaine Dr NE, Albug. NM 87112

PHONE: (505) 237-1456 FAX: \_\_\_\_\_  
 email: ksaldaz@yahoo.com

### LEGAL DESCRIPTION INFORMATION

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

Tract 2 BIK F Beverly - Wood Addition,  
Albug NM

LOCATED ON \_\_\_\_\_ LEGAL DESCRIPTION  
Americas Parkway NE + Indian School  
STREET NAME OR OTHER IDENTIFYING LANDMARK

BETWEEN \_\_\_\_\_ AND \_\_\_\_\_  
STREET NAME OR OTHER IDENTIFYING LANDMARK

THE SITE IS INDICATED ON THE FOLLOWING ZONE ATLAS PAGE (H-18-7)  
(PLEASE MARK/HATCH ZONE MAP WHERE PROPERTY IS LOCATED)  
(Zone Map **MUST** be provided with request)

# SITE DEVELOPMENT PLAN FOR BUILDING PERMIT CHECKLIST

This checklist will be used to verify the completeness of site plans submitted for review by the Environmental Planning Commission and Development Review Board. Because development proposals vary in type and scale, there may be submittal requirements that are not specified here. Nonetheless, applicants are responsible for providing a complete submittal. Certification as specified below is required.

I CERTIFY THAT THE SUBMITTED SITE DEVELOPMENT PLAN IS COMPLETE AND ACCURATE, AND THAT ALL APPLICABLE INFORMATION AS SPECIFIED IN THIS CHECKLIST IS PROVIDED. FURTHER, I UNDERSTAND THAT THIS APPLICATION IS BEING ACCEPTED PROVISIONALLY AND THAT INACCURATE AND/OR INCOMPLETE INFORMATION MAY RESULT IN THE SUBSEQUENT REJECTION OF THE APPLICATION OR IN A DELAY OF ONE MONTH OR MORE IN THE DATE THE APPLICATION IS SCHEDULED FOR PUBLIC HEARING.

 11-21-10  
Applicant or Agent Signature / Date

**NOTE: MAXIMUM SIZE FOR SUBMITTAL IS 24" X 36".**

Site development plan packets shall be composed of the following plan sheets (unless otherwise approved in writing prior to submittal by the Planning Department):

- 1. Site Plan (including utilities and easements)
- 2. Landscaping Plan
- 3. Preliminary Grading Plan (A separate Grading Plan sheet is required for a sites 1 acre or more.)
- N/A 4. Building and Structure Elevations (Per Jack Cloud) NO BLDG PROPOSED
- N/A 5. Conceptual Utility Plan
- N/A 6. Previously approved Development Plan (if applicable)

Submitted plan packets must be organized in the above manner. The following checklist describes the minimum information necessary for each plan element. **The Applicant must include all checklist items on their site plan drawings and confirm inclusion by checking off the items below. Non-applicable items must be labeled "N/A."** Each non-applicable designation must be explained by notation on the Checklist.

## Accompanying Material

- A. 8-1/2" x 11" reduction for each plan sheet.
- B. **Written project summary.** Each application must include a brief narrative description of the proposed project, its primary features and how compatibility with the surrounding context has been achieved.

## SHEET #1 - SITE PLAN

### A. General Information

- 1. Date of drawing and/or last revision 11/09/10
- 2. Scale: 1.0 acre or less 1" = 10'  
1.0 - 5.0 acres 1" = 20' ✓  
Over 5 acres 1" = 50'  
Over 20 acres 1" = 100' [Other scales as approved by staff]
- 3. Bar scale
- 4. North arrow
- 5. Scaled vicinity map
- 6. Property lines (clearly identify)
- 7. Existing and proposed easements (identify each)
- N/A 8. Phases of development including location and square footages of structures, circulation, parking and landscaping Single Phase

# SITE DEVELOPMENT PLAN FOR BUILDING PERMIT CHECKLIST

## B. Proposed Development (If supplemental Sheets are used please indicate sheet #)

### 1. Structural

- N/A A. Location of existing & proposed structures (distinguish between existing & proposed, include phasing) **LOCATION OF EXISTING STRUCTURES SHOWN**
- N/A B. Square footage of each structure **NO STRUCTURE**
- N/A C. Proposed use of each structure **"**
- N/A D. Temporary structures, signs and other improvements **"**
- N/A E. Walls, fences, and screening: indicate height, length, color and materials **NONE REQ'D.**
- F. Dimensions of all principal site elements or typical dimensions thereof
- N/A G. Loading facilities **NO STRUCTURE**
- H. Site lighting (indicate height & fixture type)
- I. Indicate structures within 20 feet of site
- N/A J. Elevation drawing of refuse container and enclosure, if applicable. **NO STRUCTURE**
- N/A K. Site amenities including patios, benches, tables, (indicating square footage of patios/ plazas).

### 2. Parking and Circulation

- A. Parking layout with spaces numbered per aisle and totaled.
  - 1. Location and typical dimensions, including handicapped spaces **NO HANDICAP SPACES**
  - \_\_\_ 2. Calculations: spaces required: N/A provided: 36

Handicapped spaces (included in required total) required: N/A provided: 0 } **NO**  
 Motorcycle spaces (in addition to required total) required: N/A provided: 0 } **BLDG**
- N/A B. Bicycle parking & facilities
  - \_\_\_ 1. Bicycle racks, spaces required: \_\_\_ provided: \_\_\_
  - \_\_\_ 2. Bikeways and other bicycle facilities, if applicable
- N/A C. Public Transit
  - \_\_\_ 1. Bus facilities, including routes, bays and shelters existing or required
- D. Pedestrian Circulation
  - 1. Location and dimensions of all sidewalks and pedestrian paths
  - \_\_\_ 2. Location and dimension of drive aisle crossings, including paving treatment
- E. Vehicular Circulation (Refer to Chapter 23 of DPM)
  - 1. Ingress and egress locations, including width and curve radii dimensions
  - 2. Drive aisle locations, including width and curve radii dimensions
  - 3. End aisle locations, including width and curve radii dimensions
  - N/A 4. Location & orientation of refuse enclosure, with dimensions
  - 5. Curb cut locations and dimensions
  - 6. Existing and proposed street widths, right-of-way widths and curve radii
  - N/A 7. Identify existing and proposed turn lanes, deceleration lanes and similar features related to the functioning of the proposal, with dimensions
  - N/A 8. Location of traffic signs and signals related to the functioning of the proposal
  - N/A 9. Identify existing and proposed medians and median cuts

# SITE DEVELOPMENT PLAN FOR BUILDING PERMIT CHECKLIST

## 3. Phasing

- N/A. Proposed phasing of improvements and provision for interim facilities. Indicate phasing plan, including location and square footage of structures and associated improvements including circulation, parking and landscaping. **SINGLE PHASE**

## SHEET #2 LANDSCAPING PLAN

Landscaping may be shown on sheet #1 with written approval from Planning Department staff.

- 1. Scale - must be same as scale on sheet #1 - Site plan
- 2. Bar Scale
- 3. North Arrow
- 4. Property Lines
- 5. Existing and proposed easements
- 6. Identify nature of ground cover materials
  - A. Impervious areas (pavement, sidewalks, slope pavings, curb and gutters, etc.)
  - B. Pervious areas (planting beds, grass, ground cover vegetation, etc.)
  - C. Ponding areas either for drainage or landscaping/recreational use
- 7. Identify type, location and size of plantings (common and/or botanical names).
  - A. Existing, indicating whether it is to be preserved or removed.
  - B. Proposed, to be established for general landscaping.
  - C. Proposed, to be established for screening/buffering.
- 8. Describe irrigation system – Phase I & II . . .
- N/A 9. Backflow prevention detail
- 10. Planting Beds, indicating square footage of each bed
- N/A 11. Turf Area - only 20% of landscaped area can be high water turf; provide square footage and percentage.
- 12. Responsibility for Maintenance (statement)
- 13. Statement of compliance with Water Conservation... Ordinance, see article 6-1-1-1.
- 14. Landscaped area requirement; square footage and percent (specify clearly on plan)
- 15. Landscaped area provided; square footage and percent (specify clearly on plan)
- 16. Planting or tree well detail
- 17. Street Tree Plan as defined in the Street Tree Ord.

## SHEET # 3 PRELIMINARY GRADING PLAN

The Preliminary Grading Plan provides the Planning Commission and staff with an understanding of site topography and how it relates to adjacent property. Planning staff may waive or allow adjustments to the Preliminary Grading Plan requirements for sites that are small, relatively flat and have no existing or proposed extraordinary drainage facilities. Waivers must be obtained in writing from the City Engineer prior to application submittal.

Grading information for sites that are under 1 acre can be included on Sheet #1 with written approval from the Planning Department Staff.

### A. General Information

- 1. Scale - must be same as Sheet #1 - Site Plan
- 2. Bar Scale
- 3. North Arrow
- 4. Property Lines
- 5. Existing and proposed easements

# SITE DEVELOPMENT PLAN FOR BUILDING PERMIT CHECKLIST

- N/A 6. Building footprints
- N/A 7. Location of Retaining walls

## B. Grading Information

- 1. On the plan sheet, provide a narrative description of existing site topography, proposed grading improvements and topography within 100 feet of the site.
- 2. Indicate finished floor elevation and provide spot elevations for all corners of the site (existing and proposed) and points of maximum cut or fill exceeding 1 foot.
- 3. Identify ponding areas
- N/A 4. Cross Sections  
Provide cross section for all perimeter property lines where the grade change is greater than 4 feet at the point of the greatest grade change. Provide one additional cross section in each direction within no more than 100 feet of the reference point.

## SHEET #4 UTILITY PLAN

- N/A 1. Fire hydrant locations, existing and proposed.
- 2. Distribution lines
- 3. Right-of-Way and easements, existing and proposed, on the property and adjacent to the boundaries, with identification of types and dimensions.
- 4. Existing water, sewer, storm drainage facilities (public and/or private).
- N/A 5. Proposed water, sewer, storm drainage facilities (public and/or private)

## SHEET #5 BUILDING AND STRUCTURE ELEVATIONS

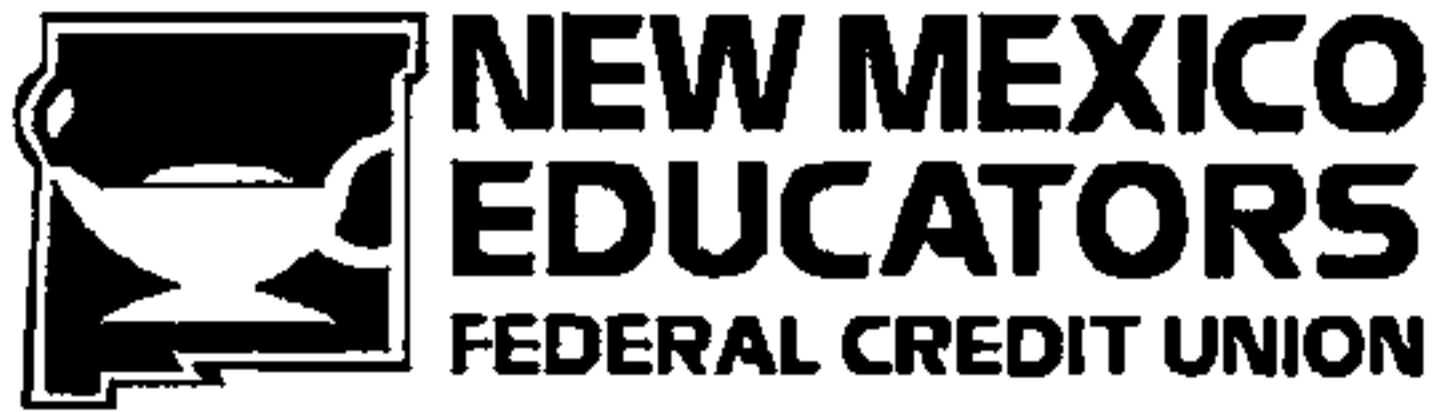
N/A PARKING LOT ONLY

### A. General Information

- A. Scale (minimum of 1/8" or as approved by Planning Staff).
- B. Bar Scale
- C. Detailed Building Elevations for each facade
  - 1. Identify facade orientation (north, south, east, & west).
  - 2. Facade dimensions including overall height and width
  - 3. Location, dimensions, materials, and colors of principle façade elements- windows, doors, etc.
  - 4. For EPC and DRB submittals only – Color renderings or similar (12 copies) illustrations
- E. Site Development Plans for single family residential projects with multiple units may require submittal of specific information on building features in lieu of elevation drawings for each building. Applicants are advised to discussed submittal requirements with Planning Department staff.

### B. Signage NON PROPOSED

- 1. Site location(s)
- 2. Sign elevations to scale
- 3. Dimensions, including height and width
- 4. Sign face area - dimensions and square footage clearly indicated
- 5. Lighting
- 6. Materials and colors for sign face and structural elements.



*The power of WE.*

x 8530  
Albuquerque, NM 87198  
505-889-7755  
800-347-2838  
www.nmefcu.org

November 17, 2010

City of Albuquerque  
Attn: DRB Committee  
600 Second Street  
Albuquerque, NM 87102

**Re: DRB application for Parking Lot on Southeast corner of Indian School and Americas Parkway NE**

To Whom it May Concern:

Please note that Gilbert Aldaz, P.E. & P.S. is authorized to submit the site plan and necessary documentation for DRB approval and that of the Site Plan for Building Permit on behalf of New Mexico Educators Federal Credit Union on the above referenced project.

If you should have any questions please do not hesitate to contact our office. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Joe Christian", with a long horizontal flourish extending to the right.

Joe Christian, EVP/CAO  
New Mexico Educators Federal Credit Union

The Power  
of WE.





PROJECT # 1008595

#21

Date: 1-5-11

**DRB PUBLIC HEARING  
SIGN IN SHEET**

**Please provide your name and address for an opportunity to speak and/or  
receive an official notice of decision**

16. Name: \_\_\_\_\_ Address: \_\_\_\_\_

17. Name: \_\_\_\_\_ Address: \_\_\_\_\_

18. Name: \_\_\_\_\_ Address: \_\_\_\_\_

19. Name: \_\_\_\_\_ Address: \_\_\_\_\_

20. Name: \_\_\_\_\_ Address: \_\_\_\_\_

21. Name: \_\_\_\_\_ Address: \_\_\_\_\_

22. Name: \_\_\_\_\_ Address: \_\_\_\_\_

**City of Albuquerque Planning Department**  
**One Stop Shop – Development and Building Services**

12/01/2010 Issued By: E08375 04700

-----  
**STANDARD APPLICATION, Paper Plans Required**

**Permit Number: 2010 070 344**

**Category Code 910**

**Application Number: 10DRB-70344, Major - Sdp For Building Permit**

**Address:**

**Location Description: SE CORNER OF INDIAN SCHOOL RD NE AND AMERICAS PARKWAY NE**

**Project Number: 1008585**

**Applicant**  
NM EDUCATORS FEDERAL CREDIT UNION

PO BOX 8530  
ALBUQUERQUE NM 87198  
331-1082

**Agent / Contact**  
Applied Engineering & Surveying

1605 Blair Dr Ne  
Albuquerque NM 87112  
480-8125  
galdaz47@yahoo.com

**Application Fees**

441018/4943000	APN Fee	\$75.00
441032/3416000	Conflict Mgmt Fee	\$20.00
441006/4958000	DRB Actions	\$385.00
<b>TOTAL:</b>		<b>\$480.00</b>

City Of Albuquerque  
Treasury Division

12/1/2010 12:19PM LOC: ANNX  
WS# 006 TRANS# 0021  
RECEIPT# 00127252-00127252  
PERMITH# 2010070344 TRSSVG  
Trans Amt \$480.00  
APN Fee \$75.00  
Conflict Manag. Fee \$20.00  
DRB Actions \$385.00  
VI \$480.00  
CHANGE \$0.00

**CITY OF ALBUQUERQUE  
PLANNING DEPARTMENT**

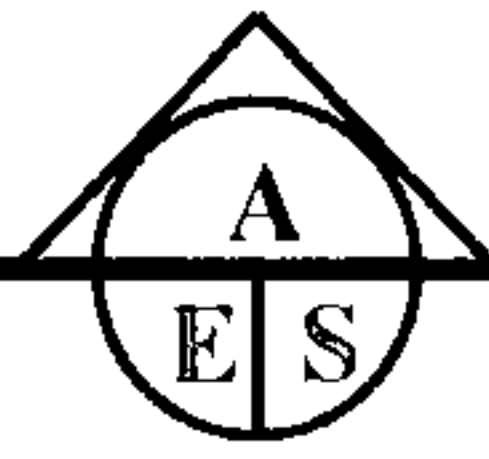
**INTER-OFFICE MAIL**

**December 3, 2010**

**TO: Jack Cloud, DRB Chair**  
**FROM: Carmen Marrone, Current Planning Manager** *CM*  
**SUBJECT: NM Educators Parking Lot, Tract 2, Block F, Beverly-Wood Addition**

Per the Uptown Sector Development Plan(USDP) , I have been working with NM Educators to develop the above described lot into a paved parking lot and to assure compliance with the USDP regulations. The purpose of this memo is to inform you that **the attached site plan, which is scheduled to be heard by the DRB, meets the requirements of the USDP.**

Please contact me if you have any questions regarding this memo or the site plan.



**TRANSMITTAL LETTER**

**DATE:** 12-01-10

**TO:** (ATTENTION) CARMEN MARRONE

(OFFICE) CITY PLANNING

(ADDRESS) 3rd Floor Plaza Del Sol

**FROM:** Gilbert Aldaz

**TRANSMITTED ARE THE FOLLOWING:**

NM Educators Parking Lot for DRB  
Approval.

**COMMENTS:**

The attached package is being submitted  
to DRB, you indicated you would  
prepare a letter for DRB regarding compliance  
with Uptown Sector Plan, thanks

IF YOU HAVE ANY QUESTIONS, PLEASE DO NOT HESITATE TO CALL US AT  
(505) 480-8125.

THANK YOU

**Received By:** \_\_\_\_\_

*Received Linda Evans 12/01/10 12:23 pm*