

# 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.

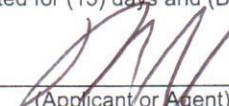
4. TIME


Signs must be posted from Dec. 19, 2017 To Jan. 3, 2018

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.

  
\_\_\_\_\_  
(Applicant or Agent) 12/18/17  
\_\_\_\_\_  
(Date)

I issued 1 signs for this application, 12-8-17,   
\_\_\_\_\_  
(Date) (Staff Member)

PROJECT NUMBER: 1008656

# CITY OF ALBUQUERQUE

## TRAFFIC IMPACT STUDY (TIS) FORM

APPLICANT: RIO GRANDE ENGINEERING DATE OF REQUEST: 11/9/17 ZONE ATLAS PAGE(S): B19

### CURRENT:

ZONING SU-1 RD  
PARCEL SIZE (AC/SQ. FT.) 1.7AC

### LEGAL DESCRIPTION:

LOT OR TRACT # B BLOCK # \_\_\_\_\_  
SUBDIVISION NAME glendale estates

### REQUESTED CITY ACTION(S):

ANNEXATION [ ]  
ZONE CHANGE [ ]: From \_\_\_\_\_ To \_\_\_\_\_  
SECTOR, AREA, FAC, COMP PLAN [ ]  
AMENDMENT (Map/Text) [ ]

### SITE DEVELOPMENT PLAN:

SUBDIVISION\* [X] AMENDMENT [ ]  
BUILDING PERMIT [ ] ACCESS PERMIT [ ]  
BUILDING PURPOSES [ ] OTHER [ ]

\*includes platting actions

### PROPOSED DEVELOPMENT:

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

### GENERAL DESCRIPTION OF ACTION:

# OF UNITS: 7  
BUILDING SIZE: n/a (sq. ft.)

**Note:** changes made to development proposals / assumptions, from the information provided above, will result in a new TIS determination.

APPLICANT OR REPRESENTATIVE \_\_\_\_\_

DATE 11/9/17

(To be signed upon completion of processing by the Traffic Engineer)

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 [X] BORDERLINE [ ]

THRESHOLDS MET? YES [ ] NO [X] 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]  
TRAFFIC ENGINEER

12/8/17  
DATE

Required TIS **must be completed prior to applying to the EPC and/or the DRB.** 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    /   /     
-FINALIZED    /   /   

TRAFFIC ENGINEER \_\_\_\_\_

DATE \_\_\_\_\_

**FORM DRWS: DRAINAGE REPORT / WATER & SANITARY SEWER AVAILABILITY**  
THIS FORM IS REQUIRED WITH THE DEVELOPMENT REVIEW BOARD APPLICATION  
FOR MAJOR SUBDIVISIONS AND SITE DEVELOPMENT PLANS.

PROJECT NAME: Estates at Glendale

AGIS MAP # B-19

LEGAL DESCRIPTIONS: estates at Glendale #3

X **DRAINAGE REPORT**

A drainage report, as per the Drainage Ordinance, was submitted to the City of Albuquerque Public Works Department, Hydrology Division (2<sup>nd</sup> Floor Plaza del Sol) on 8/12/16 (date).

[Signature]  
Applicant/Agent

12/8/17  
Date

[Signature]  
Hydrology Division Representative

12/8/17  
Date

M **WATER AND SEWER AVAILABILITY STATEMENT**

A Water and Sewer Availability Statement for this project was requested from the City of Albuquerque Utilities Development Division (2<sup>nd</sup> floor, Plaza del Sol) on 12/8/17 (date).

[Signature]  
Applicant/Agent

12/8/17  
Date

\_\_\_\_\_  
Utilities Division Representative

\_\_\_\_\_  
Date

PROJECT # 1008656



## **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 Alternative Dispute Resolution (ADR) Program by email at [striplett@cabq.gov](mailto:striplett@cabq.gov), by phone at (505) 768-4712 or (505) 768-4660.  
A facilitated meeting request must be received by ADR by: December 4, 2017.
6. **\*\*\*NEW\*\*\* Public Hearing Information** - Hearing Date, Start Time and Location.

## **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 Email" outlining any affected Neighborhood and/or Homeowner Associations.

\*Note: If your ONC Correspondence 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.

**David Soule**

**From:** Quevedo, Vicente M. [vquevedo@cabq.gov]  
**Sent:** Monday, November 20, 2017 2:29 PM  
**To:** 'david@riograndeengineering.com'  
**Subject:** Notification Inquiry\_Glendale Ave and Wyoming\_DRB  
**Attachments:** Notification Inquiry\_Glendale Ave and Wyoming\_DRB.xlsx; INSTRUCTION SHEET FOR APPLICANTS.pdf; ZPage\_B-19-Z.PDF

David,

Good afternoon. See list of affected associations related to your upcoming DRB submittal below and attached. Please also review the attached instruction sheet. Thank you.

Association Name	First Name	Last Name	Email	Address Line 1	City	State
Nor Este NA	Jim	Griffee	jwg2001a@comcast.net	P.O. Box 94115	Albuquerque	NM
Nor Este NA	Bob	Smith	balloonerbob@aol.com	P.O. Box 94115	Albuquerque	NM
Quivera Estates HOA	Associa	Canyon Gate	cgres@cgres.com	PO Box 93488	Albuquerque	NM

Respectfully,

**Vicente M. Quevedo, MCRP**

Neighborhood Liaison, Office of Neighborhood Coordination  
 City of Albuquerque – City Council  
 (505) 768-3332  
[cabq.gov/neighborhoods](http://cabq.gov/neighborhoods)

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**From:** webmaster=cabq.gov@mailgun.org [mailto:webmaster=cabq.gov@mailgun.org] **On Behalf Of** webmaster@cabq.gov  
**Sent:** Monday, November 20, 2017 8:12 AM  
**To:** Office of Neighborhood Coordination <onc@cabq.gov>  
**Subject:** Notification Inquiry Sheet Submission

Notification Inquiry For:

12/7/2017



7017 2400 0001 1383 6946

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ALBUQUERQUE, NM 87199

**OFFICIAL USE**

Certified Mail Fee	\$3.35	0101 10
Extra Services & Fees (check box, add fee as appropriate)	\$2.75	
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00	Postmark Here
<input type="checkbox"/> Return Receipt (electronic)	\$0.00	
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00	
<input type="checkbox"/> Adult Signature Required	\$0.00	
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00	
Postage	\$0.49	12/08/2017
Total Postage and Fees	\$6.59	
Sent To <u>Jim Griffee</u>		
Street and Apt. No., or PO Box No. <u>PO Box 94115</u>		
City, State, ZIP+4® <u>Alb NM 87199</u>		

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instruction

7017 2400 0001 1383 6939

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ALBUQUERQUE, NM 87199

**OFFICIAL USE**

Certified Mail Fee	\$3.35	0101 10
Extra Services & Fees (check box, add fee as appropriate)	\$2.75	
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00	Postmark Here
<input type="checkbox"/> Return Receipt (electronic)	\$0.00	
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00	
<input type="checkbox"/> Adult Signature Required	\$0.00	
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00	
Postage	\$0.49	12/08/2017
Total Postage and Fees	\$6.59	
Sent To <u>Bob Smith</u>		
Street and Apt. No., or PO Box No. <u>PO Box 94115</u>		
City, State, ZIP+4® <u>Alb NM 87199</u>		

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

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ALBUQUERQUE, NM 87199

**OFFICIAL USE**

Certified Mail Fee	\$3.35	0101 10
Extra Services & Fees (check box, add fee as appropriate)	\$2.75	
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00	Postmark Here
<input type="checkbox"/> Return Receipt (electronic)	\$0.00	
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00	
<input type="checkbox"/> Adult Signature Required	\$0.00	
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00	
Postage	\$0.49	12/08/2017
Total Postage and Fees	\$6.59	
Sent To <u>Canyon G-1</u>		
Street and Apt. No., or PO Box No. <u>PO Box 93488</u>		
City, State, ZIP+4® <u>Alb NM 87199</u>		

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instruction