



Supplemental Form (SF)

**SUBDIVISION**

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

**SITE DEVELOPMENT PLAN**

- for Subdivision
- for Building Permit
- Administrative Amendment (AA)
- Administrative Approval (DRT, URT, etc.)
- IP Master Development Plan
- Cert. of Appropriateness (LUCC)

**STORM DRAINAGE (Form D)**

- Storm Drainage Cost Allocation Plan

**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
- Street Name Change (Local & Collector)
- L A APPEAL / PROTEST of...**
  - 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 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): Mark Goodwin and Associates, PA PHONE: 828-2200  
 ADDRESS: PO Box 90006 FAX: \_\_\_\_\_  
 CITY: Albuquerque STATE NM ZIP 87199 E-MAIL: kbrashore@goodwinengineers.com  
 APPLICANT: Twilight Homes of New Mexico, LLC PHONE: \_\_\_\_\_  
 ADDRESS: 1301 Cuesta Arriba Ct. Suite A FAX: \_\_\_\_\_  
 CITY: Albuquerque STATE NM ZIP 87113 E-MAIL: tmcnaney@twilighthomesnm.com  
 Proprietary interest in site: owners List all owners: \_\_\_\_\_

DESCRIPTION OF REQUEST: Final Plat Approval for Volcano Cliffs 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. Lot 41-C Block: 6 Unit: 18  
 Subdiv/Addn/TBKA: Volcano Cliffs Subdivision  
 Existing Zoning: SU-2 Proposed zoning: \_\_\_\_\_ MRGCD Map No \_\_\_\_\_  
 Zone Atlas page(s): D-10 UPC Code: 101006313928520401

**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  
 No. of existing lots: 2 No. of proposed lots: 1 Total site area (acres): .5981ac  
 LOCATION OF PROPERTY BY STREETS: On or Near: Suyeto Road  
 Between: Kimmick Dr. and Paragayo Rd.  
 Check if project was previously reviewed by: Sketch Plat/Plan  or Pre-application Review Team(PRT)  Review Date: \_\_\_\_\_

SIGNATURE [Signature] DATE 3/15/16  
 (Print Name) Mark Goodwin Applicant:  Agent:

**FOR OFFICIAL USE ONLY**

Revised: 11/2014

<input type="checkbox"/> INTERNAL ROUTING	Application case numbers	Action	S.F.	Fees
<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				Total
<input type="checkbox"/> F.H.D.P. fee rebate				\$ _____
	Hearing date _____			

Project # \_\_\_\_\_

Staff signature & Date \_\_\_\_\_

**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 required.
  - 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.
  - N/A 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
  - N/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**
  - N/A 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
  - N/A Landfill disclosure and EHD signature line on the Mylar if property is within a landfill buffer
  - Fee (see schedule)
  - N/A List any original and/or related file numbers on the cover application
  - N/A 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

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

\_\_\_\_\_

Planner signature / date

Project # \_\_\_\_\_



D. Mark Goodwin & Associates, P.A.  
Consulting Engineers

P.O. BOX 90606, ALBUQUERQUE, NM 87199  
(505) 828-2200 FAX 797-9539

*~ 2012 ACEC/NM Award Winner for Engineering Excellence ~  
~ 2008 ACEC/NM Award Winner for Engineering Excellence ~*

March 15, 2016

Mr. Jack Cloud  
DRB Chair  
City of Albuquerque  
PO Box 1293  
Albuquerque, NM 87103

**Re: Volcano Cliffs Subdivision  
Minor Subdivision Preliminary/Final Plat Approval**

Dear Mr. Cloud:

Attached, please see our application for Minor Subdivision Preliminary/Final Plat Approval for the above referenced project.

The purpose of the Plat is to remove a lot line.

If you have any questions, please feel free to contact me.

Sincerely,  
MARK GOODWIN & ASSOCIATES, PA

  
Mark Goodwin, PE  
President

DMG/kb

Attachment

## Kay Brashear

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**From:** Tim Aldrich <tim.aldrich@comcast.net>  
**Sent:** Thursday, March 10, 2016 12:16 PM  
**To:** Kay Brashear  
**Subject:** RE: DXF File Request - Volcano Cliffs Subdivision  
**Attachments:** Lot 41-C Block 6 Unit 18 Volcano Cliffs.dxf

Kay,

Here is the DXF file for your plat submittal. When you get a project number this file will need to be renamed.

The project is on NAD83 datum.

Tim

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**From:** Kay Brashear [mailto:kbrashear@goodwinengineers.com]  
**Sent:** Thursday, March 10, 2016 9:59 AM  
**To:** Tim Aldrich  
**Subject:** DXF File Request - Volcano Cliffs Subdivision

Tim,

Please request the DXF File from the City for McNaney's Replat we are working on. We do not have a project number or DRB number, this is the first application we are making.

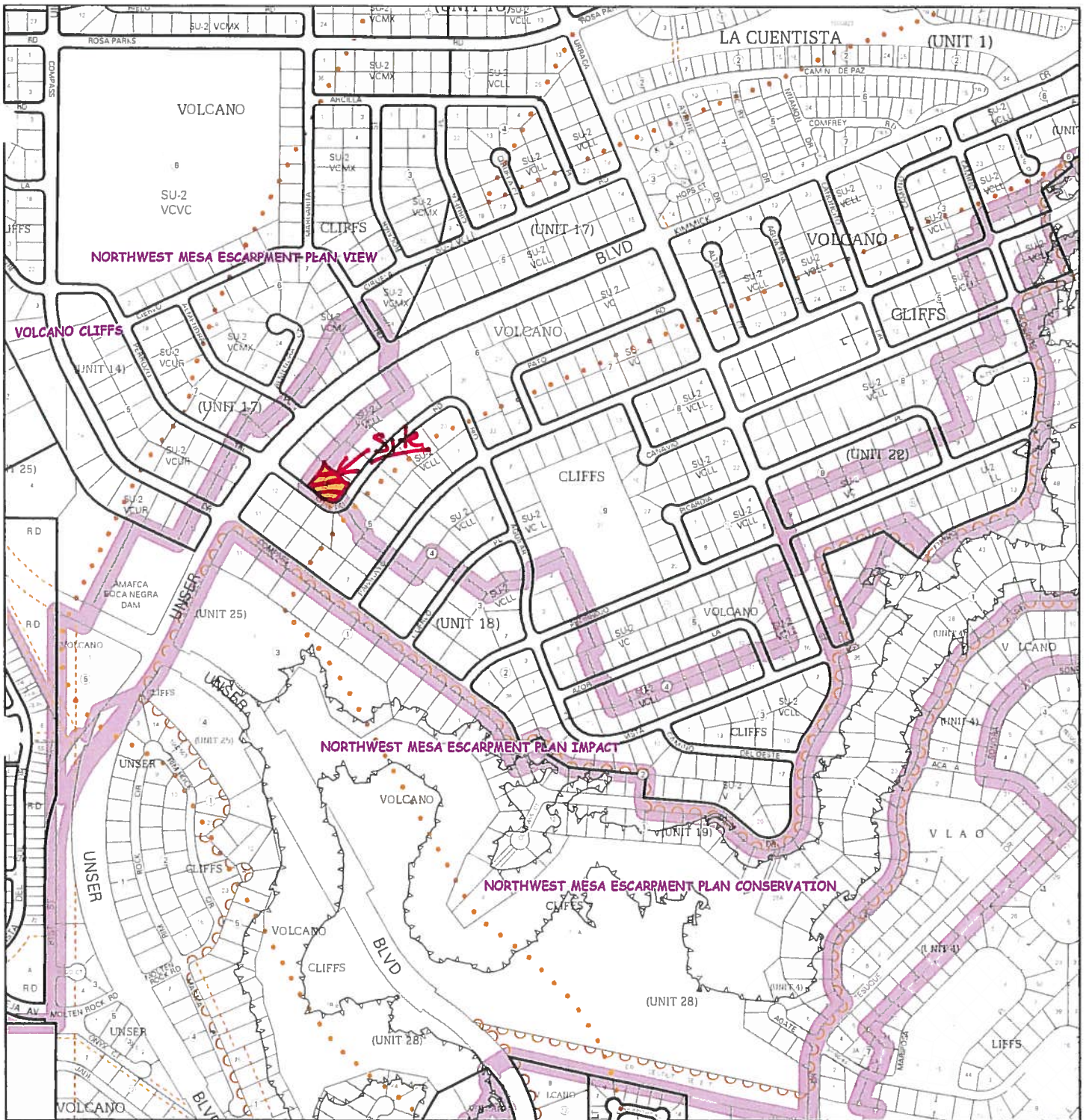
The Plat and Zone Atlas map have been attached.

I think they will also need the CADD file of the plat.

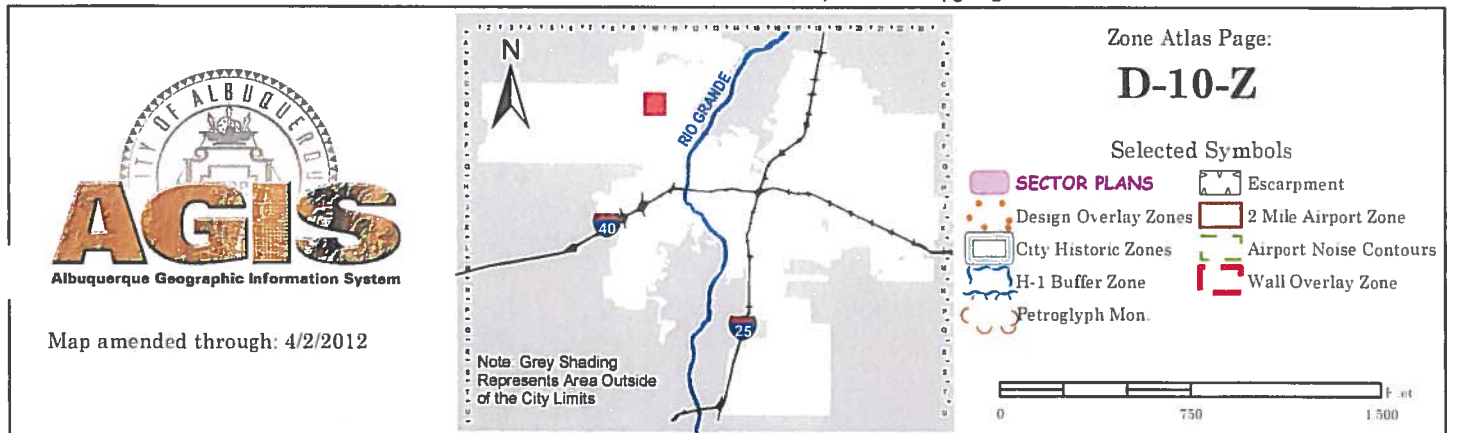
Thank you,

*Kay Brashear*

Mark Goodwin & Associates, PA  
Office Manager  
PO BOX 90606  
Albuquerque, NM 87119  
(505) 828-2200



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



Map amended through: 4/2/2012