



Supplemental Form (SF)

**SUBDIVISION**

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

**SITE DEVELOPMENT PLAN**

- for Subdivision
- for Building Permit
- Administrative Amendment/Approval (AA)
- 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): Cartesian Surveys, Inc. PHONE: 896-3050  
 ADDRESS: P.O. Box 44914 FAX: 891-0244  
 CITY: Rio Rancho STATE NM ZIP 87174 E-MAIL: cartesianand Denise@gmail.com

APPLICANT: Jane E. Morgan PHONE: \_\_\_\_\_  
 ADDRESS: 10500 Academy NE Apt. 113 FAX: \_\_\_\_\_  
 CITY: Albuquerque STATE NM ZIP 87111 E-MAIL: \_\_\_\_\_  
 Proprietary interest in site: \_\_\_\_\_ List all owners: \_\_\_\_\_

DESCRIPTION OF REQUEST: Amend site development plan for 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. 3 Block: 4 Unit: \_\_\_\_\_  
 Subdiv/Addn/TBKA: Sandia Research Park  
 Existing Zoning: SU-IP Proposed zoning: SU-IP MRGCD Map No \_\_\_\_\_  
 Zone Atlas page(s): M-21 UPC Code: 102105511041520165

**CASE HISTORY:**

List any current or prior case number that may be relevant to your application (Proj., App., DRB-, AX\_Z\_, V\_, S\_, etc.): 1009988

**CASE INFORMATION:**

Within city limits?  Yes Within 1000FT of a landfill?  No  
 No. of existing lots: 1 No. of proposed lots: 3 Total site area (acres): 3.8895  
 LOCATION OF PROPERTY BY STREETS: On or Near: Research Rd. SE  
 Between: Eubank Blvd. SE and Innovation Parkway SE

Check if project was previously reviewed by: Sketch Plat/Plan  or Pre-application Review Team(PRT)  Review Date: \_\_\_\_\_

**SIGNATURE**

(Print Name) Denise King DATE 8-12-14  
 Applicant:  Agent:

**FOR OFFICIAL USE ONLY**

Revised: 4/2012

|  |                                     |             |       |                 |
|--|-------------------------------------|-------------|-------|-----------------|
| <input type="checkbox"/> INTERNAL ROUTING                        | Application case numbers            | Action      | S.F.  | Fees            |
| <input checked="" type="checkbox"/> All checklists are complete  | <u>MDRB - 70287</u>                 | <u>ASBP</u> | _____ | \$ <u>50.00</u> |
| <input checked="" type="checkbox"/> All fees have been collected | _____                               | <u>CMF</u>  | _____ | \$ <u>20.00</u> |
| <input checked="" type="checkbox"/> All case #s are assigned     | _____                               | _____       | _____ | \$ _____        |
| <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                     | _____                               | _____       | _____ | \$ _____        |
|  | Hearing date <u>August 20, 2014</u> |             |       | Total           |
|  | <u>8-13-14</u>                      |             |       | \$ <u>70.00</u> |

Vog

Staff signature & Date

Project # 1009988



**FORM P(3): SITE PLAN REVIEW - D.R.B. MEETING (UNADVERTISED)**

- SKETCH PLAT REVIEW AND COMMENT (DRB22)** **Maximum Size: 24" x 36"**
  - Scaled site sketch and related drawings showing proposed land use including structures, parking, Bldg. setbacks, adjacent rights-of-way and street improvements, etc. (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

Meetings are approximately 8 DAYS after the Tuesday noon filing deadline. **Your attendance is required.**

- SITE DEVELOPMENT PLAN FOR SUBDIVISION (DRB18)** **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) **6 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
  - Completed Site Plan for Subdivision Checklist
  - Infrastructure List, if relevant to the site plan
  - Fee (see schedule)
  - List any original and/or related file numbers on the cover application

Meetings are approximately 8 DAYS after the Tuesday noon filing deadline. **Bring the original** to the meeting. **Your attendance is required.**

- SITE DEVELOPMENT PLAN FOR BUILDING PERMIT (DRB17)** **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
  - Site plan and related drawings (folded to fit into an 8.5" by 14" pocket) **6 copies**
  - Site Plan for Subdivision, if applicable, previously approved or simultaneously submitted. **6 copies.**
  - Solid Waste Management Department signature on Site Plan
  - 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
  - Infrastructure List, if relevant to the site plan
  - Completed Site Plan for Building Permit Checklist
  - Copy of Site Plan with Fire Marshal's stamp
  - Fee (see schedule)
  - List any original and/or related file numbers on the cover application

Meetings are approximately 8 DAYS after the Tuesday noon filing deadline. **Bring the original** to the meeting. **Your attendance is required.**

- AMENDED SITE DEVELOPMENT PLAN FOR BUILDING PERMIT (DRB01)** **Maximum Size: 24" x 36"**
- AMENDED SITE DEVELOPMENT PLAN FOR SUBDIVISION (DRB02)** **Maximum Size: 24" x 36"**
  - Proposed amended Site Plan (folded to fit into an 8.5" by 14" pocket) **6 copies**
  - DRB signed Site Plan being amended (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
  - Letter of authorization from the property owner if application is submitted by an agent
  - Infrastructure List, if relevant to the site plan
  - Completed Site Plan for Building Permit Checklist (not required for amendment of SDP for Subdivision)
  - Fee (see schedule)
  - List any original and/or related file numbers on the cover application

Meetings are approximately 8 DAYS after the Tuesday noon filing deadline. **Bring the original** to the meeting. **Your attendance is required.**

- FINAL SIGN-OFF FOR EPC APPROVED SDP FOR BUILDING PERMIT (DRB05)**
- FINAL SIGN-OFF FOR EPC APPROVED SDP FOR SUBDIVISION (DRB06)**
  - Site plan and related drawings (folded to fit into an 8.5" by 14" pocket) **6 copies**
  - Approved Grading and Drainage Plan (folded to fit into an 8.5" by 14" pocket) **6 copies**
  - Solid Waste Management Department signature on Site Plan for Building Permit
  - Zone Atlas map with the entire property(ies) clearly outlined
  - Letter carefully explaining how each EPC condition has been met **and** a copy of the EPC Notification of Decision
  - Infrastructure List, if relevant to the site plan
  - Copy of Site Plan with Fire Marshal's stamp (not required for SDP for Subdivision)
  - List any original and/or related file numbers on the cover application

Meetings are approximately 8 DAYS after the Tuesday noon 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.

Denise King  
 Applicant name (print)  
[Signature] 8/12/14  
 Applicant signature / date

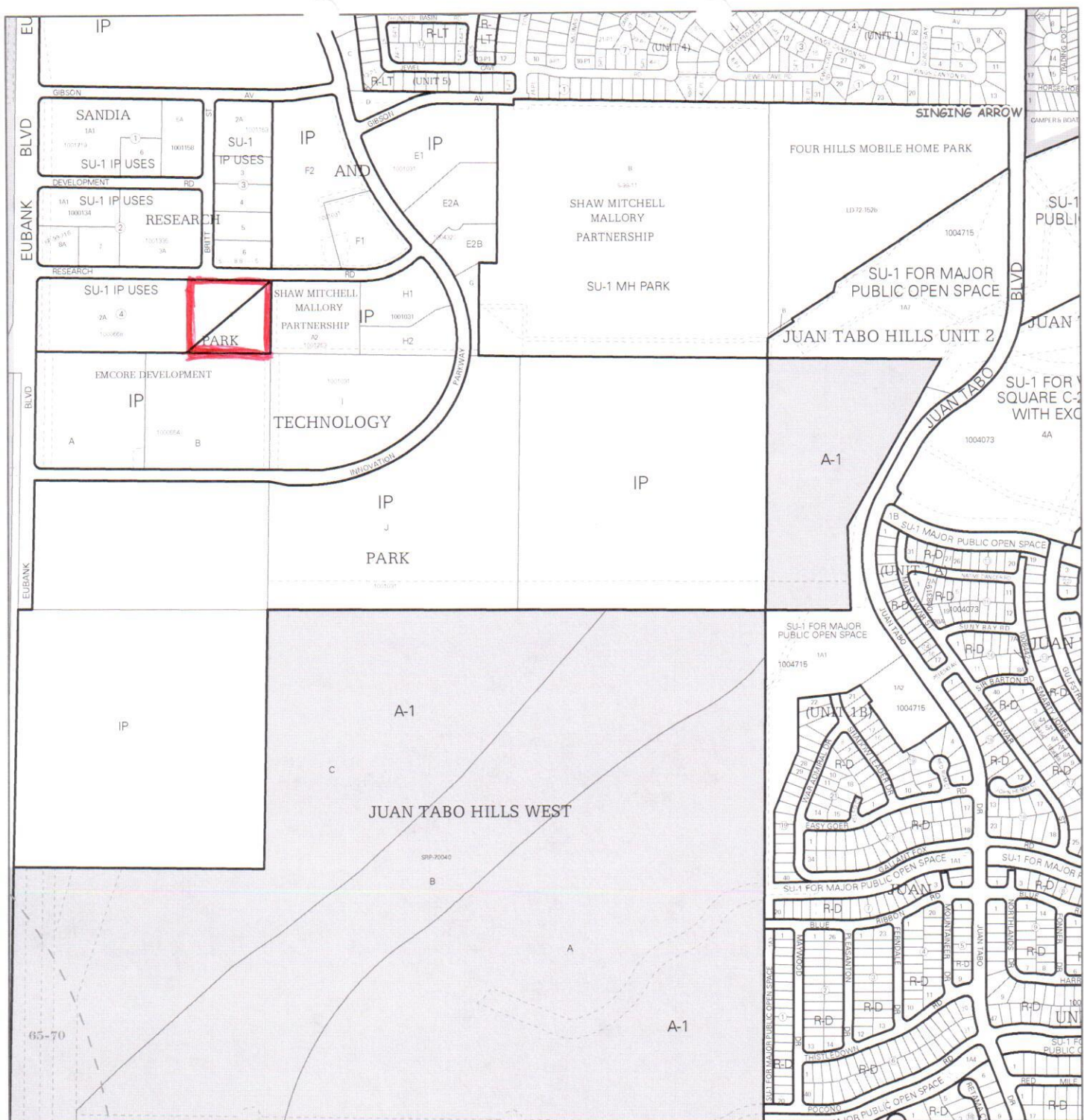


- Checklists complete
  - Fees collected
  - Case #s assigned
  - Related #s listed
- Application case numbers  
 14DRB- \_\_\_\_\_ - 20287

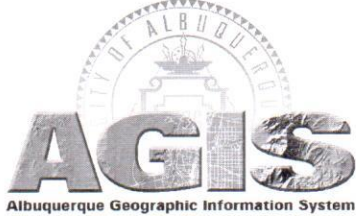
Form revised **October 2007**

Voy 8-13-14  
 Planner signature / date  
 Project # 1009988

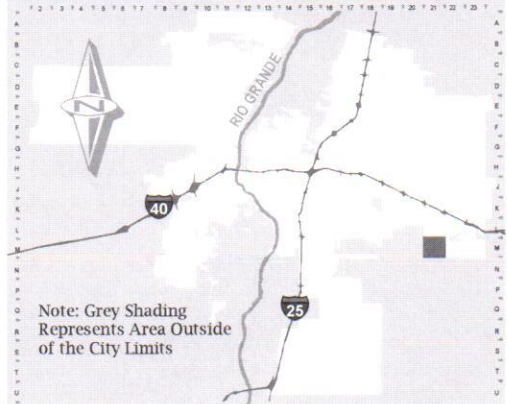




For more current information and more details visit: <http://www.cabq.gov/gis>












Map amended through: 1/24/2011

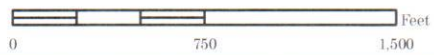


Note: Grey Shading Represents Area Outside of the City Limits

Zone Atlas Page:  
**M-21-Z**

Selected Symbols

|  |  |
|--|--|
|  SECTOR PLANS         |  Escarpment             |
|  Design Overlay Zones |  2 Mile Airport Zone    |
|  City Historic Zones  |  Airport Noise Contours |
|  H-1 Buffer Zone      |  Wall Overlay Zone      |
|  Petroglyph Mon.      |  |



Jane E. Morgan  
10500 Academy NE Apt. 113  
Albuquerque, NM 87111

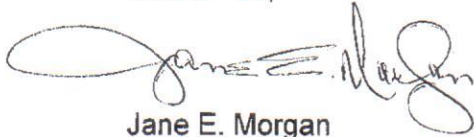
Bernalillo County  
Zoning, Building and Planning

**RE: Letter of Authorization**

To Whom it may concern,

I, Jane E. Morgan, do hereby give Cartesian Surveys Inc., authorization to represent myself as an agent in regards to the summary plat of Lot 3 within Block 4 of Sandia Research Park.

Thank You,

A handwritten signature in black ink, appearing to read "Jane E. Morgan", written over a printed name.

Jane E. Morgan

Cartesian Surveys Inc.  
PO Box 44414, Rio Rancho, NM 87174  
896-3050 Fax 891-0244

August 13, 2014

Mr. Jack Cloud  
DRB Chairperson  
City of Albuquerque  
P.O. Box 1293  
Albuquerque, New Mexico 87103

**Re: Request for Prelim/Final Plat and Amended Site Development Plan for Building Permit for Lot 3, Block 4 Sandia Research Park located at 10520 Research Road NE, Albuquerque NM 87123 DRB #1009988**

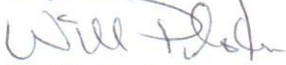
Dear Mr. Cloud,

Submitted herewith is a request for approval of Preliminary/Final plat and Amended Site Development Plan for Building Permit and for the above property.

The previously discussed and required roadway improvements removing the temporary Cul-de-Sac and constructing the roadway to City standards have been completed. Included are several photographs depicting said improvements.

The request includes the division of Lot 3 into three proposed lots. Cross lot parking, access, drainage and utility easements have been provided. A pedestrian easement for the sidewalk adjacent to the new driveway in the northeast corner of the property has been included as this sidewalk encroaches onto the property.

Respectfully,



Will Plotner Jr.  
Agent for Jane E. Morgan (property owner)





LOOKING EAST





LOOKING WEST





LOOKING WEST