



## OFFICIAL NOTICE OF DECISION

CITY OF ALBUQUERQUE  
PLANNING DEPARTMENT  
DEVELOPMENT REVIEW BOARD

October 1, 2014

**Project# 1010222**

14DRB-70309– SITE DEVELOPMENT PLAN FOR SUBDIVISION  
14DRB-70311 MINOR - PRELIMINARY/ FINAL PLAT APPROVAL

DEKKER PERICH SABATINI and SURV-TEK INC agents for CARR REAL ESTATE LTD request the referenced/ above actions for Lot 15, **LOOP INDUSTRIAL DISTRICT Unit V**, zoned SU-2/M-1 or C, located on the southeast corner of JEFFERSON ST NE and WILSHIRE AVE NE containing approximately 3.3594 acres. (C-17)

At its August 6, 2014 meeting, the Development Review Board, the Site Development Plan for Subdivision was approved and final sign-off was delegated to Planning pending expiration of the 15 day appeal period.

The Preliminary Plat was approved based on the approved site plan and existing character, extent, width, grade, and location of all streets and the lot size and other elements of the C-2 zone (Section 14-14-2-2 of the Subdivision Ordinance), and because the existing infrastructure provides adequate access, public safety, and other public services for the division of the vacant portion of Lot 15 from the developed portion, with one condition for Final Plat.

The Final Plat was approved and delegated to the Planning Department for completion of curb and gutter along the southern boundary of proposed Lot 15-A (developed portion) and for expiration of the 15 day appeal period.

Please note that a Preliminary Plat approval date is the date of the DRB action plus the 15-day appeal period or the date of City Council action if appealed. The Preliminary Plat approval is effective one year from that date.

If you wish to appeal this decision, you must do so by 4:45 PM on October 16, 2014, in the manner described below per Part 14-14-8 of the Subdivision Ordinance.

Appeal is to the City Council via the Land Use Hearing Officer. Any person aggrieved with any determination of the Development Review Board may file an appeal on the Planning Department form with a total fee of \$240, to the Planning Department. Applications for an appeal shall clearly articulate the reasons for the appeal; appellants shall specifically cite and explain one or more alleged errors, as follows:

- (A) Error in applying adopted city plans, policies, and ordinances;
- (B) Error in the appealed action or decision, including its stated facts;
- (C) Error in acting arbitrarily or capriciously or being manifestly abusive of discretion.

You will receive notice if any other person files an appeal. Successful applicants are reminded that other requirements of the City must be complied with, even after approval of the referenced application(s).



Jack Cloud, DRB Chair

CC:  
Dekker Parich Sabatini  
Surv-Tek Inc.

Sue Flynt – 8516 Brook St NE 87113  
Bree Songer – 8536 Stream St NE 87113



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**AMAFCA**

No comment.

*Lynn Mazur*

**COG**

*Kendra Watkins/Andrew Gingerich*

**TRANSIT**

Adjacent and nearby routes

Route #140/141, San Mateo route, passes the site on Jefferson.

Adjacent bus stops

There is an existing bus stop, across from the site serving the above-mentioned route in the south bound direction.

There is another bus stop, with a shelter, located 140' north from the north west corner of the property serving Route #140 in the northbound direction.

Site plan requirements

None

Large site TDM suggestions

None.

Other information

None.

*Shabih Rizvi*

**ZONING ENFORCEMENT**

*David Kilpatrick*

**NEIGHBORHOOD COORDINATION**

**Affected NA/HOA's: Alameda North Valley Assoc. (R), Wildflower Area NA (R)**

*Stephani Winklepleck*

**APS**

**This will have no adverse impacts to the APS district.**

*April Winters*

**POLICE DEPARTMENT**

This project is in the Valley Area Command.

- No Crime Prevention or CPTED comments concerning the proposed *Site Development Plan*

for Subdivision and/or Minor Subdivision Preliminary/Final Plat Approval requests at this time.

*Steve Sink*

**FIRE DEPARTMENT**

*Antonio Chinchilla*

**PNM ELECTRIC**

*Daniel Aragon*

**NMGCO**

*Patrick Sanchez*

**COMCAST**

*Mike Mortus*

**CENTURYLINK**

**ENVIRONMENTAL HEALTH**

*Paul Olson*

**M.R.G.C.D**

*Ray Gomez*

**OPEN SPACE DIVISION**

*Kent Reed Swanson*

**CITY ENGINEER**

*Curtis Cherne*

**TRANSPORTATION DEVELOPMENT**

*Kristal Metro*

**TRANSPORTATION PLANNING (DMD)**

Per the MGCOCG-Adopted Interim Long Range Roadway System map and the Long Range Bike System Map, Jefferson St. is minor arterial proposed to contain on-street bike lanes along this site's frontage. It is not clear from the scanned site development plan provided what the existing R/W width is for Jefferson St. or if a northbound bike lane is accounted for along the site's west frontage.

*John MacKenzie*

**PARKS AND RECREATION**

No comments

*Carol Dumont*

**ABCWUA**

*Allan Porter*

**PLANNING DEPARTMENT**

*Jack Cloud*

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

**DRB CASE ACTION LOG - BLUE SHEET**

- Preliminary/Final Plat [FP]
  - Site Plan - Subdivision [SPS] OK
  - Site Plan - Building Permit [SBP] DONTZ
- 11-14-14

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

*Site Plans:* It is the responsibility of the applicant/agent/developer/owner to insert the DRB approved Site Plan for Subdivision and/or Site Plan for Building Permit in each copy of building permit plansets. If the building permit plans have been submitted prior to the Site Plan for Subdivision and/or Site Plan for Building Permit being signed-off, then it is the responsibility of the applicant/agent/developer/owner to insert a copy of the signed-off Site Plan for Subdivision and/or Site Plan for Building Permit in each copy of the building permit plansets.

**Project #:** 1010222 **Application #:** 14DRB-70309, 14DRB-70311

**Project Name:** LOOP INDUSTRIAL DISTRICT Unit V

**Agent:** DEKKER PERICH SABATINI and SURV-TEK INC **Phone #:**

**\*\*Your request was approved on 10-1-14 by the DRB with delegation of signature(s) to the following departments - outstanding comments to be addressed\*\***

- TRANSPORTATION:** \_\_\_\_\_
- ABCWUA:** \_\_\_\_\_
- CITY ENGINEER / AMAFCA:** \_\_\_\_\_
- PARKS / CIP:** \_\_\_\_\_
- PLANNING (Last to sign):** construct curb @ 15-a, 15 day appeal period OK

**PLATS:**

- 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.
  - County Treasurer's signature must be obtained prior to the recording of the plat with 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.

**ALL SITE PLANS:**

- 3 copies of the approved site plan. Include all pages.

4920 WILSHIRE AVENUE N.E.

JEFFERSON STREET N.E.

**PARKING CALCULATIONS:**  
 14,000SF / 200 = 70 SPACES  
 10% TRANSIT REDUCTION =  
 -7 SPACES  
**TOTAL PARKING REQUIRED =**  
**63 SPACES**  
**PARKING PROVIDED = 63**

SU-2 M-1  
 1 STORY  
 OFFICE  
 14,000 SF

64 PARKING  
 SPACES  
 (4 HC-1 MOTORCYCLE)

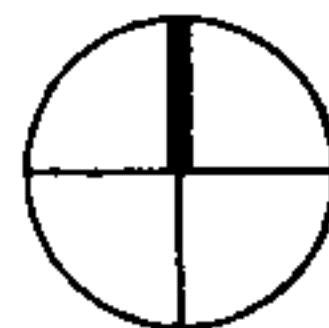
+/- 59,226 SF  
 1.3 ACRES

LOT 15

10.00 CENTER NEW  
 P.L. 10' OFF EXISTING BLDG.

EXISTING  
 BUILDING

NORTH



A1

**SITE PLAN**

1" = 40'-0"



4920 Wilshire NE Albuquerque NM 87102		Proposed SITE PLAN Lot 15 Subdivision	
DEKKER PERICH SABATINI 7601 JEFFERSON NE, SUITE 100 ALBUQUERQUE NM 87109 505 761 9700 DPSDESIGN.ORG	DRAWN BY: MRM	SCALE: AS SHOWN	
	REVIEWED BY: CG	SKA-001 REF: PRT	
	DATE ISSUED: 7/29/14		
	PROJECT NO: 14-0075		

## **Rusty Hugg**

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**From:** Christopher R. Gunning <chrisg@dpsdesign.org>  
**Sent:** Thursday, September 04, 2014 3:46 PM  
**To:** Rusty Hugg  
**Subject:** Re: Loop Industrial

Russ,

PN: 1010222  
14DRB-70309

Chris

On Sep 4, 2014, at 10:08 AM, "Rusty Hugg" <russhugg@survtek.com<mailto:russhugg@survtek.com>> wrote:

Morning Chris

Can you let me know you DRB project number when you get a chance.  
I'll submit the plat tomorrow

Thanks

Surv-Tek, Inc.  
9384 Valley View Drive, Albuquerque, NM 87114 Phone (505) 897-3366 Fax (505) 897-3377  
Russhugg@survtek.com<mailto:Russhugg@survtek.com>  
Russ P. Hugg  
NMPS No. 9750



September 2, 2014

Mr. Russ Hugg  
Surv-Tek, Inc.  
5643 Paradise Blvd. N.W.  
Albuquerque, New Mexico 87114

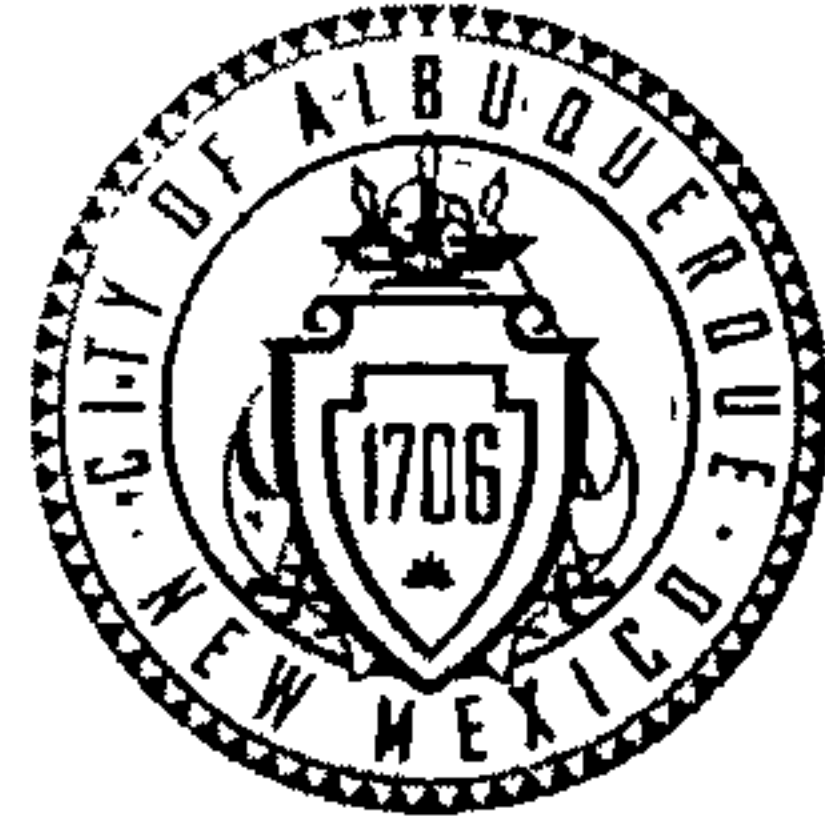
Dear Russ:

By this letter, I hereby authorize you to act as agent on behalf of Carr Real Estate Limited for the purpose of replatting Lot 15, Loop Industrial District Unit V, City of Albuquerque, Bernalillo County, New Mexico.

Sincerely,

Carr Real Estate Limited, a Texas limited partnership  
By: 4920 Wilshire Avenue, LLC, General Partner

  
Lynn Carrozza, Managing Member



**INTER-OFFICE MEMORANDUM**

**COMMENTING AGENCIES**

TRANSPORTATION DEVELOPMENT .....*John MacKenzie*  
TRANSIT & PARKING DEPARTMENT .....*Shabih Rizvi*  
COUNCIL OF GOVERNMENTS.....*Kendra Watkins/Andrew Gingerich*  
AMAFCA.....*Lynn Mazur*  
APD CRIME PREVENTION.....*Steve Sink*  
OPEN SPACE DIVISION.....*Kent Reed Swanson*  
FIRE DEPARTMENT.....*Antonio Chinchilla*  
ZONING ENFORCEMENT INSPECTOR.....*David Kilpatrick*  
NEIGHBORHOOD COORDINATION.....*Stephani Winklepleck*  
PNM.....*Daniel Aragon*  
NEW MEXICO GAS COMPANY.....*Patrick Sanchez*  
ALBUQUERQUE PUBLIC SCHOOLS.....*April Winters*  
COMCAST CABLE..... *Mike Mortus*  
Mid.Rio Grande Conserv. Dist. (MRGCD)..... *Ray Gomez*  
ENVIRONMENTAL HEALTH.....*Paul Olson*

*Your comments on the following case(s) are requested.*

PROJECT # 1010222

Board hearing date:

**WEDNESDAY, October 1, 2014**

Comments must be received by:

**September 25, 2014**



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): DEKKER/PERICH/SABATINI PHONE: 505-761-9700

ADDRESS: 7601 JEFFERSON ST NE, SUITE 100 FAX: 505-761-9700

CITY: ALBUQUERQUE STATE NM ZIP 87109 E-MAIL: chrisg@dpsdesign.org

APPLICANT: CARR REAL ESTATE, LTD PHONE: 505-715-2477

ADDRESS: 6408 CALLE CANDELA FAX: \_\_\_\_\_

CITY: LOS RANCHOS STATE NM ZIP 87109 E-MAIL: lynn@lcarrozza.com

Proprietary interest in site: OWNER List all owners: \_\_\_\_\_

DESCRIPTION OF REQUEST: REVIEW AND APPROVAL OF A SITE DEVELOPMENT PLAN FOR SUBDIVISION PER THE REQUIREMENTS OF THE NORTH I-24 SDP

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 15 Block: \_\_\_\_\_ Unit: V

Subdiv/Addn/TBKA: LOOP INDUSTRIAL DISTRICT

Existing Zoning: SU-2 M-1 Proposed zoning: SU-2 M-1 MRGCD Map No \_\_\_\_\_

Zone Atlas page(s): C-17-Z UPC Code: 101706440024540216

**CASE HISTORY:**

List any current or prior case number that may be relevant to your application (Proj., App., DRB-, AX\_Z\_, V\_, S\_, etc.): AA-96-92

**CASE INFORMATION:**

Within city limits?  Yes Within 1000FT of a landfill? NO

No. of existing lots: 1 No. of proposed lots: 2 Total site area (acres): 3.36

LOCATION OF PROPERTY BY STREETS: On or Near: WILSHIRE AVENUE

Between: JEFFERSON STREET and BROOK STREET

Check if project was previously reviewed by: Sketch Plat/Plan  or Pre-application Review Team(PRT)  Review Date: 8/5/2014

SIGNATURE *Christopher R. Gunning* DATE 9/4/14

(Print Name) CHRISTOPHER R. GUNNING Applicant:  Agent:

**FOR OFFICIAL USE ONLY**

Revised: 4/2012

<input checked="" type="checkbox"/> INTERNAL ROUTING	Application case numbers	Action	S.F.	Fees
<input checked="" type="checkbox"/> All checklists are complete	<u>14 DRB - 70309</u>	<u>SPS</u>	_____	<u>\$ 385.00</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	_____	<u>ADV</u>	_____	<u>\$ 75.00</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	_____	_____	_____	Total
<input type="checkbox"/> F.H.D.P. fee rebate	_____	_____	_____	<u>\$ 480.00</u>

Hearing date October 1, 2014

9-4-14  
Staff signature & Date

Project # 1010222

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

**SITE DEVELOPMENT PLAN FOR SUBDIVISION (DRB15)** **Maximum Size: 24" x 36"**

- NA 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 North I-25 SDP
- Office of Community & Neighborhood Coordination inquiry response, notifying letter, certified mail receipts
- Sign Posting Agreement
- Completed Site Plan for Subdivision Checklist
- NA 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"**

- \_\_\_ 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**
- \_\_\_ 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
- \_\_\_ 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
- \_\_\_ Office of Community & Neighborhood Coordination inquiry response, notifying letter, certified mail receipts
- \_\_\_ Sign Posting Agreement
- \_\_\_ Completed Site Plan for Building Permit Checklist
- \_\_\_ 6 copies of the Infrastructure List, if relevant to the site plan
- \_\_\_ TIS/AQIA Traffic Impact Study form with required signature
- \_\_\_ 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 30DAYS 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.

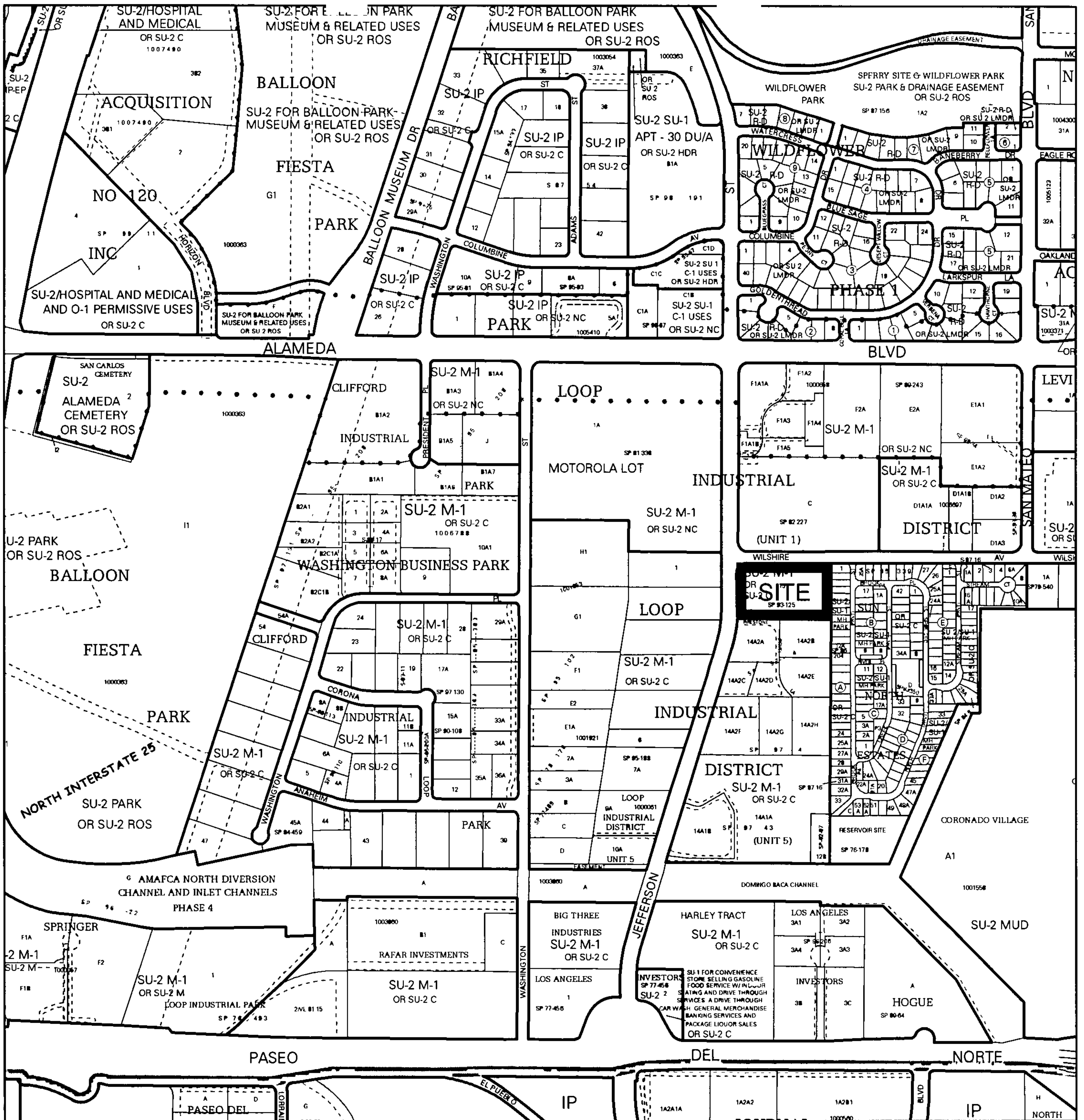
Chris Gunning  
 Applicant name (print)  
Chris Gunning 9/4/14  
 Applicant signature / date



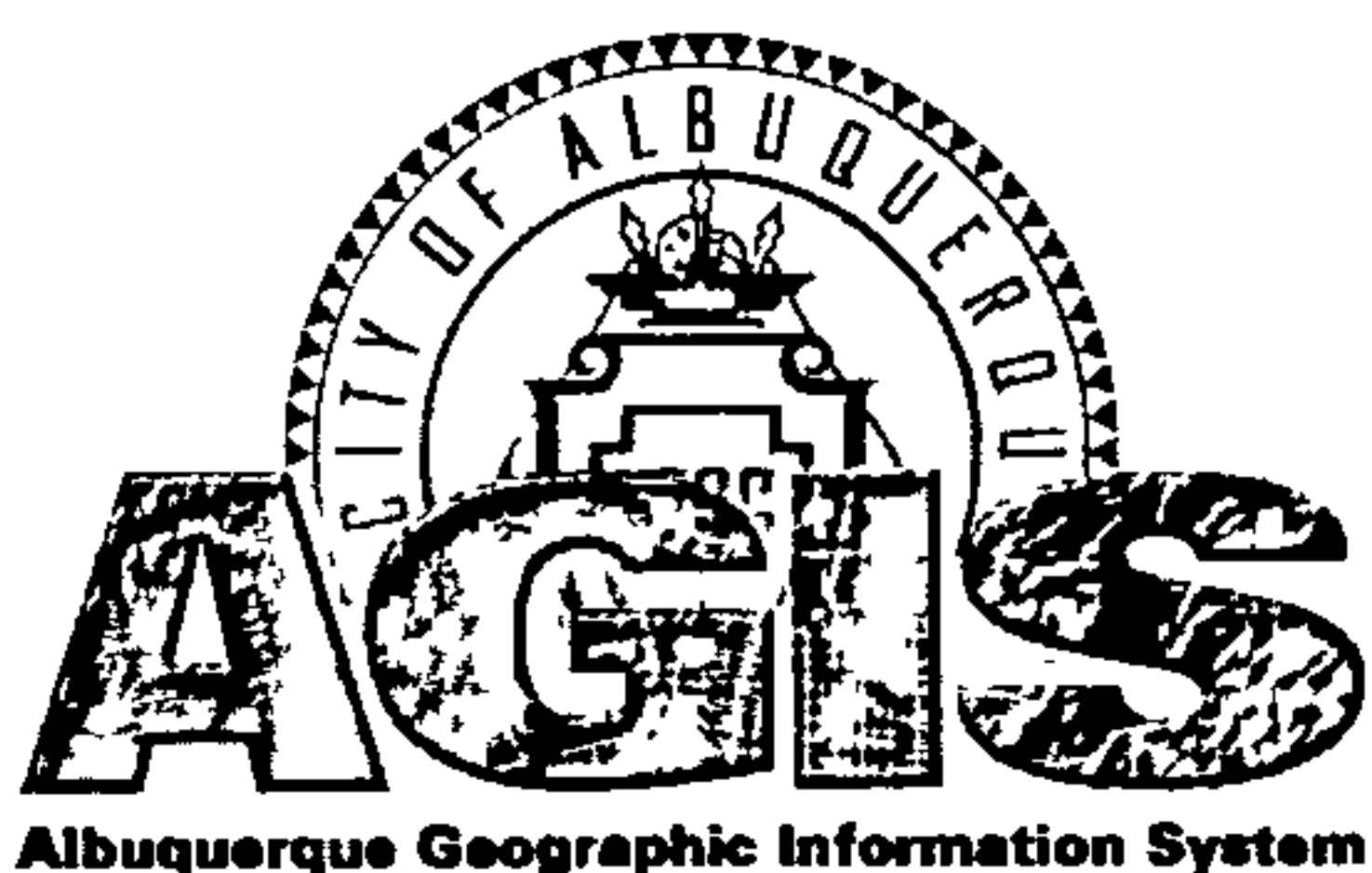
Form revised October 2007

- Checklists complete
  - Fees collected
  - Case #s assigned
  - Related #s listed
- Application case numbers  
 14 - DRB - 70309

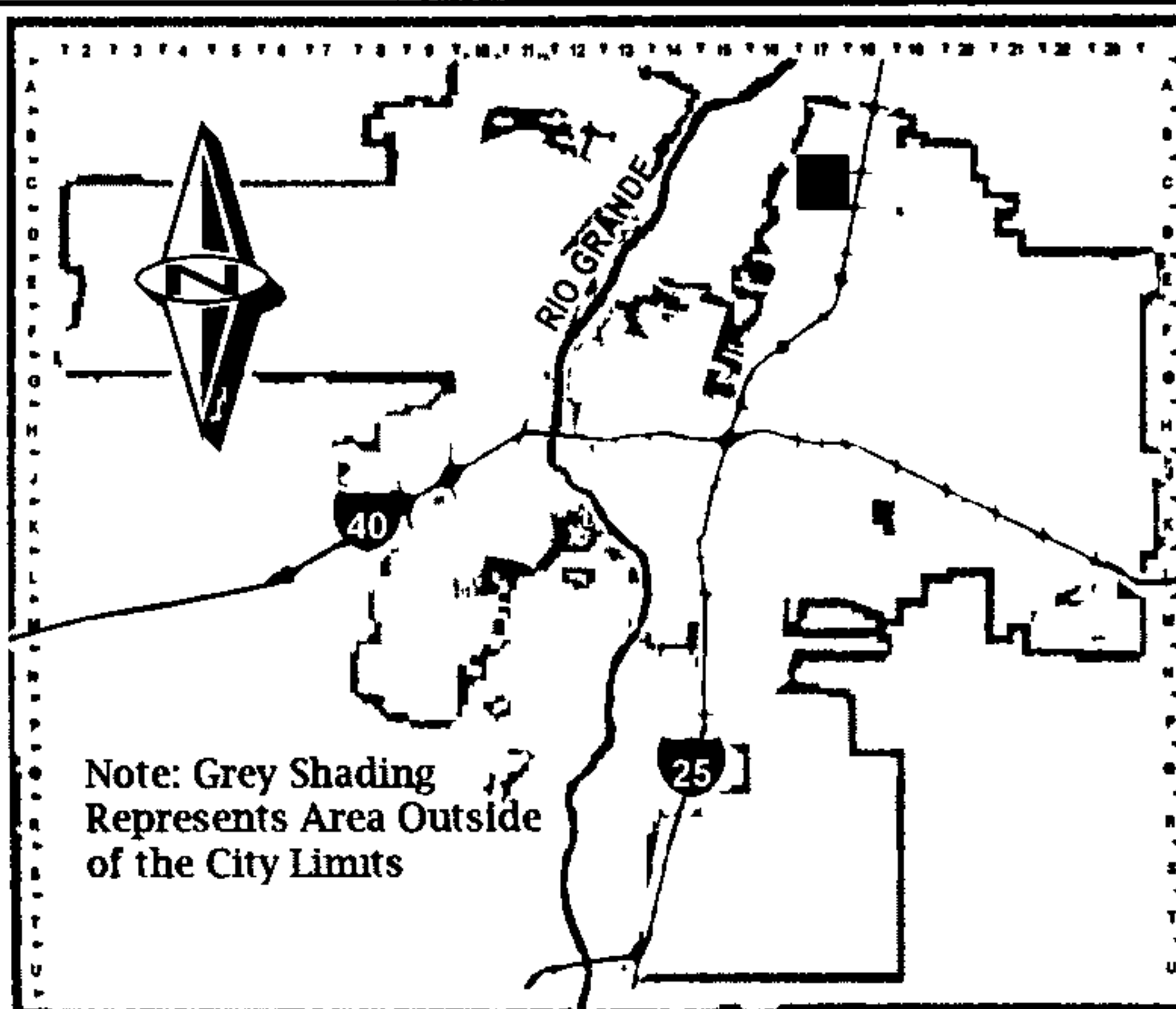
[Signature] 9-4-14  
 Planner signature / date  
 Project # 1010222



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



Map amended through: 1/24/2011



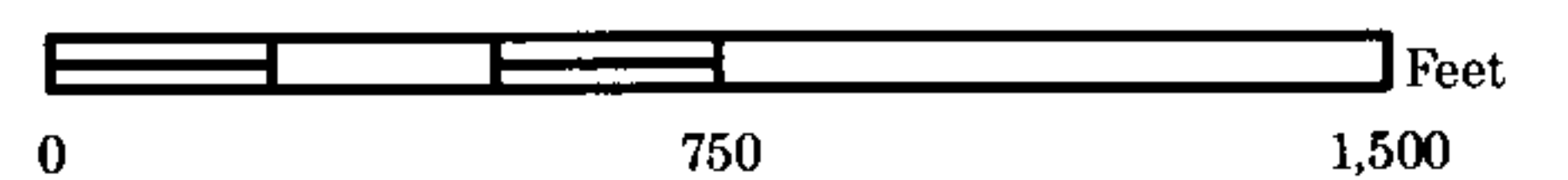
Note: Grey Shading Represents Area Outside of the City Limits

Zone Atlas Page:

# C-17-Z

Selected Symbols

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



September 2, 2014



Mr. Jack Cloud, AICP  
Chair, Development Review Board  
City of Albuquerque Planning Department  
601 Second Street NW  
Albuquerque, NM 87102

Re: Reason for Request  
Site Development Plan for Subdivision  
Lot 15, Loop Industrial District, Unit V  
4920 Wilshire Avenue, NE  
Albuquerque, New Mexico

Dear Mr. Cloud:

Dekker/Perich/Sabatini, acting as agent for Carr Real Estate, Ltd., owner of the subject property, hereby submits the attached application to the Development Review Board for approval of a Site Development Plan for Subdivision. A final plat application is being submitted concurrently by Serv-Tek.

The property is within the bounds of the North I-25 Sector Development Plan, and is currently zoned SU-2, M-1. No zone change is desired, and the owners wish to develop the property in accordance with the uses allowed under the existing zoning.

A little more than half the property is currently developed and is the home to Heller Distributing, a refrigerated warehouse and office facility. The remainder of the property is undeveloped. It is a single lot and it is the owner's intention to subdivide it into two lots in anticipation of sale or development of the vacant portion. Since there is no specific use or user, we are submitting only for Site Development Plan for Subdivision at this time. Once a user is identified, and specific plans are known, the owners will submit a separate Site Development Plan for Building Permit per the requirements of the North I-25 Sector Development Plan.

Based on the above, we respectfully request approval of this request.

Sincerely,

**Dekker/Perich/Sabatini Ltd.**

A handwritten signature in black ink, appearing to read "Chris Gunning".

Christopher R. Gunning, AIA, LEED AP  
Principal



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)
- 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): SURV-TEK, INC PHONE: 897-3366  
 ADDRESS: 9384 VALLEY VIEW DR NW FAX: \_\_\_\_\_  
 CITY: ALB STATE NM ZIP 87114 E-MAIL: RUSSHUGG@SURVTEK.COM

APPLICANT: CARR REAL ESTATE LIMITED PHONE: \_\_\_\_\_  
 ADDRESS: 6408 CALLE CANDELA NE FAX: \_\_\_\_\_  
 CITY: ALB STATE NM ZIP 87107 E-MAIL: \_\_\_\_\_  
 Proprietary interest in site: OWNERS List all owners: —

DESCRIPTION OF REQUEST: MINOR PRELIMINARY / FINAL PLAT APPROVAL TO DIVIDE 1 EXISTING LOT INTO 2 NEW LOTS

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 15, LOOP INDUSTRIAL DISTRICT Block: — Unit: V  
 Subdiv/Addr/TBKA: LOTS 15-A AND 15-B, LOOP INDUSTRIAL DISTRICT UNIT V  
 Existing Zoning: SU-2 Proposed zoning: SAME MRGCD Map No. —  
 Zone Atlas page(s): C17 UPC Code: 101706440024540216

**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? N/A  
 No. of existing lots: 1 No. of proposed lots: 2 Total site area (acres): 3.3594Ac  
 LOCATION OF PROPERTY BY STREETS: On or Near: WILSHIRE AVENUE NE  
 Between: JEFFERSON ST NE and SAN MATEO NE

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

**SIGNATURE**

(Print Name) Russ Hugg DATE 8/28/14  
 Applicant:  Agent:

**FOR OFFICIAL USE ONLY**

Revised: 4/2012

INTERNAL ROUTING	Application case numbers	Action	S.F.	Fees
<input checked="" type="checkbox"/> All checklists are complete	<u>140RB-70311</u>	<u>P&amp;F</u>	—	\$ <u>285.00</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>October 1, 2014</u>			Total \$ _____

9-5-14  
 Staff signature & Date

Project # 1010222

**FORM S(3): SUBDIVISION - ...B. MEETING (UNADVERTISED) ... 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.

- 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
- Signed & recorded Final Pre-Development Facilities Fee Agreement for **Residential** development only
- Design elevations and cross sections of perimeter walls (11" by 17" maximum) **3 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
- Bring original Mylar of plat to meeting, ensure property owner's and City Surveyor's signatures are on the plat
- Landfill disclosure and EHD signature line on the Mylar if property is within a landfill buffer
- Fee (see schedule)
- List any original and/or related file numbers on the cover application
- Infrastructure list if required (**verify with DRB Engineer**)
- DXF file and hard copy of final plat data for AGIS is required.

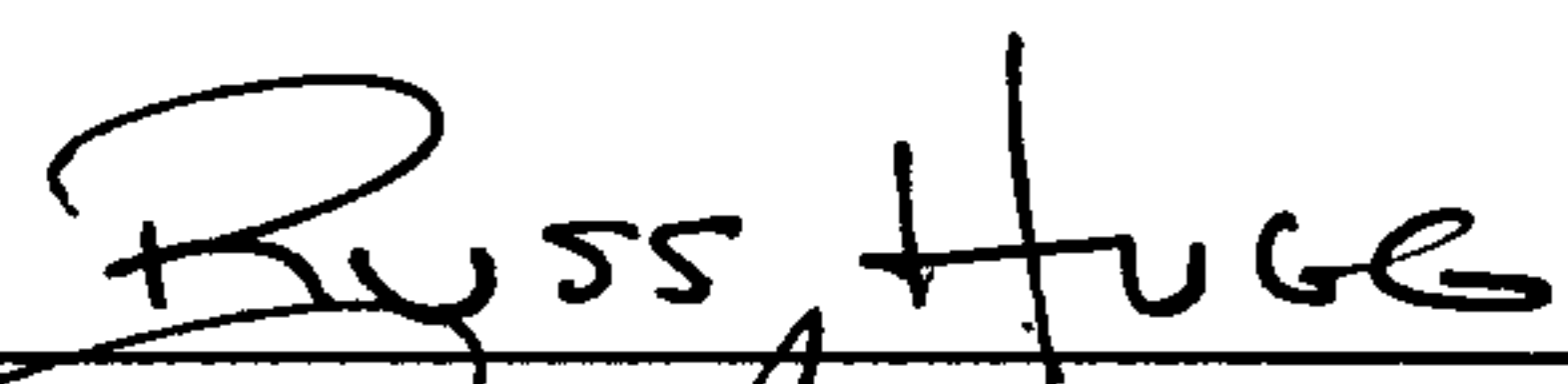
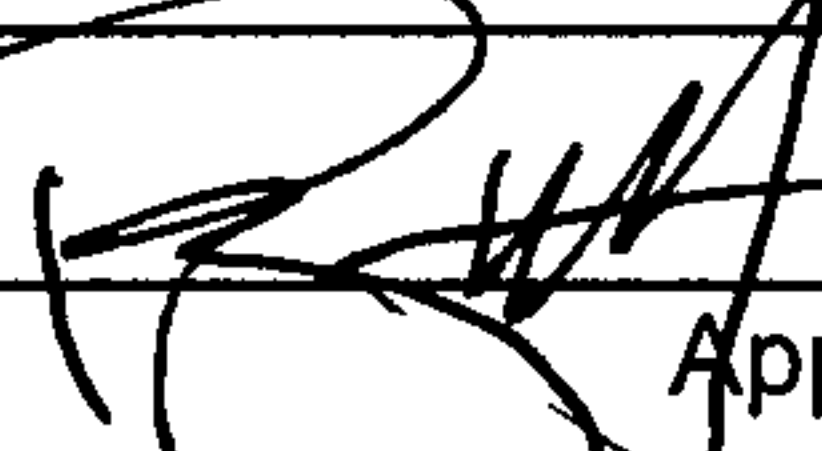
**AMENDMENT TO PRELIMINARY PLAT (with minor changes) (DRB03)** Your attendance is required.

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.

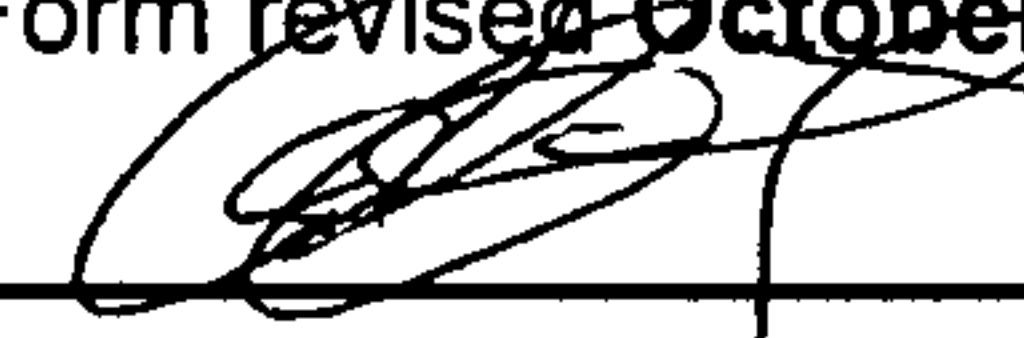
  
 \_\_\_\_\_ Applicant name (print)  
 **8/28/14**  
 \_\_\_\_\_ Applicant signature / date



Form revised October 2007

- Checklists complete
- Fees collected
- Case #s assigned
- Related #s listed

Application case numbers  
14 - DRB - 70341  
 \_\_\_\_\_  
 \_\_\_\_\_

  
 \_\_\_\_\_ Planner signature / date  
 Project # 1010222

**9-5-14**



# 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 Sept. 16, 2014 To October 1, 2014

5. REMOVAL

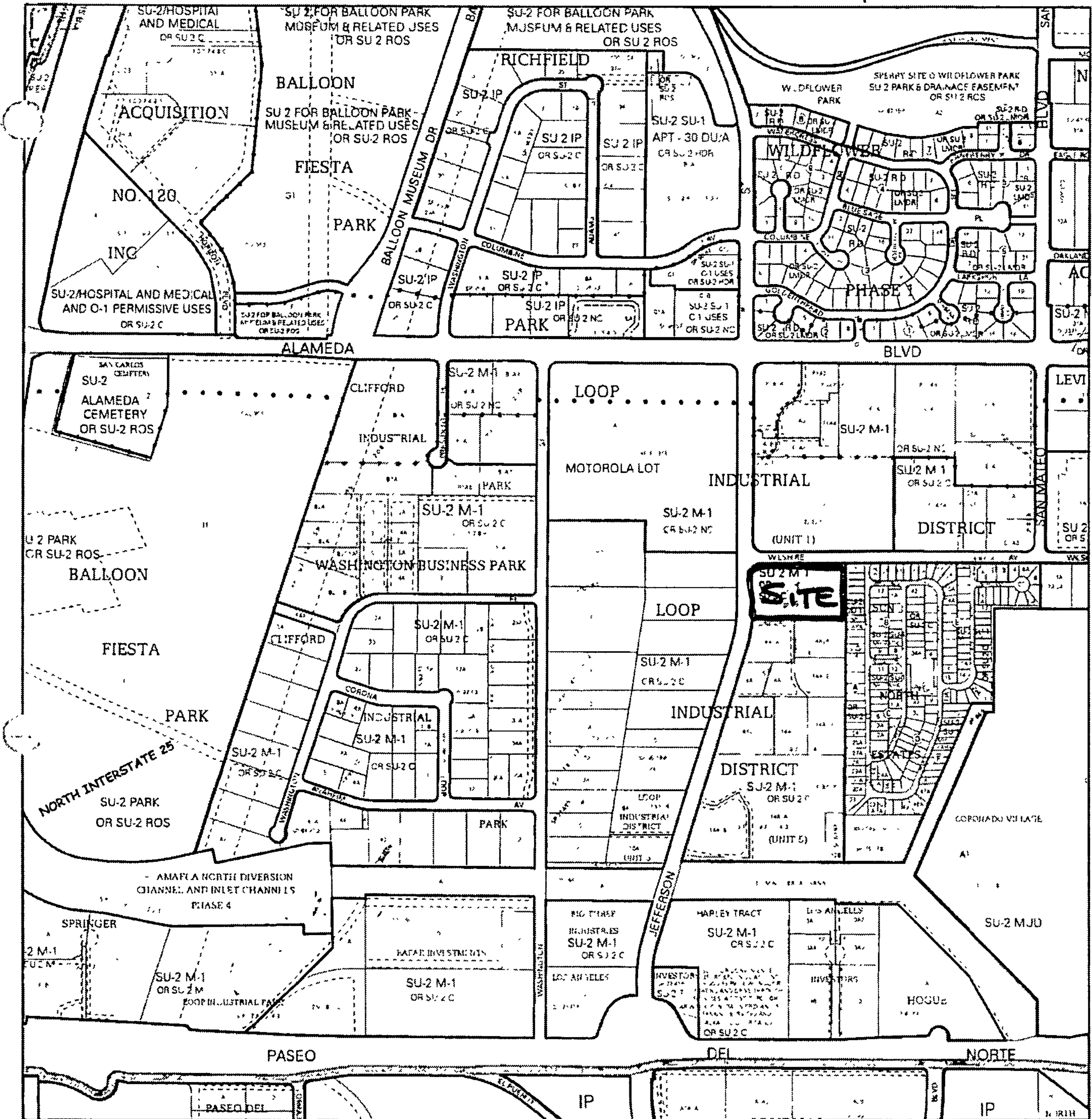
- A. The sign is not to be removed before the initial hearing on the request.
- B. The sign should be removed within five (5) days after the initial hearing.

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.

*Elmington* (Applicant or Agent)      9/4/14 (Date)

I issued 2 signs for this application, 9-4-14 (Date)      *[Signature]* (Staff Member)

DRB PROJECT NUMBER: 1010222

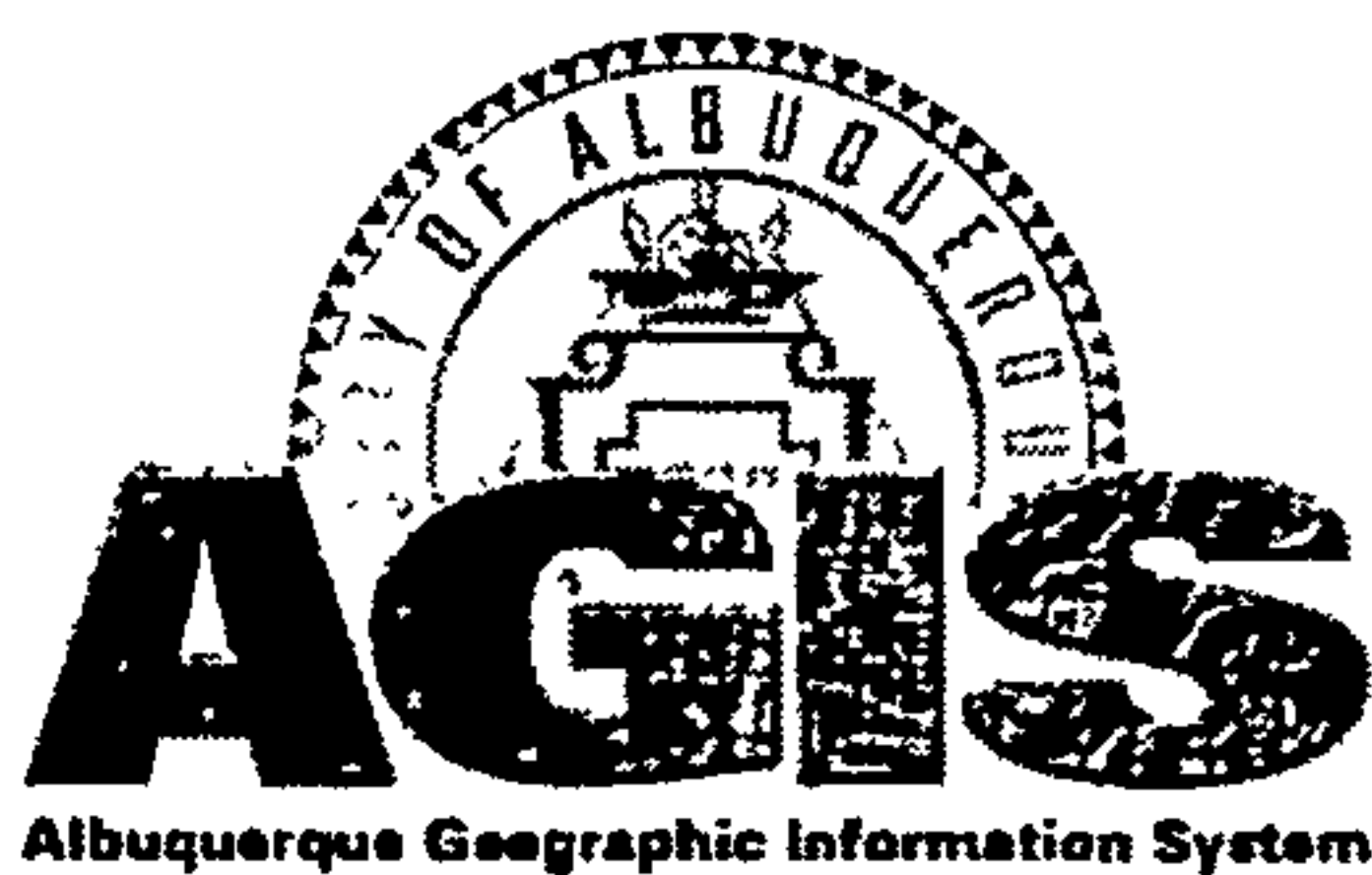


For more current information and details visit: <http://www.cabq.gov/gis>

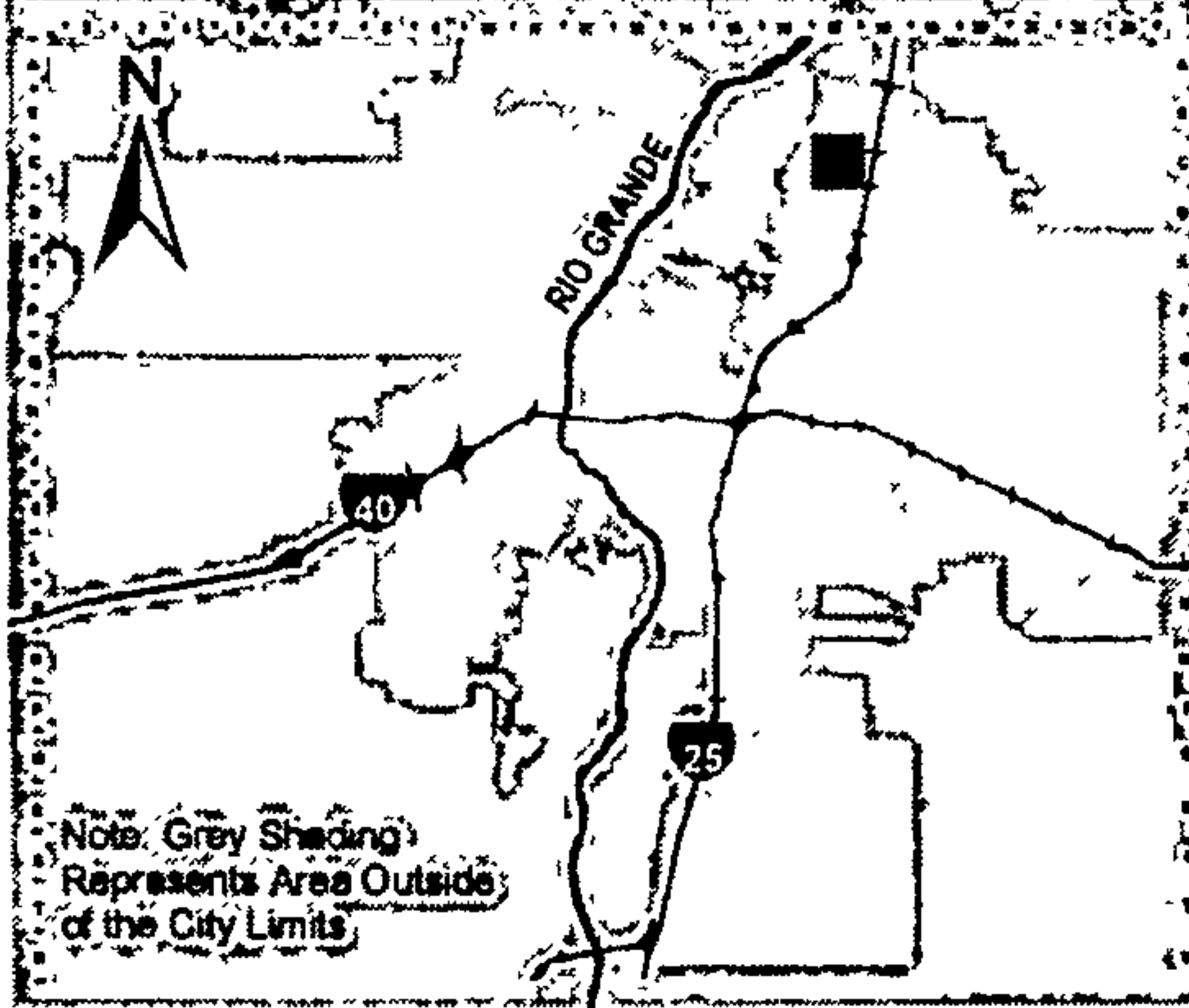
Zone Atlas Page:  
**C-17-Z**

Selected Symbols

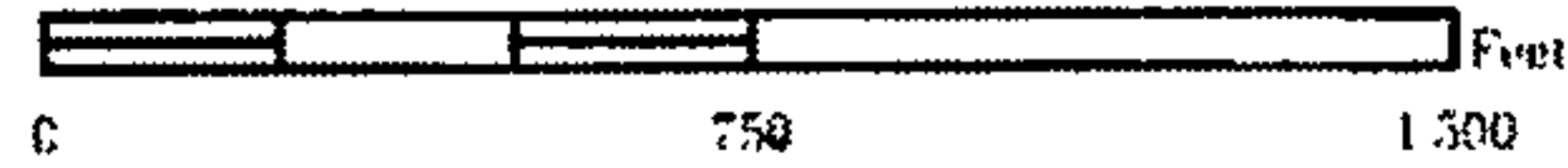
- SECTOR PLANS
- Design Overlay Zones
- City Historic Zones
- H-1 Buffer Zone
- Petroglyph Mon.
- Escarpment
- 2 Mile Airport Zone
- Airport Noise Contours
- Wall Overlay Zone



Map amended through: 4/2/2012



Note: Grey Shading Represents Area Outside of the City Limits



# SURV TEK, INC.

## Consulting Surveyors

9384 Valley View Drive, NW Albuquerque, New Mexico 87114  
Phone: 505-897-3366 Fax: 505-897-3377 E-mail: russhugg@survtek.com

August 28, 2014

Albuquerque Development Review Board  
PO Box 1293  
Albuquerque, New Mexico 87103  
Attention: Mr. Jack Cloud, Chair

RE: Preliminary/Final Plat of Proposed , City of Albuquerque,  
Bernalillo County, New Mexico. City Zone Atlas page A-14.

Dear Mr. Cloud

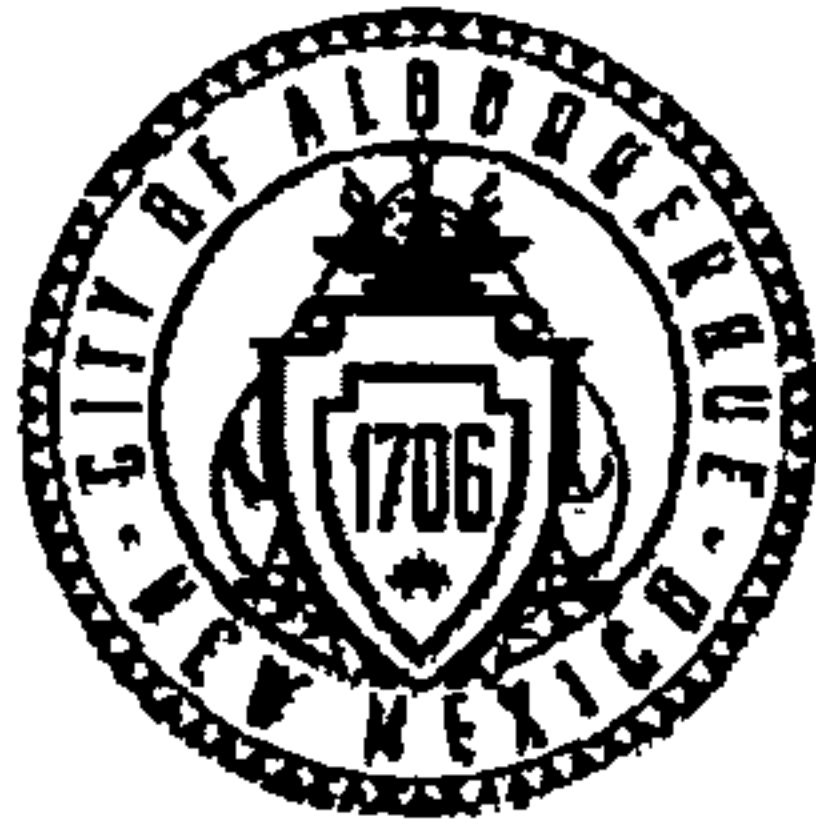
The owners of the above captioned property, Carr Real Estate Limited is hereby filing application with the City of Albuquerque Development Review Board for a Minor Preliminary/Final Plat approval of the property as described below:

The Preliminary/Final Plat will divide one existing Lot into two (2) new Lots and grant private easements for access and drainage in conjunction with the Site Plan for subdivision to be submitted by Dekker Perich Architects.

If you have any questions concerning this request, please feel free to contact me at your convenience.

Sincerely,

  
Russ P. Hugg PS  
Surv-Tek, Inc.



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

**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

September 2, 2014

Chris Gunning  
Dekker Perich Sabatini  
7601 Jefferson NE, Suite 100/87109  
Phone: 505-761-9700/Fax: 505-761-4222  
E-mail: [chrisg@dosdesign.org](mailto:chrisg@dosdesign.org)

Dear Ted:

Thank you for your inquiry of **September 2, 2014** requesting the names of **ALL Neighborhood and/or Homeowner Associations** who would be affected under the provisions of *§14-8-2-7 of the Neighborhood Association Recognition Ordinance* by your proposed project at **(DRB SUBMITTAL) – LOT 15, LOOP INDUSTRIAL DISTRICT, UNIT V, LOCATED ON WILSHIRE AVENUE NE BETWEEN JEFFERSON STREET NE AND BROOK STREET NE** Zone Map: **C-17.**

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

**SEE "ATTACHMENT A" FOR THE NAMES OF THE NEIGHBORHOOD AND/OR HOMEOWNER ASSOCIATIONS THAT NEED TO BE CONTACTED IN REGARDS TO THIS DRB SUBMITTAL – please attach this letter and Attachment A to your application packet – siw.**

Please note that according to *§14-8-2-7 of the Neighborhood Association Recognition Ordinance* 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.** 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*

Stephani Winklepleck

Neighborhood Liaison

OFFICE OF NEIGHBORHOOD COORDINATION

Planning Department

**LETTERS MUST BE SENT TO BOTH CONTACTS OF EACH NA/HOA.**

# !!!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 recognized neighborhood 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 describe 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: **09/02/14** Time Entered: **12:50 p.m.** ONC Rep. Initials: **siw**

# **“ATTACHMENT A”**

Chris Gunning  
Dekker Perich Sabatini  
7601 Jefferson NE, Suite 100/87109  
Phone: 505-761-9700  
Zone Map: C-17

## **ALAMEDA NORTH VALLEY ASSN. “R”**

**\*Steve Wentworth**

8919 Boe Ln. NE/87113-2328 897-3052 (h)

Mark Rupert

P.O. Box 10454/87184 792-0942 (h)

## **WILDFLOWER AREA N.A. “R”**

**\*Larry T. Caudill**

4915 Watercress NE/87113 857-0596 (h)

Tony Perry

4909 Watercress NE/87113 797-7098 (h)

**\*President of NA/HOA**

September 3, 2014



Mr. Steve Wentworth  
Alameda North Valley Association  
8919 Boe Lane NE  
Albuquerque, NM 87113

Re: Application for Approval of a  
Site Development Plan for Subdivision  
Lot 15, Loop Industrial District, Unit V  
4920 Wilshire Avenue, NE  
Albuquerque, New Mexico

Dear Mr. Wentworth:

Dekker/Perich/Sabatini, acting as agent for Carr Real Estate, Ltd., owner of the subject property, recently submitted an application to the Development Review Board (DRB) for approval of a Site Development Plan for Subdivision. A final plat application was submitted concurrently by Serv-Tek.

The property is within the bounds of the North I-25 Sector Development Plan, and is currently zoned SU-2, M-1. No zone change is desired, and the owners wish to develop the property in accordance with the uses allowed under the existing zoning.

A little more than half the property is currently developed and is the home to Heller Distributing, a refrigerated warehouse and office facility. The remainder of the property is undeveloped. It is a single lot and it is the owner's intention to subdivide it into two lots in anticipation of sale or development of the vacant portion. Since there is no specific use or user, we are submitting only for Site Development Plan for Subdivision at this time. Once a user is identified, and specific plans are known, the owners will submit a separate Site Development Plan for Building Permit per the requirements of the North I-25 Sector Development Plan.

The DRB is scheduled to review our application on October 1, 2014 at 9:00am, in the basement hearing room at 601 Second Street NW, Albuquerque, New Mexico.

Sincerely,

**Dekker/Perich/Sabatini Ltd.**

Christopher R. Gunning, AIA, LEED AP  
Principal

September 3, 2014



Mr. Mark Rupert  
Alameda North Valley Association  
PO Box 10454  
Albuquerque, NM 87184

Re: Application for Approval of a  
Site Development Plan for Subdivision  
Lot 15, Loop Industrial District, Unit V  
4920 Wilshire Avenue, NE  
Albuquerque, New Mexico

Dear Mr. Rupert:

Dekker/Perich/Sabatini, acting as agent for Carr Real Estate, Ltd., owner of the subject property, recently submitted an application to the Development Review Board (DRB) for approval of a Site Development Plan for Subdivision. A final plat application was submitted concurrently by Serv-Tek.

The property is within the bounds of the North I-25 Sector Development Plan, and is currently zoned SU-2, M-1. No zone change is desired, and the owners wish to develop the property in accordance with the uses allowed under the existing zoning.

A little more than half the property is currently developed and is the home to Heller Distributing, a refrigerated warehouse and office facility. The remainder of the property is undeveloped. It is a single lot and it is the owner's intention to subdivide it into two lots in anticipation of sale or development of the vacant portion. Since there is no specific use or user, we are submitting only for Site Development Plan for Subdivision at this time. Once a user is identified, and specific plans are known, the owners will submit a separate Site Development Plan for Building Permit per the requirements of the North I-25 Sector Development Plan.

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Sincerely,

**Dekker/Perich/Sabatini Ltd.**

Christopher R. Gunning, AIA, LEED AP  
Principal



September 3, 2014



Mr. Tony Perry  
Wildflower Area N.A.  
4909 Watercress NE  
Albuquerque, NM 87113

Re: Application for Approval of a  
Site Development Plan for Subdivision  
Lot 15, Loop Industrial District, Unit V  
4920 Wilshire Avenue, NE  
Albuquerque, New Mexico

Dear Mr. Perry:

Dekker/Perich/Sabatini, acting as agent for Carr Real Estate, Ltd., owner of the subject property, recently submitted an application to the Development Review Board (DRB) for approval of a Site Development Plan for Subdivision. A final plat application was submitted concurrently by Serv-Tek.

The property is within the bounds of the North I-25 Sector Development Plan, and is currently zoned SU-2, M-1. No zone change is desired, and the owners wish to develop the property in accordance with the uses allowed under the existing zoning.

A little more than half the property is currently developed and is the home to Heller Distributing, a refrigerated warehouse and office facility. The remainder of the property is undeveloped. It is a single lot and it is the owner's intention to subdivide it into two lots in anticipation of sale or development of the vacant portion. Since there is no specific use or user, we are submitting only for Site Development Plan for Subdivision at this time. Once a user is identified, and specific plans are known, the owners will submit a separate Site Development Plan for Building Permit per the requirements of the North I-25 Sector Development Plan.

The DRB is scheduled to review our application on October 1, 2014 at 9:00am, in the basement hearing room at 601 Second Street NW, Albuquerque, New Mexico.

Sincerely,

**Dekker/Perich/Sabatini Ltd.**

Christopher R. Gunning, AIA, LEED AP  
Principal

September 3, 2014



Mr. Larry T. Caudill  
Wildflower Area N.A.  
4915 Watercress NE  
Albuquerque, NM 87113

Re: Application for Approval of a  
Site Development Plan for Subdivision  
Lot 15, Loop Industrial District, Unit V  
4920 Wilshire Avenue, NE  
Albuquerque, New Mexico

Dear Mr. Caudill:

Dekker/Perich/Sabatini, acting as agent for Carr Real Estate, Ltd., owner of the subject property, recently submitted an application to the Development Review Board (DRB) for approval of a Site Development Plan for Subdivision. A final plat application was submitted concurrently by Serv-Tek.

The property is within the bounds of the North I-25 Sector Development Plan, and is currently zoned SU-2, M-1. No zone change is desired, and the owners wish to develop the property in accordance with the uses allowed under the existing zoning.

A little more than half the property is currently developed and is the home to Heller Distributing, a refrigerated warehouse and office facility. The remainder of the property is undeveloped. It is a single lot and it is the owner's intention to subdivide it into two lots in anticipation of sale or development of the vacant portion. Since there is no specific use or user, we are submitting only for Site Development Plan for Subdivision at this time. Once a user is identified, and specific plans are known, the owners will submit a separate Site Development Plan for Building Permit per the requirements of the North I-25 Sector Development Plan.

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Sincerely,

**Dekker/Perich/Sabatini Ltd.**

Christopher R. Gunning, AIA, LEED AP  
Principal

7013 0600 0000 9137 7453

U.S. Postal Service™  
**CERTIFIED MAIL™ RECEIPT**  
(Domestic Mail Only; No Insurance Coverage Provided)

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

**OFFICIAL USE**

Postage	\$ 0.48	<b>RECEIVED</b> Postmark SEP 03 2014 Dekker/Perich/Sabatini
Certified Fee	3.30	
Return Receipt Fee (Endorsement Required)	2.70	
Restricted Delivery Fee (Endorsement Required)		
Total Postage & Fees	\$ 6.48	

Sent To **STEVE WENTWORTH**  
 Street, Apt. No., or PO Box No. **8919 BOE LANE NE**  
 City, State, ZIP+4 **ALBUQUERQUE, NM 87113**

PS Form 3800, August 2006 See Reverse for Instructions

7013 0600 0000 9137 7484

U.S. Postal Service™  
**CERTIFIED MAIL™ RECEIPT**  
(Domestic Mail Only; No Insurance Coverage Provided)

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

**OFFICIAL USE**

Postage	\$ 0.48	<b>RECEIVED</b> Postmark SEP 03 2014 Dekker/Perich/Sabatini
Certified Fee	3.30	
Return Receipt Fee (Endorsement Required)	2.70	
Restricted Delivery Fee (Endorsement Required)		
Total Postage & Fees	\$ 6.48	

Sent To **LARRY CAUDILL**  
 Street, Apt. No., or PO Box No. **4915 WATERCRESS NE**  
 City, State, ZIP+4 **ALBUQUERQUE, NM. 87113**

PS Form 3800, August 2006 See Reverse for Instructions

7013 0600 0000 9137 7460

U.S. Postal Service™  
**CERTIFIED MAIL™ RECEIPT**  
(Domestic Mail Only; No Insurance Coverage Provided)

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

**OFFICIAL USE**

Postage	\$ 0.48	<b>RECEIVED</b> Postmark SEP 03 2014 Dekker/Perich/Sabatini
Certified Fee	3.30	
Return Receipt Fee (Endorsement Required)	2.70	
Restricted Delivery Fee (Endorsement Required)		
Total Postage & Fees	\$ 6.48	

Sent To **TONY PERRY**  
 Street, Apt. No., or PO Box No. **4909 WATERCRESS NE**  
 City, State, ZIP+4 **ALBUQUERQUE, NM 87113**

PS Form 3800, August 2006 See Reverse for Instructions

7013 0600 0000 9137 7477

U.S. Postal Service™  
**CERTIFIED MAIL™ RECEIPT**  
(Domestic Mail Only; No Insurance Coverage Provided)

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

**OFFICIAL USE**

Postage	\$ 0.48	<b>RECEIVED</b> Postmark SEP 03 2014 Dekker/Perich/Sabatini
Certified Fee	3.30	
Return Receipt Fee (Endorsement Required)	2.70	
Restricted Delivery Fee (Endorsement Required)		
Total Postage & Fees	\$ 6.48	

Sent To **MARK RUPERT**  
 Street, Apt. No., or PO Box No. **P.O. BOX 10454**  
 City, State, ZIP+4 **ALBUQUERQUE, N.M. 87184**

PS Form 3800, August 2006 See Reverse for Instructions

# SITE DEVELOPMENT PLAN FOR SUBDIVISION CHECKLIST

This checklist is used by the Planning Department to verify the completeness of site development plans submitted for review by the Environmental Planning Commission (EPC) and Development Review Board (DRB). Because development proposals vary in type and scale, there may be submittal requirements that are not specified here and Planning Staff may require additional information. Nonetheless, it is the applicant's responsibility to provide a complete submittal.

Site development plans should generally be composed of the following plan sheets. **The Applicant shall include and check off all items shown on the site plan or write in "n/a" if not applicable.**

**NOTE: MAXIMUM SIZE FOR SUBMITTAL IS 24" X 36", or as pre-approved by Planning Staff**

## **SHEET # 1 – SITE PLAN (Required)**

- 1. Scale: at least 1" = 100'
- 2. Bar Scale
- 3. North Arrow
- 4. Vicinity Map
- 5. Signature Block (for DRB site dev. plans only)
- 6. The Site (property lines)
- 7. Current/Existing Zoning
- 8. Proposed Use(s) and List of Applicable Plans
- 9. Pedestrian Ingress and Egress (Access)
- 10. Vehicular Ingress and Egress (Access)
- 11. Any Internal Circulation Requirements
- 12. Existing easements with recording information
- 13. For each lot: PER THE REQUIREMENTS OF THE NORTH 1-25 SDP
  - a. Maximum Building Height
  - b. Minimum Building Setback
  - c. Maximum Total Dwelling Units and / or
  - d. Maximum Floor Area Ratio (F.A.R.) for Nonresidential Uses

## **SHEET # 2 – CONCEPTUAL GRADING AND DRAINAGE PLAN**

- A. Conceptual Grading and Drainage Plan is required for the following:
- Commercial Development: The applicant shall consult with the City Engineer or his/her designee to determine what documentation is necessary to provide the EPC and/or DRB with an understanding of site topography and how it relates to adjacent property.
  - Residential Development, Volcano Heights Sector Development Plan, or other sector development plans that do not require a site development plan for building permit submittal: Show existing and proposed contours, Finished Floor Elevation, retaining wall heights, approximate street slopes, ponding and flood zone status.
- B. For sites 5 acres or greater or for sites where drainage infrastructure is required, a Drainage Report is required to be submitted, but does not have to be approved at time of submittal.

**SHEET # 3 – DESIGN STANDARDS (OPTIONAL – beneficial if seeking delegation of EPC approval authority for future site development plans for building permit)**

## **ACCOMPANYING MATERIAL**

- A. Fee payment
- B. Complete application
- C. Written Summary of Request including a narrative describing compliance with applicable plans and/or zoning requirements per §14-16-3-11(B) of the Comprehensive Zoning Code.
- D. 8-1/2" x 11" reductions
- E. **Electronic Copy (pdf) of Site Development Plan**

# SITE DEVELOPMENT PLAN FOR SUBDIVISION *CHECKLIST*

## DESIGN STANDARDS FOR FUTURE SITE DEVELOPMENT PLANS FOR BUILDING PERMIT

In cases where sites are not governed by design regulations other than those in the Zoning Code, and where an applicant is requesting delegation of future phases of development or future site development plans for building permit to the DRB or other approval body, design standards shall be provided and approved by the EPC to guide future development. The Design Standards should be written so that they can be enforced by the DRB and/or Code Enforcement and should reference compliance with applicable plans and regulations. Since Zoning Code design requirements are considered minimal, the proposed Design Standards should go above and beyond what is already required by the Zoning Code.

At a minimum, the design standards should address the following elements of design.

### **Site Design**

- Overall layout of site and buildings, relationship to adjacent buildings and sites
- Building placement, orientation, and setbacks
- Pedestrian and vehicular circulation and connectivity (internal and external)
- Parking location and design (parking should not dominate the street frontage; shared parking/cross parking is strongly encouraged)
- Public outdoor spaces including pedestrian amenities, shading, etc. (aggregate outdoor space is strongly encouraged)
- Screening/buffering techniques
- Design and purpose of all walls and wall openings
- Design and purpose of all lighting
- How to address topographic challenges/opportunities
- Sustainable techniques such as permeable paving and other “green” features

### **Street Realm**

- Transit, bicycle, pedestrian amenities
- Landscape buffers, sidewalks and other amenities in the public r-o-w
- Street trees – subject to the Street Tree Ordinance

### **Landscaping**

- Overall landscape theme including plant palette and general location, height, and purpose of plants and trees
- Water conservation techniques

### **Building Design**

- Context
- Architectural theme or style
- Maximum building height, scale, massing, materials, colors, and articulation

### **Signage**

- Signage Plan indicating the general dimensions, location, colors, lighting and materials of all proposed signage.

# CARR REAL ESTATE LTD

(505) 715 - 2477 6408 Calle Candela NW Los Ranchos, New Mexico 87107

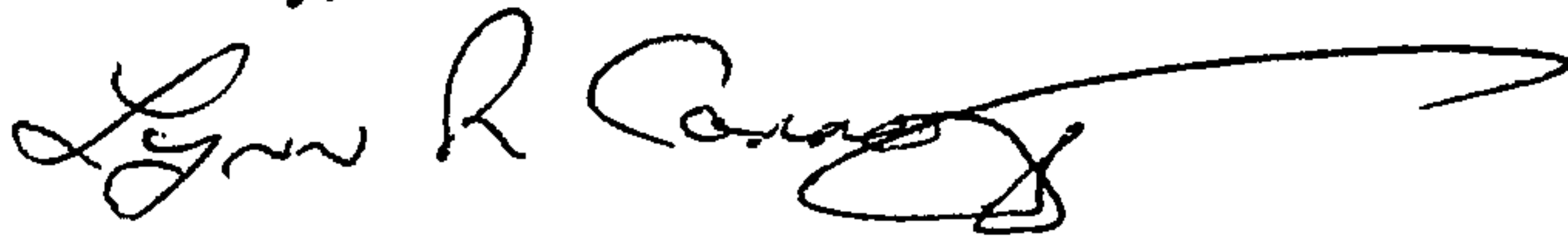
September 2, 2014

Mr. Christopher R Gunning  
Dekker/Perich/Sabatini  
7601 Jefferson NE, Suite 100  
Albuquerque, NM 87109

Dear Mr. Gunning:

With this letter we hereby authorize Dekker/Perich/Sabatini to act as our agent for the purpose of pursuing approval of a Site Development Plan for Subdivision and final plat for the property at 4920 Wilshire NE in Albuquerque, New Mexico.

Sincerely,

A handwritten signature in black ink, appearing to read "Lynn R. Carrozza", with a long, sweeping horizontal flourish extending to the right.

Lynn R. Carrozza  
President

PROJECT #  
1010222

OCTOBER 1. 2014

SFS