



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 2nd 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: 897-3377
CITY: ALB STATE NM ZIP 87114 E-MAIL: RUSSTHUGG@SURVTEK.COM

APPLICANT: ROBERT E. STRELL PHONE: 268-2321
ADDRESS: 120 MORNINGSIDE DR SE FAX: 268-2328
CITY: ALB STATE NM ZIP 87108 E-MAIL: ROB@STRELLDESIGN.COM
Proprietary interest in site: OWNER List all owners: _____

DESCRIPTION OF REQUEST: VACATION OF PUBLIC RIGHT OF WAY AND MINOR PRELIMINARY/FINAL PLAT APPROVAL

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 11 Block: 4 Unit: ---
Subdiv/Addn/TBKA: MAN KATO PLACE
Existing Zoning: CCR-2 Proposed zoning: SAME MRGCD Map No N/4
Zone Atlas page(s): K-17 UPC Code: 101705712720933705

CASE HISTORY:

List any current or prior case number that may be relevant to your application (Proj., App., DRB-, AX_Z_, V_, S_, etc.): 1010265 SKETCH PLAT

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): 0.1355
LOCATION OF PROPERTY BY STREETS: On or Near: MORNINGSIDE DRIVE SE
Between: SILVER AVE SE and CENTRAL AVE SE
Check if project was previously reviewed by: Sketch Plat/Plan ☒ or Pre-application Review Team (PRT) ☐ Review Date: 10/22/14

SIGNATURE [Signature] DATE 1.28.15
(Print Name) RUSSTHUGG Applicant: ☐ Agent: ☒

FOR OFFICIAL USE ONLY

Revised: 4/2012

<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 _____

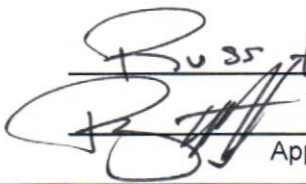
FORM V: SUBDIVISION VARIANCES & VACATIONS

- ☐ **BULK LAND VARIANCE (DRB04)** (PUBLIC HEARING CASE)
Application for Minor Plat on FORM S-3, including those submittal requirements. 24 copies
Letter briefly describing and explaining: the request, compliance with the Development Process Manual, and all improvements to be waived.
Notice on the proposed Plat that there are conditions to subsequent subdivision (refer to DPM)
Office of Community & Neighborhood Coordination inquiry response, notifying letter, certified mail receipts
Sign Posting Agreement
Fee (see schedule)
List any original and/or related file numbers on the cover application
DRB Public hearings are approximately 30 DAYS after the filing deadline. Your attendance is required.
- ☐ **VACATION OF PUBLIC EASEMENT (DRB27)**
- ☒ **VACATION OF PUBLIC RIGHT-OF-WAY (DRB28)**
The complete document which created the public easement (folded to fit into an 8.5" by 14" pocket) 24 copies.
(Not required for City owned public right-of-way.)
Drawing showing the easement or right-of-way to be vacated, etc. (not to exceed 8.5" by 11") 24 copies
Zone Atlas map with the entire property(ies) clearly outlined
Letter briefly describing, explaining, and justifying the request
Office of Community & Neighborhood Coordination inquiry response, notifying letter, certified mail receipts
Sign Posting Agreement
Fee (see schedule)
List any original and/or related file numbers on the cover application
Unless the vacation is shown on a DRB approved plat recorded by the County Clerk within one year, it will expire.
DRB Public hearings are approximately 30 DAYS after the filing deadline. Your attendance is required.
- ☐ **SIDEWALK VARIANCE (DRB20)**
- ☐ **SIDEWALK WAIVER (DRB21)**
Scale drawing showing the proposed variance or waiver (not to exceed 8.5" by 14") 6 copies
Zone Atlas map with the entire property(ies) clearly outlined
Letter briefly describing, explaining, and justifying the variance or waiver
List any original and/or related file numbers on the cover application
DRB meetings are approximately 8 DAYS after the Tuesday noon filing deadline. Your attendance is required.
- ☐ **SUBDIVISION DESIGN VARIANCE FROM MINIMUM DPM STANDARDS (DRB25)**
Scale drawing showing the location of the proposed variance or waiver (not to exceed 8.5" by 14") 24 copies
Zone Atlas map with the entire property(ies) clearly outlined
Letter briefly describing, explaining, and justifying the variance
Office of Community & Neighborhood Coordination inquiry response, notifying letter, certified mail receipts
Sign Posting Agreement
Fee (see schedule)
List any original and/or related file numbers on the cover application
DRB meetings are approximately 30 DAYS after the filing deadline. Your attendance is required.
- ☐ **TEMPORARY DEFERRAL OF SIDEWALK CONSTRUCTION (DRB19)**
- ☐ **EXTENSION OF THE SIA FOR TEMPORARY DEFERRAL OF SIDEWALK CONSTRUCTION (DRB07)**
Drawing showing the sidewalks subject to the proposed deferral or extension (not to exceed 8.5" by 14") 6 copies
Zone Atlas map with the entire property(ies) clearly outlined
Letter briefly describing, explaining, and justifying the deferral or extension
List any original and/or related file numbers on the cover application
DRB meetings are approximately 8 DAYS after the Tuesday noon filing deadline. Your attendance is required.
- ☐ **VACATION OF PRIVATE EASEMENT (DRB26)**
- ☐ **VACATION OF RECORDED PLAT (DRB29)**
The complete document which created the private easement/recorded plat (not to exceed 8.5" by 14") 6 copies
Scale drawing showing the easement to be vacated (8.5" by 11") 6 copies
Zone Atlas map with the entire property(ies) clearly outlined
Letter/documents briefly describing, explaining, and justifying the vacation 6 copies
Letter of authorization from the grantors and the beneficiaries (private easement only)
Fee (see schedule)
List any original and/or related file numbers on the cover application
Unless the vacation is shown on a DRB approved plat recorded by the County Clerk within one year, it will expire.
DRB meetings are approximately 8 DAYS after the Tuesday noon filing deadline. 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.

Russ Hugo

Applicant name (print)



1.29.15

Applicant signature / date



Form revised 4/07

- ☐ Checklists complete

☐ Fees collected

☐ Case #s assigned

☐ Related #s listed
- Application case numbers

- Project #

- Planner 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.

- 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.

Russ Hugg
Applicant name (print)
1.29.15
Applicant signature / date



Form revised October 2007

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

Application case numbers

Project #

Planner signature / date

