



# DEVELOPER INQUIRY SHEET

(To be completed prior to application submittal)

The Office of Neighborhood Coordination (ONC) located in Room 120 (basement) of the Plaza Del Sol Building, 600 Second Street NW, Fax: (505) 924-3913 – will need the following information **BEFORE** neighborhood and/or homeowner association information will be released to the applicant/agent on any project being presented to the Planning Department of the City of Albuquerque. If you have any questions, please feel free to contact our office at (505) 924-3914. **Your Developer Inquiry is for the following:**

Cell Tower Submittal: ☐ Free-Standing Tower -OR- ☐ Concealed Tower  
☐ EPC Submittal ☒ DRB Submittal ☐ LUCC Submittal ☐ Liquor Submittal  
☐ Administrative Amendments (AA's) Submittal ☐ City Project Submittal

CONTACT NAME: RUSS HUGG  
COMPANY NAME: SURV-TEK, INC.  
ADDRESS/ZIP: 9384 VALLEY VIEW DR NW, ALB, NM 87114  
PHONE: 897-3366 FAX: 897-3377

## LEGAL DESCRIPTION INFORMATION

PLEASE FORWARD INFORMATION ON ANY NEIGHBORHOOD AND/OR HOMEOWNER ASSOCIATION IN THE AREA OF THE PROPERTY DESCRIBED BELOW:

LOT 11, Block 4, MANKATO PLACE  
LEGAL DESCRIPTION  
LOCATED ON MORNINGSIDE DRIVE SE  
STREET NAME OR OTHER IDENTIFYING LANDMARK  
BETWEEN SILVER AVE SE AND  
STREET NAME OR OTHER IDENTIFYING LANDMARK  
CENTRAL AVE SE  
STREET NAME OR OTHER IDENTIFYING LANDMARK

THE SITE IS INDICATED ON THE FOLLOWING ZONE ATLAS PAGE (K-17).  
(PLEASE MARK/HATCH ZONE MAP WHERE PROPERTY IS LOCATED)  
(Zone Map **MUST** be provided with request)





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

**PLEASE NOTE:** The Neighborhood 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. It is your responsibility to provide current information - outdated information may result in a deferral of your case.

January 26, 2015

Russ Hugg  
Surv-Tek, Inc.  
9384 Valley View Dr. NW/87114  
Phone: 505-897-3366 Fax: 505-897-3377

Dear Russ:

Thank you for your inquiry of January 26, 2015 requesting the names of ALL Neighborhood and/or Homeowners Associations who would be affected under the provisions of O-92 by your proposed project at (DRB SUBMITTAL) LOT 11, BLOCK 4, MANKATO PLACE LOCATED ON MORNINGSIDE DRIVE SE BETWEEN SILVER AVE. SE AND CENTAL AVE. SE zone map K-17.

Our records indicate that the ALL Neighborhood and/or Homeowners Associations affected by this proposal and the contact names are as follows:

**SEE ATTACHMENT "A" FOR THE NAMES OF THE NA/HOA'S THAT NEED TO BE CONTACTED IN REGARDS TO THIS PLANNING SUBMITTAL - please attach this letter and "Attachment A" to your Application Packet ALONG with copies of the letters and certified mail receipts to the NA/HOA's.**

Please note that according to O-92 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 for 30 days.** If you have any questions about the information provided, please contact me at (505) 924-3906 or via an e-mail message at [dlcarmona@cabq.gov](mailto:dlcarmona@cabq.gov) or by fax at (505) 924-3913.

Sincerely,

***Dalaina Carmona***

Senior Administrative Assistant  
OFFICE OF NEIGHBORHOOD COORDINATION  
Planning Department

**LETTERS MUST BE SENT TO BOTH  
CONTACTS OF EACH  
NEIGHBORHOOD ASSOCIATION.**

## ATTACHMENT "A"

January 26, 2015

Russ Hugg

Surv-Tek, Inc.

9384 Valley View Dr. NW/87114

Phone: 505-897-3366 Fax: 505-897-3377

**NOB HILL N.A. (NOB) "R"**

**\*Susan Michie**

432 Lafayette Pl. NE/87106 918-399-4410 (c)

Ron Halbgewachs

3401 Monte Vista Blvd. NE/87106 268-1584 (h)



# !!!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 "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 Associations (if there are associations). A copy must be submitted with application packet.~~

☒ ~~Copies of the certified receipts to Neighborhood 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 Dalaina at 924-3906 or via an e-mail message at [dlcarmona@caba.gov](mailto:dlcarmona@caba.gov).

Thank you for your cooperation on this matter.

\*\*\*\*\*  
(below this line for ONC use only)

Date of Inquiry: 1/26/14 Time Entered: 3:06 p.m. ONC Rep. Initials: DC



# 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

January 27, 2015

### CERTIFIED MAIL - RETURN RECEIPT REQUESTED

Nob Hill Neighborhood Association  
3401 Monte Vista Boulevard NE  
Albuquerque, NM 87106  
Attention: Ron Halbgewachs

RE: Vacation of portions of Public right of way from Morningside Drive S.E. and Silver Avenue S.E. and a Minor Preliminary/Final Plat of Lot 11, Block 4, Mankato Place, City of Albuquerque, Bernalillo County, New Mexico. City Zone Atlas page K-17.

The owner of the above captioned property, Robert E. Strell is hereby filing application with the City of Albuquerque Development Review Board for a Vacation of portions of Public right of way from Morningside Drive S.E. and Silver Avenue S.E. and a Minor Preliminary/Final Plat of Lot 11, Block 4, Mankato Place (See attached Vacation Exhibit and Preliminary/Final Plat)

The application will require a public hearing before the Development Review Board in the DRB Meeting Room in the basement floor of the Plaza Del Sol Building at Second and Roma N.W. The Chair of the Development Review Board, Mr. Jack Cloud, may be contacted at 924-3880 or by mail at P.O. Box 1293, Albuquerque, New Mexico 87103.

If you have any questions or comments on this matter please contact:

Russ P. Hugg, PS, Agent

Surv-Tek, Inc.  
9384 Valley View Drive N.W.  
Albuquerque, New Mexico 87114  
505 897 3366

7009 1680 0000 3406 0790

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| ALBUQUERQUE NM 87106   |         |
| Postage  | \$ 1.19 |
| Certified Fee  | \$3.30  |
| Return Receipt Fee<br>(Endorsement Required)   | \$2.70  |
| Restricted Delivery Fee<br>(Endorsement Required)  | \$0.00  |
| Total Postage & Fees   | \$ 7.19 |
| 0118<br>09 JAN 27 2015<br>Postmark Here  |         |
| PINO STATION   |         |
| Sent To: Nob Hill Association - Susan Michie<br>Street, Apt. No.: 432 Lafayette Pl NE<br>or PO Box No.:<br>City, State, ZIP+4: Albuquerque, NM 87106 |         |



# 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

January 27, 2015

### CERTIFIED MAIL - RETURN RECEIPT REQUESTED

Nob Hill Neighborhood Association  
432 Lafayette Place NE  
Albuquerque, NM 87106  
Attention: Susan Michie

RE: Vacation of portions of Public right of way from Morningside Drive S.E. and Silver Avenue S.E. and a Minor Preliminary/Final Plat of Lot 11, Block 4, Mankato Place, City of Albuquerque, Bernalillo County, New Mexico. City Zone Atlas page K-17.

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If you have any questions contact:

Russ P. Hugg, PS, Agent

Surv-Tek, Inc.  
9384 Valley View Drive N.W.  
Albuquerque, New Mexico 87114  
505 897 3366

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ALBUQUERQUE NM 87106

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|---|----|--------|
| Postage   | \$ | \$1.19 |
| Certified Fee                                     |    | \$3.30 |
| Return Receipt Fee<br>(Endorsement Required)      |    | \$2.70 |
| Restricted Delivery Fee<br>(Endorsement Required) |    | \$0.00 |
| Total Postage & Fees                              | \$ | \$7.19 |

0218 09 JAN 27 2015  
61/27/2015

Sent To  
Nob Hill Neighborhood Assoc. Rosalyn Hugg  
Street, Apt. No.,  
or PO Box No. 3401 Monte Vista Blvd NE  
City, State, ZIP+4  
Albuquerque, NM 87106

PS Form 3800, August 2014 See Reverse for Instructions