



Supplemental Form (SF)

**SUBDIVISION**

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

**SITE DEVELOPMENT PLAN**

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

**STORM DRAINAGE (Form D)**

- Storm Drainage Cost Allocation Plan

**S Z ZONING & PLANNING**

- Annexation
- V**  Zone Map Amendment (Establish or Change Zoning, includes Zoning within Sector Development Plans)
- P**  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

**D**  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): Surv-Tek PHONE: 505-897-3366  
 ADDRESS: 9384 Valley View Drive NW FAX: 505-897-3377w  
 CITY: Albuquerque STATE NM ZIP 87114 E-MAIL: russhugg@survtek.com  
**APPLICANT:** McLeod & I-25, LLC PHONE: 505-858-0001  
 ADDRESS: 6801 Jefferson NE, Suite 300 FAX: 505-878-0002  
 CITY: Albuquerque STATE NM ZIP 87109 E-MAIL: wes@mdgrealestate.com  
 Proprietary interest in site: Owner List all owners: \_\_\_\_\_

**DESCRIPTION OF REQUEST:** Sketch plat review for minor subdivision dividing existing single lot into two 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 1 Block: \_\_\_\_\_ Unit: \_\_\_\_\_  
 Subdiv/Addn/TBKA: Norris & Margaret Penny Addition (TBKA Lots 1-A and 1-B)  
 Existing Zoning: M-1 Proposed zoning: Same MRGCD Map No NA  
 Zone Atlas page(s): F-17-Z UPC Code: 101706116627430929

**CASE HISTORY:**

List any current or prior case number that may be relevant to your application (Proj., App., DRB-, AX\_, Z\_, V\_, S\_, etc.): \_\_\_\_\_  
S-1485, 1010327 (previous sketch plat for different project proposal)

**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): 3.01 Acres  
 LOCATION OF PROPERTY BY STREETS: On or Near: Intersection of Pan American East Fwy NE and McLeod Rd NE  
 Between: \_\_\_\_\_ and \_\_\_\_\_  
 Check if project was previously reviewed by: Sketch Plat/Plan  or Pre-application Review Team(PRT)  Review Date: \_\_\_\_\_

**SIGNATURE** Wes Butero DATE 05/16/17  
 (Print Name) Wes Butero Applicant:  Agent:

**FOR OFFICIAL USE ONLY**

Revised: 11/2014

<input type="checkbox"/> INTERNAL ROUTING	Application case numbers	Action	S.F.	Fees
<input type="checkbox"/> All checklists are complete	_____	_____	_____	\$ _____
<input type="checkbox"/> All fees have been collected	_____	_____	_____	\$ _____
<input type="checkbox"/> All case #s are assigned	_____	_____	_____	\$ _____
<input type="checkbox"/> AGIS copy has been sent	_____	_____	_____	\$ _____
<input type="checkbox"/> Case history #s are listed	_____	_____	_____	\$ _____
<input type="checkbox"/> Site is within 1000ft of a landfill	_____	_____	_____	\$ _____
<input type="checkbox"/> F.H.D.P. density bonus				Total
<input type="checkbox"/> F.H.D.P. fee rebate				\$ _____
	<b>Hearing date</b> _____			

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

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

**FORM S(3): SUBDIVISION - D.R.B. MEETING (UNADVERTISED) OR INTERNAL ROUTING**

A **Bulk Land Variance** requires application on FORM-V in addition to application for subdivision on FORM-S.

**SKETCH PLAT REVIEW AND COMMENT (DRB22)** **Your attendance is required.**

- Scale drawing of the proposed subdivision plat (folded to fit into an 8.5" by 14" pocket) **6 copies**
- Site sketch with measurements showing structures, parking, Bldg. setbacks, adjacent rights-of-way and street improvements, if there is any existing land use (folded to fit into an 8.5" by 14" pocket) **6 copies**
- Zone Atlas map with the entire property(ies) clearly outlined
- Letter briefly describing, explaining, and justifying the request
- List any original and/or related file numbers on the cover application

**EXTENSION OF MAJOR PRELIMINARY PLAT (DRB08)** **Your attendance is required.**

- Preliminary Plat reduced to 8.5" x 11"
- Zone Atlas map with the entire property(ies) clearly outlined
- Letter briefly describing, explaining, and justifying the request
- Copy of DRB approved infrastructure list
- Copy of the LATEST Official DRB Notice of approval for Preliminary Plat Extension request
- List any original and/or related file numbers on the cover application

**Extension of preliminary plat approval expires after one year.**

**MAJOR SUBDIVISION FINAL PLAT APPROVAL (DRB12)** **Your attendance is required.**

- Proposed Final Plat (folded to fit into an 8.5" by 14" pocket) **6 copies**
- Signed & recorded Final Pre-Development Facilities Fee Agreement for **Residential** development only
- Design elevations & cross sections of perimeter walls **3 copies**
- Zone Atlas map with the entire property(ies) clearly outlined
- Bring original Mylar of plat to meeting, ensure property owner's and City Surveyor's signatures are on the plat
- Copy of recorded SIA
- Landfill disclosure and EHD signature line on the Mylar if property is within a landfill buffer
- List any original and/or related file numbers on the cover application
- DXF file and hard copy of final plat data for AGIS is required.

**MINOR SUBDIVISION PRELIMINARY/FINAL PLAT APPROVAL (DRB16)** **Your attendance is required.**


- 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.

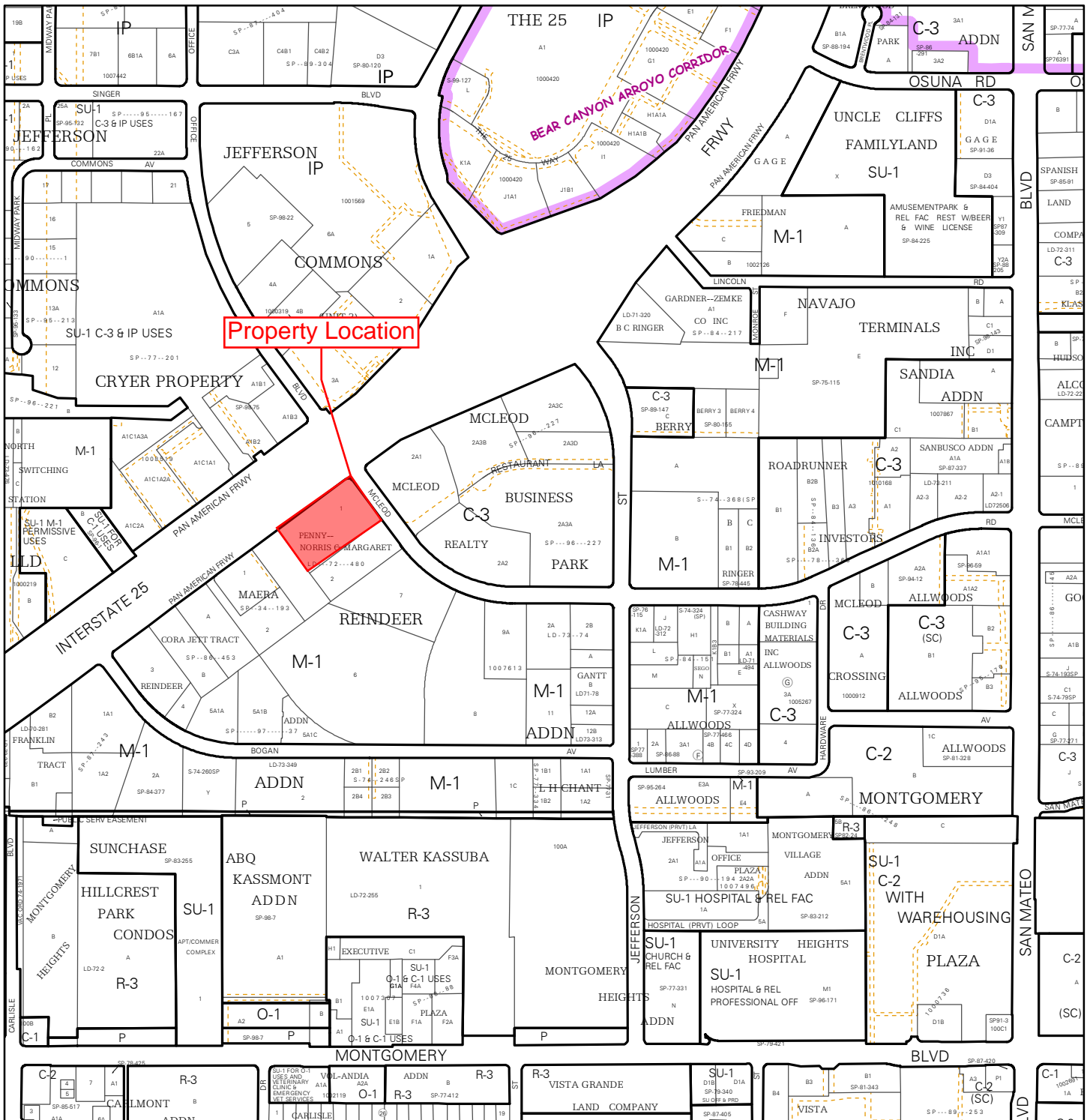
Wes Butero  
  
 Applicant name (print)  
 Applicant signature / date



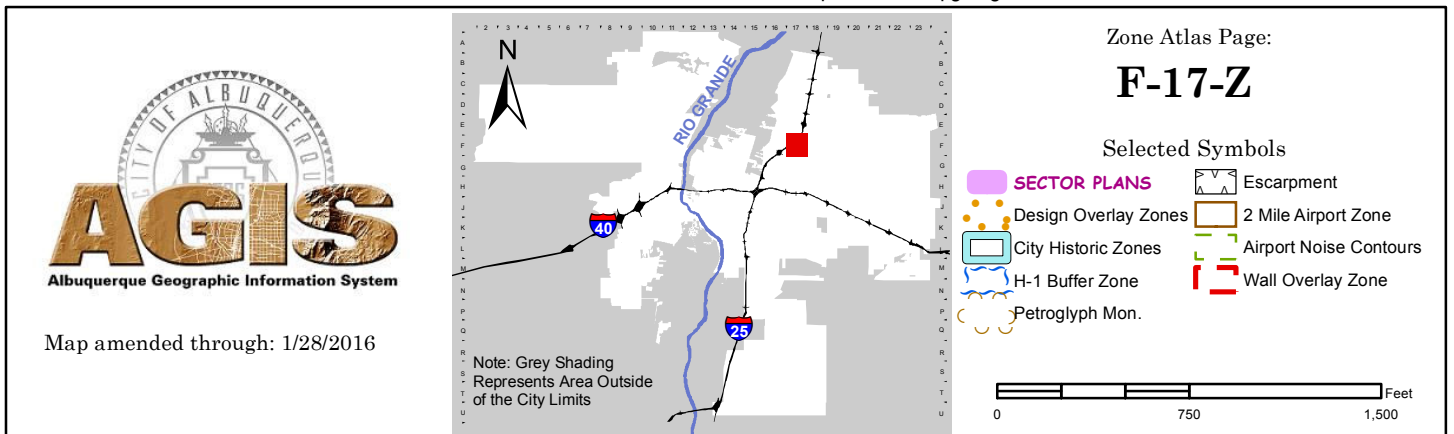
Form revised **October 2007**

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

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



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



## MCLEOD & I-25, LLC

6801 JEFFERSON NE, SUITE 300 . ALBUQUERQUE, NEW MEXICO 87109 . PH:505-858-0001 . FAX:505-878-0002

May 16, 2017

Development Review Board  
City of Albuquerque Planning Department  
600 2<sup>nd</sup> Street NW  
Albuquerque, New Mexico 87102

Re: Sketch Plat Review & Agent Authorization Letter for Lot 1 of the Norris & Margaret Penny Addition

As the owner of the above mentioned site, McLeod & I-25, LLC is requesting the DRB review and comments on the proposed minor replat for this property. A copy of the proposed replat including the existing conditions has been included for your review.

The site currently consists of one parcel that is three acres in size and is zoned M-1. There are two existing buildings on the property, one 19,315 square foot warehouse building and one 3,626 square foot retail sales & repair building, along with a billboard for off premise advertising. Our proposed replat would create two parcels on the property. One parcel would have the existing building & site improvements located on it and the other parcel would have the billboard located on it. All uses are allowed in the M-1 zone and there is no minimum lot size requirement. The company that owns the billboard has a right to purchase that portion of the property.

Additionally, with this letter, we are authorizing Surv-Tek to act as our agent on this request as well as the formal replat request for this property.

We appreciate your feedback on this sketch plat. Should you have any questions prior to our hearing date, please feel free to contact me to discuss.

Sincerely,



Wes Butero  
CDO