



# 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 & Type:  Free-Standing Tower -OR-  Concealed Tower

Private Development  EPC  DRB  LUCC  Liquor Submittal

Administrative Amendments (AA's)

City Project

Special Exception Application (ZHE)

---

CONTACT NAME: Kay Brashear  
COMPANY NAME: Mark Goodwin & Associates, PA  
ADDRESS/ZIP: P.O. Box 90606, Albuquerque, NM 87199  
PHONE: (505) 828-2200 FAX: (505) 797-9539

---

### LEGAL DESCRIPTION INFORMATION

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

#### LEGAL DESCRIPTION

Los Diamantes Subdivision - Tract 34 D-1-A, Lands of Salazar Family Trust, JSJ Investment Company, and Falba Hannett and Lands of Curb, Inc.

LOCATED ON 98<sup>th</sup> Street

Street Name or Other Identifying Landmark

BETWEEN Gibson Blvd.

AND Street Name

or Other Identifying Landmark

Blake Road

Street Name or Other Identifying Landmark

THE SITE IS INDICATED ON THE FOLLOWING ZONE ATLAS PAGE ( N-9 ).

(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 NA/HOA 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.

March 18, 2016

Planning Department  
Plaza Del Sol Building  
600 Second St. NW  
Second Floor (924-3860)

This letter will serve to notify you that on **March 18, 2016:**

Contact Name: KAY BRASHEAR  
Company or Agency: MARK GOODWIN AND ASSOCIATES, PA  
P.O. BOX 90606/87199  
PHONE: 828-2200/FAX: 797-9539  
E-MAIL: [kbrashear@goodwinengineers.com](mailto:kbrashear@goodwinengineers.com)

contacted the Office of Neighborhood Coordination 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) -LOS DIAMANTES SUBDIVISION - TRACT 34 D-1-A, LANDS OF SALAZAR FAMILY TRUST, JSJ INVESTMENT COMPANY AND FALBA HANNETT AND LANDS OF CURB, INC., LOCATED ON 98<sup>TH</sup> STREET SW BETWEEN GIBSON BOULEVARD SW AND BLAKE ROAD SW** zone map N-9.

***Our records indicate that as of March 18, 2016, there were no Neighborhood and/or Homeowner Associations in this area.***

Please note that according to §14-8-2-7 of the *Neighborhood Association Recognition Ordinance* you were required to notify our office prior to your submittal to the Planning Department (***please attach: 1) Copy of this letter***) with your application to show proof that you did contact our office to obtain NA/HOA information. If you have any questions about the information provided please contact me at (505) 924-3914 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

# !!!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: **03/18/16**

Time Entered: **11:05 a.m.**

ONC Staff Initials: **siw**