



Supplemental Form (SF)

SUBDIVISION

- Major subdivision action
- Minor subdivision action
- 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 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): Eric V. Munn - T.L. Design Services PHONE: 688-2914

ADDRESS: 717 Cagua Dr. NE FAX: _____

CITY: ABQ STATE NM ZIP 87108 E-MAIL: holybarbarian@yahoo.com

APPLICANT: Zahir Sharifi PHONE: _____

ADDRESS: 4460 Riverfront Rd. NW FAX: _____

CITY: ABQ STATE NM ZIP 87114 E-MAIL: angeltouchpc@yahoo.com

Proprietary interest in site: Owner List all owners: Zahir & Parveen Sharifi

DESCRIPTION OF REQUEST: Owner wants to vacate the "Alley" located on 2818 4th St. NW because it divides property into 2 sides and serves no purpose to adjacent 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. 1 thru 5 Block: 2 Unit: _____

Subdiv/Addn/TBKA: City Realty Co's 1st Addition - North 4th St. Corridor

Existing Zoning: C-2 or SU-2 NETOZ Proposed zoning: C-2 MRGCD Map No _____

Zone Atlas page(s): 414 UPC Code: 101405933341911310

CASE HISTORY:

List any current or prior case number that may be relevant to your application (Proj., App., DRB-, AX_, Z_, V_, S_, etc.): _____

15 DRB-70242 Sketch Plat

CASE INFORMATION:

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

No. of existing lots: 5 No. of proposed lots: 1 Total site area (acres): .42

LOCATION OF PROPERTY BY STREETS: On or Near: Fourth St. NW & Phoenix Ave. NW

Between: _____ and _____

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

SIGNATURE Eric V. Munn DATE 7.24.15

(Print Name) Eric V. Munn 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	_____	_____	_____	\$ _____

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)
N.A. 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 *day of submittal*
 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.

Eric V. Munn
 Applicant name (print)
Eric V. Munn 7-24-15
 Applicant signature / date



Form revised 4/07

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

 Planner signature / date
 Project # _____

OFFICE BUILDING

ANGEL TOUGH PERSONAL CARE
OFFICE SPACE ADDITION
2818 4th Street NW
ALBUQUERQUE, NEW MEXICO 87107

LOCATION MAP H-14-Z

LEGAL DESCRIPTION
LOTS 1-3 . BLOCK 2. CITY REALTY CO ADDITION NO. 1 SUBDIVISION
2318 4th STREET NW
ALBUQUERQUE, BERNALILLO COUNTY, NEW MEXICO 87107
.4270 ACRE

PARKING CRITERIA

OFFICE USE : ONE SPACE PER 200 SF OF NET LEASABLE AREA ON THE GROUND FLOOR
NEW GROUND FLOOR 2000 SF / 2000 = 10 SPACES
EXISTING STORAGE 710 SF / 2000 = 1 SPACE
TOTAL SPACES REQUIRED..... 11 SPACES
WITH BUS ROUTE REDUCTION OF 10E..... 10 SPACES
TOTAL SPACES PROVIDED..... 10 SPACES

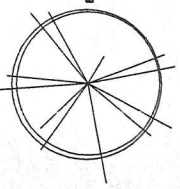
PARKING LOT WILL PROVIDE ACCESSIBLE PARKING SPACES (AS) ONE OF WHICH IS A VAN MANEUVERED ACCESSIBLE SPACE. ONE MOTORCYCLE SPACE IS PROVIDED. A BIKER PARK WILL BE PROVIDED TO ACCOMMODATE 2+ BIKER MAIL.

SITE LIGHTING

EXISTING OR NEW LIGHTS DETECTED / NEW LIGHTING
EXISTING OR NEW LIGHTS DETECTED / NEW LIGHTING
WITH LIGHT DIRECTED DOWN
LIGHT FIXTURES WILL NOT SHINE DIRECTLY ON ANY PUBLIC RIGHT-OF-WAY OR OTHER ADJACENT PROPERTY AND SHALL COMPLY TO ALL LIGHTING REGULATIONS INCLUDING SECTION 14-10-3-9 (AREA LIGHTING) THE ZONING CODE.

REFUSE

REFUSE IS DEPOSED OF THROUGH RESIDENTIAL TRASH BINS FOR PICK UP ON PHOENIX AVENUE

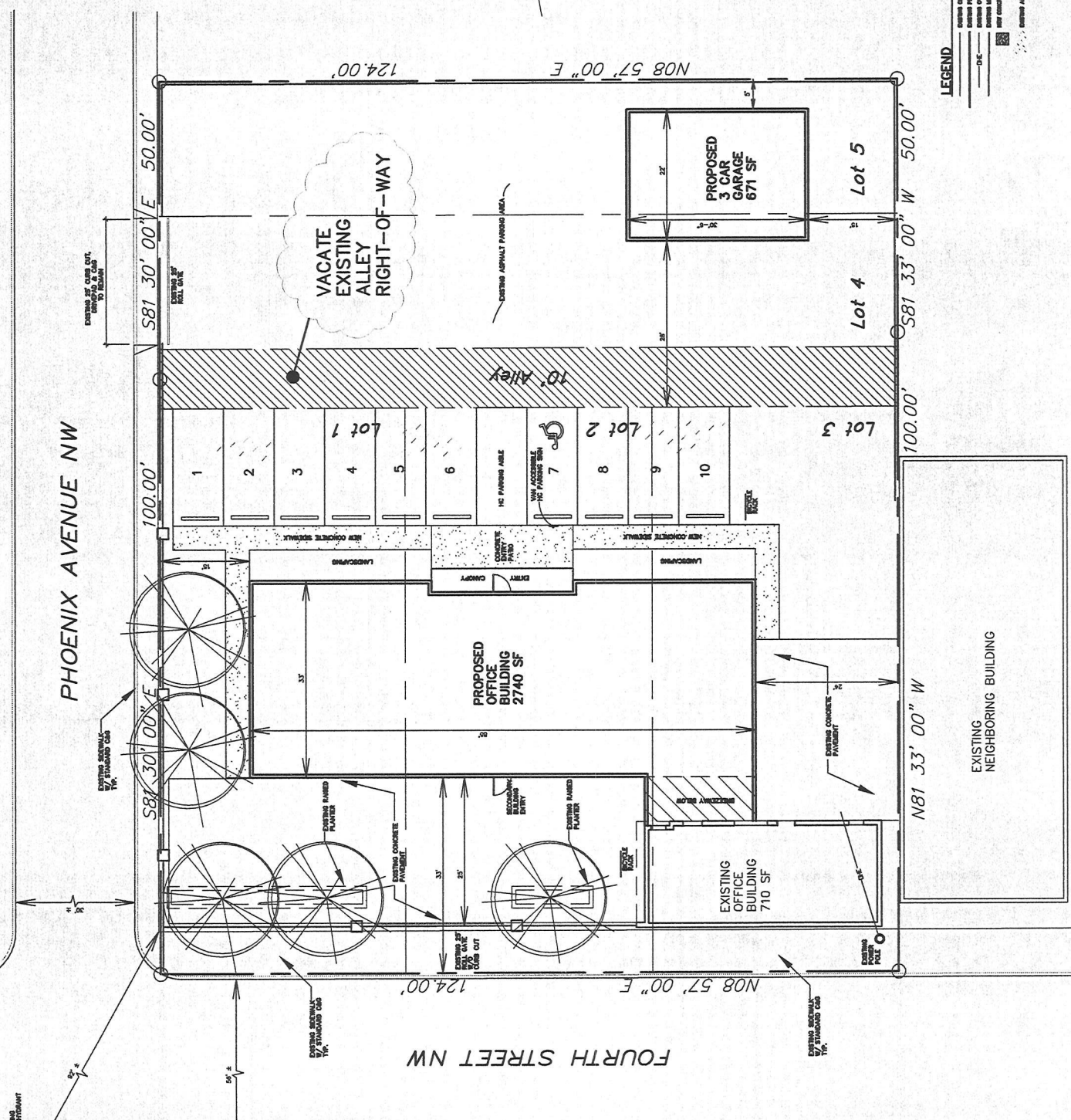
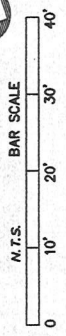


EXISTING MATURE STREET TREES

LEGEND

- EXISTING EXISTING CURBS
- EXISTING PROPERTY LINES
- EXISTING EXISTING FENCES
- EXISTING EXISTING TREES
- EXISTING EXISTING UTILITIES
- EXISTING EXISTING DRIVEWAYS
- EXISTING EXISTING DRIVEWAYS

SITE PLAN



PHOENIX AVENUE NW

FOURTH STREET NW

VACATE EXISTING ALLEY RIGHT-OF-WAY

EXISTING ASPHALT PARKING AREA

PROPOSED 3 CAR GARAGE 671 SF

PROPOSED OFFICE BUILDING 2740 SF

EXISTING OFFICE BUILDING 710 SF

EXISTING NEIGHBORING BUILDING

NO. 1 HIGHWAY

EXISTING ASPHALT DRIVEWAY 7.5' WIDE

EXISTING ASPHALT DRIVEWAY 7.5' WIDE

EXISTING ASPHALT DRIVEWAY 7.5' WIDE

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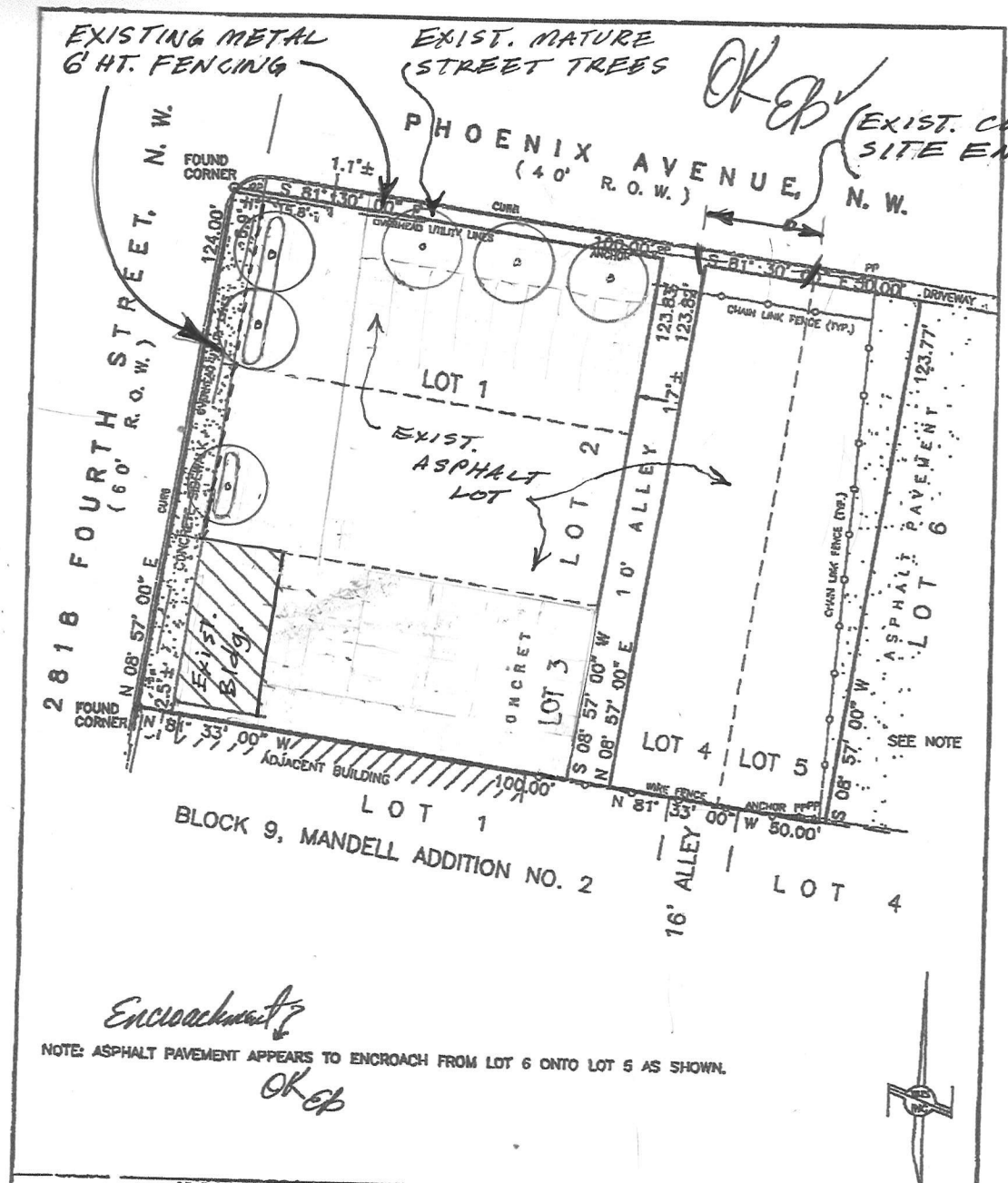
EXISTING ASPHALT DRIVEWAY 7.5' WIDE

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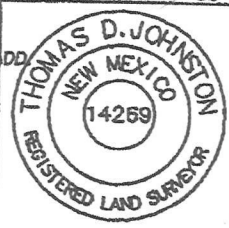


Encroachment?

NOTE: ASPHALT PAVEMENT APPEARS TO ENCROACH FROM LOT 6 ONTO LOT 5 AS SHOWN.

OK EP

IMPROVEMENT LOCATION REPORT SKETCH

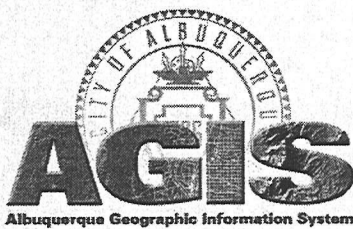
JOE NO.: ILR-7-101-2007	BUYER: SHARIFI	SCALE: 1" = 30'
	LOT: 7-5	
WAYJOHN SURVEYING INC	BLOCK: 2	
330 Louisiana Blvd., NE Albuquerque, NM 87108	SUBDIVISION: CITY REALTY CO'S 1ST ADD	
Phone: (505) 255-2052 Fax: (505) 255-2887	TITLE CO.: U. S. TITLE	
	GF NO.: 2007072092 CM	
	DATE: 7/30/2007	
	DRAWN BY: TDJ	
	PAGE NO.: 2 OF 2	

THIS REPORT IS NOT FOR USE BY A PROPERTY OWNER FOR ANY PURPOSE. THIS IS NOT A BOUNDARY SURVEY AND MAY NOT BE SUFFICIENT FOR THE REMOVAL OF THE SURVEY EXCEPTION FROM AN OWNER'S TITLE POLICY. IT MAY OR MAY NOT REVEAL ENCROACHMENTS, OVERLAPS, CONFLICTS IN BOUNDARY LINES, SHORTAGES IN AREA, OR OTHER MATTERS WHICH WOULD BE DISCLOSED BY AN ACCURATE BOUNDARY SURVEY.

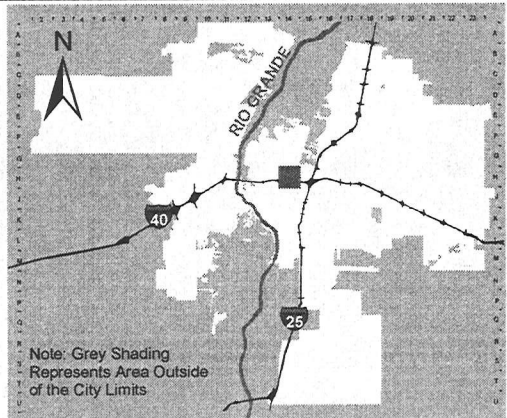
1" = 40'



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












Map amended through: 9/2/2014

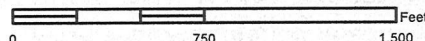


Note: Gray Shading Represents Area Outside of the City Limits

Zone Atlas Page:
H-14-Z

Selected Symbols

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



0 750 1,500 Feet

City of Albuquerque
Planning Department
600 Second Street NW
Albuquerque NM 87102

July 23, 2015

Re: Vacation of Public Right-of-Way (DRB28) – 304 Phoenix Avenue NW / 2818 4th Street NW

As Owner of the above mentioned properties, I would request to Vacate the existing "Alley" Right-of-Way that lies between these 2 addresses, with plans to Re-Plat the collective lots 1-5 of these 2 addresses into one lot with one address of 2818 4th Street NW.

My Daughter is Owner of Angel Touch Personal Care, providing Home Care for the Elderly and Disabled in the Albuquerque Community. As of present Angel Touch employ approximately 230 employees that provide at-home care for our clients in need.

Presently Angel Touch Administrative Offices reside at the 2818 4th Street NW address in an existing single story Office Building of approximately 640 SF. As the client and employee base has been growing tremendously over the past years, Angel Touch finds the need to expand Administrative Office space for more Administrative Office employees and for the increase in number of clients and field employees that frequent this office location/space on a daily basis. Also being a family business, we as a family spend much of our time here at the office space with our children and need better allocation of space between public and private areas.

Angel Touch plans to build an Addition to the existing Office Building of approximately 2800 SF, to include office area, conference area, reception and waiting area, public and private bathrooms. We would like to locate the building addition along the 4th street portion of the lot with the building addition being set back from 4th Street enough to allow a breezeway between the New Addition and the existing building, and also to allow for healthy space for our existing mature street trees along 4th street. Entrances to the New Building Addition can be for pedestrian and bike traffic from 4th Street, and from a New Parking area on the opposite east side of the building (being the Main Entry) with vehicle access from the existing site entry on Phoenix Avenue NW.

Also planned is a 3-car garage on lots 4 and 5 in the SE corner of the property, to replace an already existing carport structure.

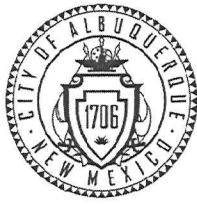
The property area Angel Touch would need for this expansion is comprised of the 5 lots mentioned, and an Alley in the middle separating the 4th Street address and the Phoenix Avenue address. The existing site entrance is located on Phoenix Avenue accessing the property at lots 4 and 5. Our plan is to Re-Plat these 5 lots and the Alley area into one lot with an address of 2818 4th Street NW and a C-2 Zoning for the New Angel Touch Administrative Offices expansion.

We would need to change the R-1 zoning of lots 4 and 5 to C-2, and Vacate the Alley to make this possible. This "Alley" Right-of-Way, running north to south, is non-functional and does not align or relate with any other streets or allies at adjacent south property or property to the north across Phoenix Avenue NW.

Sincerely,

Zahir Sharifi, Owner





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.

July 22, 2015

Eric V. Munn
TI Design Services
717 Cagua Drive NE/87108
Phone: 505-688-2914

Dear Eric

Thank you for your inquiry of **July 22, 2015** 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 1 THRU 5, BLOCK 2, CITY REALTY CO.'S FIRST ADDITION, NORTH FOURTH STREET CORRIDOR, LOCATED ON 2818 FOURTH STREET NW AT THE CORNER OF PHOENIX AVENUE NW AND FOURTH STREET NW** zone map **H-14**.

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

NEAR NORTH VALLEY N.A. "R"

Joe Sabatini, 3514 6th St. NW/87107 344-9212 (h)
Susan Lester, 435 Phoenix NW/87107 266-8129 (h)

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. 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 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 FOR THIS
PLANNING SUBMITTAL.**

!!!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 neighborhood and/or homeowner 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 describes 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.

Thank you for your cooperation on this matter.

(below this line for ONC use only)

Date of Inquiry: 07/22/15 Time Entered: 12:55 p.m. Rep. Initials: siw

M-2

Near North Valley Neighborhood Association
Joe Sabatini
3514 6th Street NW
Albuquerque NM 87107

July 23, 2015

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Presently Angel Touch Administrative Offices reside at the 2818 4th Street NW address in an existing single story Office Building of approximately 640 SF. As the client and employee base has been growing tremendously over the past years, Angel Touch finds the need to expand Administrative Office space for more Administrative Office employees and for the increase in number of clients and field employees that frequent this office location/space on a daily basis. Also being a family business, we as a family spend much of our time here at the office space with our children and need better allocation of space between public and private areas.

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Sincerely,

Zahir Sharifi, Owner



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Susan Lester
435 Phoenix NW
Albuquerque NM 87107

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My Daughter is Owner of Angel Touch Personal Care, providing Home Care for the Elderly and Disabled in the Albuquerque Community. As of present Angel Touch employ approximately 230 employees that provide at-home care for our clients in need.

Presently Angel Touch Administrative Offices reside at the 2818 4th Street NW address in an existing single story Office Building of approximately 640 SF. As the client and employee base has been growing tremendously over the past years, Angel Touch finds the need to expand Administrative Office space for more Administrative Office employees and for the increase in number of clients and field employees that frequent this office location/space on a daily basis. Also being a family business, we as a family spend much of our time here at the office space with our children and need better allocation of space between public and private areas.

Angel Touch plans to build an Addition to the existing Office Building of approximately 2800 SF, to include office area, conference area, reception and waiting area, public and private bathrooms. We would like to locate the building addition along the 4th street portion of the lot with the building addition being set back from 4th Street enough to allow a breezeway between the New Addition and the existing building, and also to allow for healthy space for our existing mature street trees along 4th street. Entrances to the New Building Addition can be for pedestrian and bike traffic from 4th Street, and from a New Parking area on the opposite east side of the building (being the Main Entry) with vehicle access from the existing site entry on Phoenix Avenue NW.

Also planned is a 3-car garage on lots 4 and 5 in the SE corner of the property, to replace an already existing carport structure.

The property area Angel Touch would need for this expansion is comprised of the 5 lots mentioned, and an Alley in the middle separating the 4th Street address and the Phoenix Avenue address. The existing site entrance is located on Phoenix Avenue accessing the property at lots 4 and 5. Our plan is to Re-Plat these 5 lots and the Alley area into one lot with an address of 2818 4th Street NW and a C-2 Zoning for the New Angel Touch Administrative Offices expansion.

We would need to change the R-1 zoning of lots 4 and 5 to C-2, and Vacate the Alley to make this possible. This "Alley" Right-of-Way, running north to south, is non-functional and does not align or relate with any other streets or allies at adjacent south property or property to the north across Phoenix Avenue NW.

Sincerely,

Zahir Sharifi, Owner



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