



CITY OF ALBUQUERQUE
 PLANNING DEPARTMENT
 DEVELOPMENT REVIEW BOARD

September 30, 2015

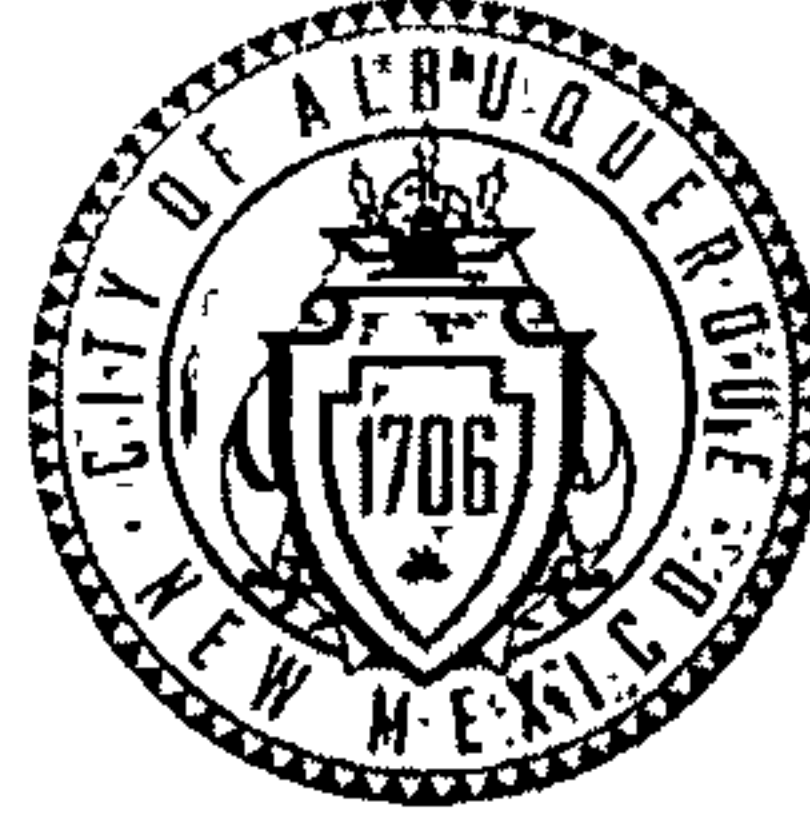
PUBLIC AGENCY COMMENTS

Project# 1010608
 15DRB-70319 – SITE DEVELOPMENT PLAN
 FOR BUILDING PERMIT

MILLER AND ASSOC/ BJM CONSULTING. agents for MESHACH ALVARADO request the referenced/ above action for Lot 6, **VOLCANO BUSINESS PARK PHASE 1** zoned SU-1 / C-1 & IP, located on TODOS SANTOS ST NW south of OURAY RD NW, east of UNSER BLVD NW containing approximately 1.73 acres. (G-10)

<p>AMAFCA</p> <p><i>Lynn Mazur</i> lmazur@amafca.org</p>	
<p>MRCOG</p> <p><i>Kendra Watkins</i> kwatkins@mrcog-nm.gov <i>Andrew Gingerich</i> AGingerich@mrcog-nm.gov <i>Maida Rubin</i> mrubin@mrcog-nm.gov</p>	
<p>TRANSIT</p> <p><i>Shabih Rizvi</i> srizvi@cabq.gov</p>	
<p>ZONING ENFORCEMENT</p> <p><i>Vince Montano</i> VMontano@cabq.gov</p>	
<p>NEIGHBORHOOD COORDINATION</p> <p><i>Stephani Winklepleck</i> SWinklepleck@cabq.gov</p>	<p>AFFECTED NA/HOA'S: ladera west na (r)</p>
<p>APS</p> <p><i>April Winters</i> winters_a@aps.edu</p>	
<p>POLICE DEPARTMENT</p>	

<p><i>Steve Sink</i> SSink@cabq.gov</p>	
<p>FIRE DEPARTMENT <i>Antonio Chinchilla</i> achinchilla@cabq.gov</p>	
<p>PNM ELECTRIC <i>Daniel Aragon</i> Daniel.Aragon@pnm.com</p>	
<p>NEW MEXICO GAS COMPANY <i>Robert Gomez</i> Robert.gomez@nmgco.com</p>	
<p>COMCAST <i>Mike Mortus</i> Mike_Mortus@cable.comcast.com</p>	
<p>CENTURYLINK</p>	
<p>ENVIRONMENTAL HEALTH <i>Paul Olson</i> polson@cabq.gov</p>	
<p>M.R.G.C.D <i>Ray Gomez</i> michael@mrgcd.us</p>	
<p>OPEN SPACE DIVISION <i>Kent Reed Swanson</i> kswanson@cabq.gov <i>Sarah Brown</i> sbrowne@cabq.gov</p>	no adverse comments.
<p>TRANSPORTATION PLANNING (DMD) <i>John MacKenzie</i> jmackenzie@cabq.gov</p>	
<p>PARKS AND RECREATION <i>Carol Dumont</i> cdumont@cabq.gov</p>	parks and recreation department defers to pnm regarding the layout and tree plantings.
<p>CITY ENGINEER/ HYDROLOGY <i>Rita Harmon</i> RHarmon@cabq.gov</p>	
<p>ABCWUA <i>Kris Cadenda</i> KCadenda@abcwua.org</p>	
<p>TRANSPORTATION DEVELOPMENT <i>Racquel Michel</i> RMichel@cabq.gov</p>	
<p>PLANNING DEPARTMENT <i>Jack Cloud</i> jcloud@cabq.gov</p>	refer to comments from zoning enforcement plus any public hearing comments regarding proposed site plan.



INTER-OFFICE MEMORANDUM

COMMENTING AGENCIES

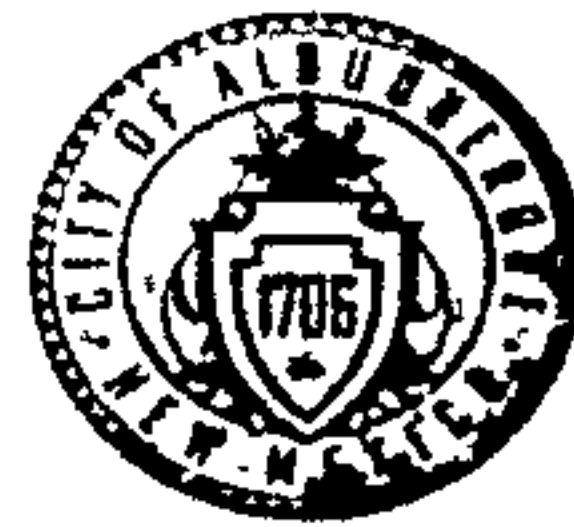
TRANSPORTATION DEVELOPMENT*John MacKenzie*
TRANSIT & PARKING DEPARTMENT*Shabih Rizvi*
COUNCIL OF GOVERNMENTS.....*Kendra Watkins/Andrew Gingerich*
AMAFCA.....*Lynn Mazur*
APD CRIME PREVENTION.....*Steve Sink*
OPEN SPACE DIVISION.....*Kent Reed Swanson/Sarah Brown*
FIRE DEPARTMENT.....*Antonio Chinchilla*
ZONING ENFORCEMENT INSPECTOR.....*Vince Montano*
NEIGHBORHOOD COORDINATION.....*Stephani Winklepleck*
PNM.....*Daniel Aragon*
NEW MEXICO GAS COMPANY.....*Patrick Sanchez*
ALBUQUERQUE PUBLIC SCHOOLS.....*April Winters*
COMCAST CABLE.....*Mike Mortus*
Mid.Rio Grande Conserv. Dist. (MRGCD).....*Ray Gomez*
ENVIRONMENTAL HEALTH.....*Paul Olson*

Your comments on the following case(s) are requested.

PROJECT # 1010608

Board hearing date:

WEDNESDAY, September 30, 2015



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
- 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): James Miller & Beria Montoya PHONE: 977-4657
 ADDRESS: 5220 2nd St NW FAX: _____
 CITY: Albuquerque STATE NM ZIP 87107 E-MAIL: JWMArch14@gmail.com
 APPLICANT: Rudy Gutierrez PHONE: _____
 ADDRESS: 8626 Casa Verde Ave N.W. FAX: _____
 CITY: Albuquerque STATE NM ZIP 87120 E-MAIL: _____
 Proprietary interest in site: Owner List all owners: _____

DESCRIPTION OF REQUEST: Site Development Plan - Truck Maintenance Facility

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. 6 Block: _____ Unit: _____
 Subdiv/Addn/TBKA: Volcano Business Park, Phase 1
 Existing Zoning: SU-1 IP Proposed zoning: - MRGCD Map No _____
 Zone Atlas page(s): G-10 UPC Code: 1010060155033/106

CASE HISTORY:

List any current or prior case number that may be relevant to your application (Proj., App., DRB-, AX_Z_, V_, S_ etc.):
Z-80-87-6 & Z-80-87-4

CASE INFORMATION:

Within city limits? Yes Within 1000FT of a landfill? No
 No. of existing lots: _____ No. of proposed lots: _____ Total site area (acres): 1.7
 LOCATION OF PROPERTY BY STREETS: On or Near: Unser & Ouray
 Between: _____ and _____
 Check if project was previously reviewed by: Sketch Plat/Plan or Pre-application Review Team(PRT) Review Date: _____

SIGNATURE

James W. Miller DATE 8/28/15
 (Print Name) James W. Miller 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	<u>15DRB -70319</u>	<u>SRP</u>	_____	\$ <u>385.00</u>
<input type="checkbox"/> All fees have been collected	_____	<u>ADV</u>	_____	\$ <u>75.00</u>
<input type="checkbox"/> All case #s are assigned	_____	<u>CMF</u>	_____	\$ <u>20.00</u>
<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	_____	_____	_____	\$ _____
<input type="checkbox"/> F.H.D.P. fee rebate	_____	_____	_____	\$ _____
	Hearing date <u>September 30, 2015</u>			Total \$ <u>480.00</u>

James W. Miller 9-4-15 Project # 1010608
 Staff signature & Date

FORM P(2): SITE PLAN REVIEW - D.R.B. PUBLIC HEARING

- SITE DEVELOPMENT PLAN FOR SUBDIVISION (DRB15)** **Maximum Size: 24" x 36"**
- 5 Acres or more & zoned SU-1, IP, SU-2, PC, or Shopping Center: Certificate of No Effect or Approval
 - Scaled site plan and related drawings (folded to fit into an 8.5" by 14" pocket) **24 copies**
 - Zone Atlas map with the entire property(ies) clearly outlined
 - Letter briefly describing, explaining, and justifying the request
 - Letter of authorization from the property owner if application is submitted by an agent
 - Copy of the document delegating approval authority to the DRB
 - Office of Community & Neighborhood Coordination inquiry response, notifying letter, certified mail receipts
 - Sign Posting Agreement
 - Completed Site Plan for Subdivision Checklist
 - 6 copies of the Infrastructure List, if relevant to the site plan
 - TIS/AQIA Traffic Impact Study form with required signature
 - Fee (see schedule)
 - List any original and/or related file numbers on the cover application
- DRB hearings are approximately 30 DAYS after the filing deadline. **Bring the original** to the meeting.
Your attendance is required.

- SITE DEVELOPMENT PLAN FOR BUILDING PERMIT (DRB14)** **Maximum Size: 24" x 36"**
- 5 Acres or more & zoned SU-1, IP, SU-2, PC, or Shopping Center: Certificate of No Effect or Approval
 - Site plan and related drawings (folded to fit into an 8.5" by 14" pocket) **24 copies**
 - Site Plan for Subdivision, if applicable, previously approved or simultaneously submitted. (Folded to fit into an 8.5" by 14" pocket.) **24 copies** for DRB public hearings
 - Solid Waste Management Department signature on Site Plan
 - Zone Atlas map with the entire property(ies) precisely and clearly outlined and crosshatched (to be photocopied)
 - Letter briefly describing, explaining, and justifying the request
 - Letter of authorization from the property owner if application is submitted by an agent
 - Copy of the document delegating approval authority to the DRB
 - Office of Community & Neighborhood Coordination inquiry response, notifying letter, certified mail receipts
 - Sign Posting Agreement
 - Completed Site Plan for Building Permit Checklist
 - 6 copies of the Infrastructure List, if relevant to the site plan
 - TIS/AQIA Traffic Impact Study form with required signature
 - Copy of Site Plan with Fire Marshal's stamp
 - Fee (see schedule)
 - List any original and/or related file numbers on the cover application
- D. R. B. hearings are approximately 30 DAYS after the filing deadline. **Bring the original** to the meeting.
Your attendance is required.

- AMENDED SITE DEVELOPMENT PLAN FOR SUBDIVISION or BUILDING PERMIT (DRB10)** **Maximum Size: 24" x 36"**
- Proposed amended Site Plan (folded to fit into an 8.5" by 14" pocket) **24 copies**
 - DRB signed Site Plan being amended (folded to fit into an 8.5" by 14" pocket) **24 copies**
 - DRB signed Site Plan for Subdivision, if applicable (required when amending SDP for Building Permit) **24 copies**
 - Zone Atlas map with the entire property(ies) clearly outlined
 - Letter briefly describing, explaining, and justifying the request
 - Letter of authorization from the property owner if application is submitted by an agent
 - Office of Community & Neighborhood Coordination inquiry response, notifying letter, certified mail receipts
 - Sign Posting Agreement
 - Completed Site Plan for Building Permit Checklist (not required for amendment of SDP for Subdivision)
 - 6 copies of the Infrastructure List, if relevant to the site plan
 - TIS/AQIA Traffic Impact Study form with required signature
 - Fee (see schedule)
 - List any original and/or related file numbers on the cover application
- D. R. B. hearings are approximately 30 DAYS after the filing deadline. **Bring the original** to the meeting.
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.

Applicant name (print)

Applicant signature / date



Form revised **October 2007**

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

Planner signature / date

Project # _____

SIGN POSTING AGREEMENT

REQUIREMENTS

POSTING SIGNS ANNOUNCING PUBLIC HEARINGS

All persons making application to the City under the requirements and procedures established by the City Zoning Code or Subdivision Ordinance are responsible for the posting and maintaining of one or more signs on the property which the application describes. Vacations of public rights-of-way (if the way has been in use) also require signs. Waterproof signs are provided at the time of application. If the application is mailed, you must still stop at the Development Services Front Counter to pick up the sign.

The applicant is responsible for ensuring that the signs remain posted throughout the 15-day period prior to public hearing. Failure to maintain the signs during this entire period may be cause for deferral or denial of the application. Replacement signs for those lost or damaged are available from the Development Services Front Counter at a charge of \$3.75 each.

1. LOCATION

- A. The sign shall be conspicuously located. It shall be located within twenty feet of the public sidewalk (or edge of public street). Staff may indicate a specific location.
- B. The face of the sign shall be parallel to the street, and the bottom of the sign shall be at least two feet from the ground.
- C. No barrier shall prevent a person from coming within five feet of the sign to read it.

2. NUMBER

- A. One sign shall be posted on each paved street frontage. Signs may be required on unpaved street frontages.
- B. If the land does not abut a public street, then, in addition to a sign placed on the property, a sign shall be placed on and at the edge of the public right-of-way of the nearest paved City street. Such a sign must direct readers toward the subject property by an arrow and an indication of distance.

3. PHYSICAL POSTING

- A. A heavy stake with two crossbars or a full plywood backing works best to keep the sign in place, especially during high winds.
- B. Large headed nails or staples are best for attaching signs to a post or backing; the sign tears out less easily.

4. TIME

Signs must be posted from September 15, 2015 To September 30 2015

5. REMOVAL

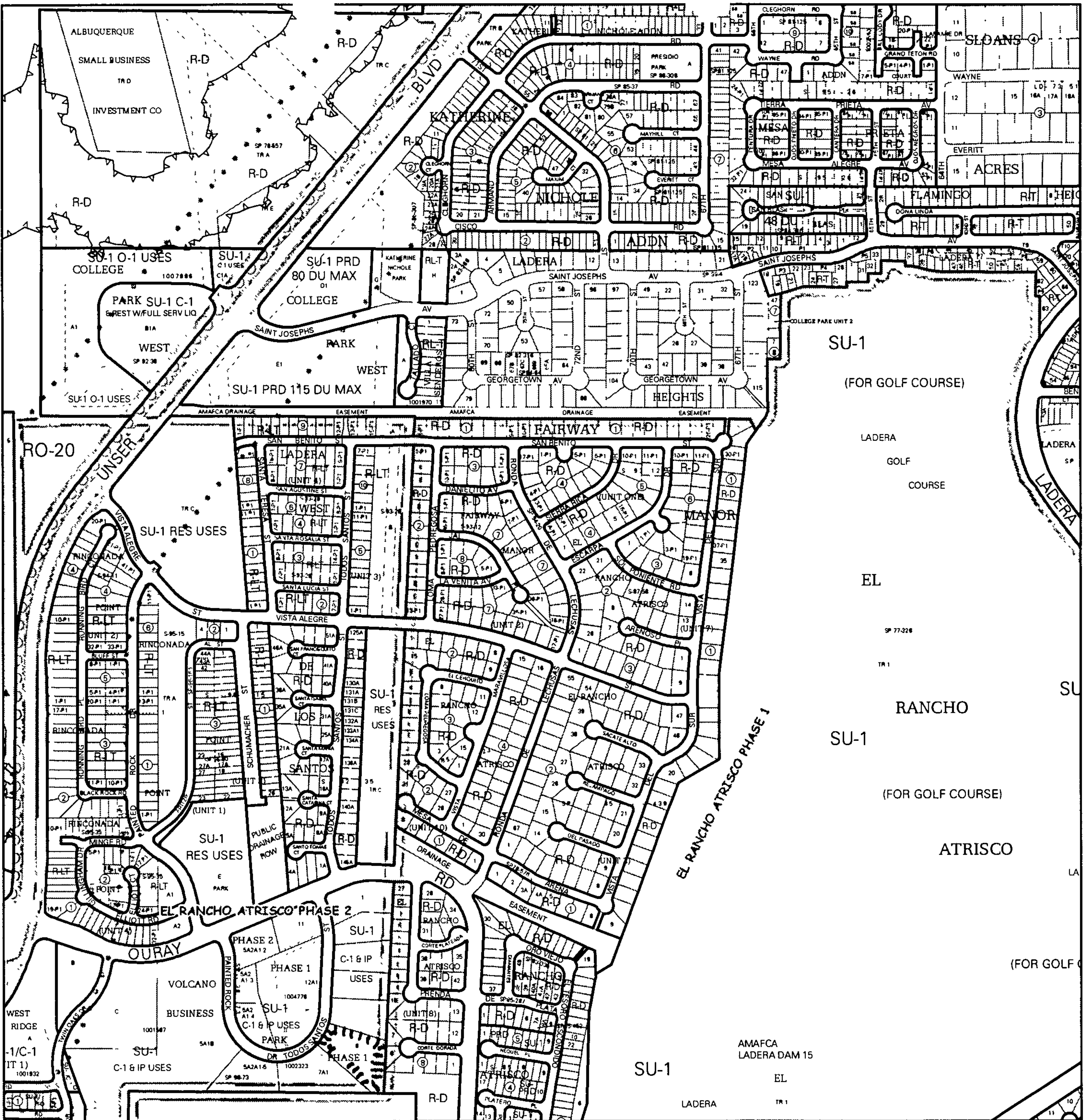
- A. The sign is not to be removed before the initial hearing on the request.
- B. The sign should be removed within five (5) days after the initial hearing.

I have read this sheet and discussed it with the Development Services Front Counter Staff. I understand (A) my obligation to keep the sign(s) posted for (15) days and (B) where the sign(s) are to be located. I am being given a copy of this sheet.

Jane Miller (Applicant or Agent) 9/4/15 (Date)

I issued 1 signs for this application, 9-4-15 (Date) *[Signature]* (Staff Member)

DRB PROJECT NUMBER: 1010608



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

Map amended through: 9/2/2014

Note: Grey Shading Represents Area Outside of the City Limits

Zone Atlas Page:
G-10-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

MILLER AND ASSOCIATES

ARCHITECTS - PLANNERS

220 2ND ST. NW STE A - ALBUQUERQUE, NEW MEXICO 87102 - PHONE (505) 263-1312

August 14, 2015

To whom it may concern:

**RE; SITE DEVELOPMENT PLAN FOR BUILDING PERMIT -
PROPOSED MAINTAINANCE SHOP. LOCATED IN VOLCANO
BUSINESS PARK, ALBUQUERQUE, NEW MEXICO.**

The proposed Maintainance Shop is to be located on Lot #6, Volcano Business Park, 3006 Todos Axntos N. W.. The building will have 1,000 s.f. of offices, and rest rooms, and 3,000 s. f. of work bays for truck maintainance.

The site layout as shown on the Site plan follows the requirements of the approved Volcano Business Park II sketch Plan-Master Plan DRB 84-83-2 and amended Site Master Plan Z-80-87-6. Also, parking for tractor/trailer rigs on the east portion of the lot behind a solid fence & building. This parking/circulation area is apart of the 200' wide PNM easem't that runs north/south across the entire site. PNM will only allow parking with no structures of any kind to be built in the easement.

This proposed project is within the Scope of the Requirements of the Adminded Site Master Plan for Volcano Business Park II.

This proposed Project will not have an adverse effect on the enviroment, public facilities and services, roads, traffic, schools, parks, fire-police facilities and land values.

Sincerely:

James W. Miller, AIA

AUTHORITY TO ACT AS AGENTS AND HOLD HARMLESS AGREEMENT.

SUBJECT MATTER: DRB Design Documents Site Development Plan for Building Permit.
SUBJECT PROPERTY: 3006 Todos Santos Street N.W. (Lot 6, Volcano Business Park Phase I).
OWNER: Meshach Alvarado.
AGENTS: Bernie Montoya, Engineer & Jim Miller, Architect

The Owner hereby grants Agents authority to act on its behalf with regard to the Subject Matter. It is understood that the Agents plan to prepare and submit to the City of Albuquerque Planning Department all Architectural and Engineering drawings required by the City of Albuquerque in order to receive approval of a Site Development Plan and to obtain a Building Permit for the Subject Property. The Agents shall also have authority to work with departments of the City of Albuquerque, as needed.

The Agents agree to indemnify and to hold the Seller harmless against any and all liability whatsoever that might arise with regard to the Subject Matter. Such Indemnity and and Hold Harmless shall include, but not limited to, claims for application fees and design fees incurred by the Agents or any other party.

This Agreement shall be in effect until such time that the sale and purchase anticipated by that certain Purchase Agreement dated June 5, 2015 between the Seller and Rocky Mountain Tortilla Distributors, Inc. is completed or the Purchase Agreement is terminated as provided for in the Purchase Agreement.

AGREED:

Bernie J. Montoya 8/14/2015
Bernie J. Montoya, Agent Date

Jim Miller 8/14/15
Jim Miller, Agent Date

Meshach Alvarado 8-18-15
Meshach Alvarado Owner

City of Albuquerque
Planning Department
Planning Division
P.O. Box 1293, Albuquerque, New Mexico 87103

Date: January 16, 1987

Westland Development Co., Inc.
401 Coors Blvd., N.W.
Albuquerque, NM 87105

NOTIFICATION OF DECISION

File: Z-80-87-6

Location: Lot 12, Volcano Business Park Phase 1
zoned SU-1 for C-1 & IP uses, located west of Todos
Los Santos Street, N.W., south of Ouray, N.W., and
containing approximately 1.8943 acres. (G-10)

On January 15, 1987, the Environmental Planning Commission voted approve your request for Master Plan Amendment and Site Development Plan Approval for Lot 12, Volcano Business Park Phase 1 zoned SU-1 for C-1 & IP uses, located west of Todos Los Santos Street, N.W., based on the staff Findings 1, and subject to the following Conditions:

Findings:

1. The Site Development Plan is generally consistent with the Master Plan of Volcano Business Park.

Conditions:

1. Landscaping be setback in order to provide visibility at the entrance.
2. A sidewalk be provided from the public sidewalk to the internal sidewalk.
3. A barrier be provided south of the drainage channel.
4. Curbing at the northwest corner of the building be continued around the corner to the west side of the building.
5. The ponding area landscaped to the approval of the Planning Department.
6. The submitted Master Plan be reviewed and as necessary changes made to the satisfaction of Hydrology to insure compatiblle with the grading and drainage plan.
7. Curbing or some type of protection be placed along the west boundary of the property.

IF YOU WISH TO APPEAL THIS DECISION, YOU MUST DO SO BY JANUARY 30, 1987, IN THE MANNER DESCRIBED BELOW. A NON-REFUNDABLE FILING FEE OF \$40 IS REQUIRED AT THE TIME THE APPEAL IS FILED.

Appeal to the City Council: Any person aggrieved with any determination of the Environmental Planning Commission acting under this ordinance may file an appeal to the City Council by submitting written application on the Planning Division form to the Planning Division within 15 days of the Planning Commission's decision. The date the determination in question is issued is not included in the 15-day period for filing an appeal, and if the fifteenth day falls on a Saturday, Sunday or holiday as listed in the Merit System Ordinance, the next working day is considered as the deadline for filing the appeal. The City Council may decline to hear the appeal if it finds that all City plans, policies and ordinances have been properly followed. If it decides that all City plans, policies and ordinances have not been properly followed, it shall hear the appeal. Such appeal, if heard, shall be heard within 60 days of its filing.

YOU WILL RECEIVE NOTIFICATION IF ANY OTHER PERSON FILES AN APPEAL. IF THERE IS NO APPEAL, YOU CAN RECEIVE BUILDING PERMITS AT ANY TIME AFTER THE APPEAL DEADLINE QUOTED ABOVE, PROVIDED ALL CONDITIONS IMPOSED AT THE TIME OF APPROVAL HAVE BEEN MET. SUCCESSFUL APPLICANTS ARE REMINDED THAT OTHER REGULATIONS OF THE CITY MUST BE COMPLIED WITH, EVEN AFTER APPROVAL OF THE REFERENCED APPLICATION(S).

Sincerely,

Richard Druce

For Phil Garcia
City Planner

PG/MJL /b
(6166L 6)

cc: Phillip Clark, Westland Development Co., Inc., 401 Coors Blvd., N.W. 87105



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

August 28, 2015

Bernie J. Montoya
BJM Consulting
8624 Casa Verde Ave. NW
Phone: 505-250-7719/ Fax: 505-839-0451
E-mail: bjmconsulting@comcast.net

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.

Dear Bernie:

Thank you for your inquiry of August 28, 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 6, VOLCANO BUSINESS PARK, PHASE 1, 3006 TODOS SANTOS STREET NW LOCATED ON SITE 15, EAST OF THE INTERSECTION OF UNSER BOULEVARD NW AND OURAY ROAD NW ON TODO SANTOS STREET NW** zone map K-14.

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 dcarmona@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.**

!!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 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@cabq.gov.

Thank you for your cooperation on this matter.

(below this line for ONC use only)

Date of Inquiry: **8/28/15** Time Entered: **12:05 p.m.** ONC Rep. Initials: **DC**

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

La Jolla West N.A. "R"
 Steven Collins
 7517 Vista Alegre NW
 Albuquerque NM 87120

2. Article Number
 (Transfer from service label)

7011 3500 0002 5452 2458

COMPLETE THIS SECTION ON DELIVERY

A. Signature
 X *Charles S. Collins* Agent Addressee

B. Received by (Printed Name)
Charles S. Collins

C. Date of Delivery
7-1-15

D. Is delivery address different from item 1? Yes
 If YES, enter delivery address below: No

3. Service Type
 Certified Mail Express Mail
 Registered Return Receipt for Merchandise
 Insured Mail C.O.D.

4. Restricted Delivery? (Extra Fee) Yes

UNITED STATES POSTAL SERVICE

9500

JUL 15



First-Class Mail
Postage & Fees Paid
USPS
Permit No. G-10

• Sender: Please print your name, address, and ZIP+4 in this box •

RMTD Inc.
8628 Casa Verde Ave NW
Albany NM 87120

20453828



SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Shariess Taylor
 McCann
 2802 EL TESORO
 ESCOBIDO NM
 ALBUQ. NM 87120

2. Article Number

(Transfer from service label)

7011 3506 0002 5452 2441

COMPLETE THIS SECTION ON DELIVERY

A. Signature

X

Agent

Addressee

B. Received by (*Printed Name*)

C. Date of Delivery

D. Is delivery address different from item 1? Yes

No

If YES, enter delivery address below:

No

3. Service Type

Certified Mail

Express Mail

Registered

Return Receipt for Merchandise

Insured Mail

C.O.D.

4. Restricted Delivery? (*Extra Fee*)

Yes

UNITED STATES POSTAL SERVICE



First-Class Mail
Postage & Fees Paid
USPS
Permit No. G-10

- Sender: Please print your name, address, and ZIP+4 in this box •

RMTD INC
8628 Casa Verde Ave NW
Albuquerque, NM 87100

ATTACHMENT "A"

August 28, 2015

Bernie J. Montoya
BJM Consulting
8624 Casa Verde Ave. NW
Phone: 505-250-7719/ Fax: 505-839-0451
E-mail: bjmconsulting@comcast.net

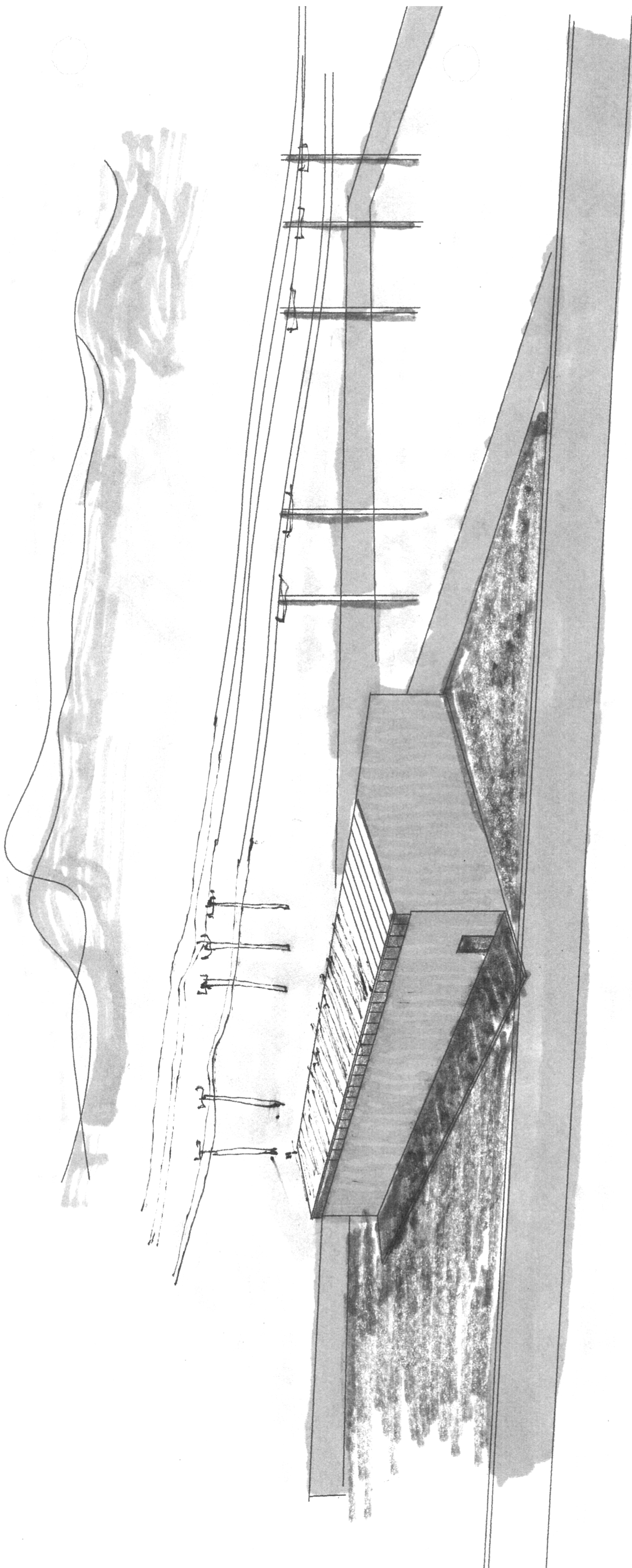
LADERA WEST N.A. (LDW) "R"

***Steven Collins**

7517 Vista Alegre NW/87120 344-1599 (h)

Shariesse Taylor McCannon

2808 El Tesoro Escondido NW/87120 220-1776 (c)



SITE DEVELOPMENT PLAN FOR BUILDING PERMIT CHECKLIST

This checklist will be used to verify the completeness of site plans submitted for review by the Environmental Planning Commission and Development Review Board. Because development proposals vary in type and scale, there may be submittal requirements that are not specified here. More details and/or minor changes may be necessary as the project progresses through DRB and building permit reviews. Certification of completeness as specified below is required.

I CERTIFY THAT THE SUBMITTED SITE DEVELOPMENT PLAN IS COMPLETE AND ACCURATE, AND THAT ALL APPLICABLE INFORMATION AS SPECIFIED IN THIS CHECKLIST IS PROVIDED. I ACKNOWLEDGE THAT MORE DETAILS AND/OR MINOR CHANGES MAY BE NECESSARY AS THE PROJECT PROGRESSES THROUGH THE REVIEW PROCESSES. FURTHER, I UNDERSTAND THAT THIS APPLICATION IS BEING ACCEPTED PROVISIONALLY AND THAT INACCURATE AND/OR INCOMPLETE INFORMATION MAY RESULT IN THE SUBSEQUENT REJECTION OR DEFERRAL OF THE APPLICATION.

James Mellar / 9/3/15
Applicant or Agent Signature / Date

NOTE: MAXIMUM SIZE FOR SUBMITTAL IS 24" X 36", or as pre-approved by Planning Staff

Site development plan packets shall be composed of the following plan sheets (unless otherwise approved in writing):

1. **Site Plan** (including easements with recording information)
2. **Landscaping Plan**
3. **Conceptual Grading and Drainage Plan** (a separate Grading Plan sheet is required for sites > 1 acre)
4. **Conceptual Utility Plan** (for sites less than one acre, Utility Plan may be shown on Site Plan)
5. **Building and Structure Elevations**
6. **Previously approved Development Plan** (if applicable)

Submitted plan packets must be organized in the above manner. The following checklist describes the minimum information necessary for each plan element. Please refer to the City's DPM, Zoning Code and any applicable Sector Development Plan and Master Development Plan for specific design requirements for the elements listed below. The Applicant must include all checklist items on their site plan drawings and confirm inclusion by checking off the items below. Non-applicable items must be labeled "N/A." Each non-applicable designation must be explained by notation on the Checklist.

Accompanying Material

 A. 8-1/2" x 11" reduction for each plan sheet & electronic copy (pdf) of Site Development Plan

 B. **Written project summary.** Each application must include a brief narrative description of the proposed project, its primary features and how compatibility with the surrounding context has been achieved.

SHEET #1 – SITE PLAN

A. General Information

1. Date of drawing and/or last revision
2. Scale:
1.0 acre or less 1" = 10' Over 5 acres 1" = 50'
1.0 - 5.0 acres 1" = 20' Over 20 acres 1" = 100'
[other scales, if approved by staff]
3. Bar scale
4. North arrow
5. Vicinity map
6. Signature Block (for DRB site dev. plans)
7. Property lines (clearly identify)
8. Existing easements on the site and within 20 ft. of the site with recording information;
proposed easements on the site
9. Phases of development including location and square footages of structures, circulation,
parking and landscaping
10. Indicate existing structures and easements (with recording information) within 20 ft. of the site

SITE DEVELOPMENT PLAN FOR BUILDING PERMIT CHECKLIST

B. Proposed Development

1. Structural

- 1. Location of existing & proposed structures on the site (distinguish between existing & proposed, include phasing)
- 2. Dimensions and square footage of each structure
- 3. Proposed use of each structure
- 4. Walls, fences, and screening: indicate height, length, color and materials
- 5. Loading facilities
- 6. Conceptual site lighting (indicate general location & maximum height)
- 7. Location of refuse container and enclosure
- 8. Site amenities including patios, benches, tables (indicating square footage of patios/ plazas)

2. Parking and Circulation

- A. Parking layout with spaces numbered per aisle and totaled.
 - 1. **Location and typical dimensions**, including handicapped spaces
 - 2. **Calculations:** spaces required: _____ provided: _____

Handicapped spaces (included in required total) required: 2 provided: 2
Motorcycle spaces (in addition to required total) required: 1 provided: 1
- B. Bicycle parking & facilities
 - 1. Bicycle racks, spaces required: _____ provided: _____
 - 2. Bikeways and other bicycle facilities, if applicable
- C. Public Transit
 - 1. Bus facilities, including routes, bays and shelters existing or required
- D. Pedestrian Circulation
 - 1. Location and dimensions of all sidewalks and pedestrian paths
 - 2. Location and dimension of drive aisle crossings, including paving treatment
 - 3. Location of proposed and existing public sidewalk; define distance from back of curb to sidewalk
- E. Vehicular Circulation (Refer to Chapter 23 of DPM for design requirements)
 - 1. Ingress and egress locations, including width and curve radii dimensions
 - 2. Drive aisle locations, including width and curve radii dimensions
 - 3. End aisle locations, including width and curve radii dimensions
 - 4. Location & orientation of refuse enclosure, with dimensions
 - 5. Curb cut locations and dimensions
 - 6. Existing and proposed street widths, right-of-way widths and curve radii
 - 7. Identify existing and proposed turn lanes, deceleration lanes and similar features related to the functioning of the proposal, with dimensions
 - 8. Location of traffic signs and signals related to the functioning of the proposal
 - 9. Identify existing and proposed medians and median cuts

3. Phasing – This is required information if phasing of project is anticipated

- Proposed phasing of improvements and provision for interim facilities. Indicate phasing plan, including location and square footage of structures and associated improvements including circulation, parking and landscaping.

SITE DEVELOPMENT PLAN FOR BUILDING PERMIT CHECKLIST

SHEET #2 – LANDSCAPING PLAN

Landscaping may be shown on sheet #1 with written approval from Planning Department staff

1. Scale - must be same as scale on sheet #1 - Site Plan
2. Bar Scale
3. North Arrow
4. Property Lines
5. Existing and proposed easements
6. Statement of Landscaping Responsibility for Maintenance (Landscape Agreement will be required for landscape in public right-of-way prior to Building Permit)
7. Statement of compliance with Water Conservation Ordinance, see §6-1-1
8. Statement of compliance with §14-16-3-10, General Landscaping Regulations
9. Identify location and size (SF) of all landscaping areas, including:
 - A. Type, location and size of trees (common and/or botanical names)
 - B. Type and location of all ground cover material (organic/inorganic)
 - C. Existing vegetation, indicating whether it is to be preserved or removed
 - D. Ponding areas either for drainage or landscaping/recreational use
 - E. Turf area – only 20% of landscaped area can be high water-use turf
10. Landscape calculation table:
 - A. Required and Provided Landscape Area – square footage and percent
 - B. Required and Provided Trees (street, parking lot, screening, etc.)
11. Street Tree Plan as defined in the Street Tree Ordinance (see §6-6-2)
12. Verification of adequate sight distance
13. Provide a plant list of shrubs, grasses, and perennials

SHEET # 3 – CONCEPTUAL GRADING and DRAINAGE PLAN

The Conceptual Grading and Drainage Plan provides the Planning Commission and DRB with an understanding of site topography and how it relates to adjacent property. The City Engineer or her/his designee may waive or allow adjustments to the Conceptual Grading and Drainage Plan requirements for sites that are already developed or are small, relatively flat and have no existing or proposed extraordinary drainage facilities. Waivers must be obtained in writing from the City Engineer prior to application submittal.

A. General Information

1. Scale - must be same as Sheet #1 - Site Plan
2. Bar Scale
3. North Arrow
4. Property Lines
5. Building footprints
6. Location of Retaining walls

B. Grading Information

1. Provide a narrative description of existing site topography, proposed grading improvements, flood zone status, and topography within 20 feet of the site.
2. Show existing and proposed contours, retaining wall heights, approximate street (drive entrance/parking lot) slopes.
3. Identify whether ponding is required
4. Indicate Finished Floor Elevation and provide spot elevations for all corners of the site (existing and proposed) and points of maximum cut or fill exceeding 1 foot.

SITE DEVELOPMENT PLAN FOR BUILDING PERMIT CHECKLIST

N/A 5. Cross Sections

Provide cross section for all perimeter property lines where the grade change is greater than 4 feet at the point of the greatest grade change.

✓ 6. In addition to the above, the following must be provided for DRB applications: :

A. Conceptual onsite drainage system

B. For sites 5 acres or greater or for sites where drainage infrastructure is required, a Drainage Report is required.

SHEET #4 – UTILITY PLAN

If site is less than one acre, the Utility Plan may be shown on sheet #1

✓ 1. Fire hydrant locations, existing and proposed.

— 2. Distribution lines

✓ 3. Right-of-Way and easements, existing and proposed, on the property and adjacent to the boundaries, with identification of types and dimensions.

N/A 4. Existing water, sewer, storm drainage facilities (public and/or private).

— 5. Proposed water, sewer, storm drainage facilities (public and/or private)

SHEET #5 BUILDING AND STRUCTURE ELEVATIONS

A. General Information

✓ 1. Scale (minimum of 1/8" or as approved by Planning Staff)

✓ 2. Bar Scale

✓ 3. Detailed Building Elevations for each facade

✓ a. Identify facade orientation (north, south, east, & west)

✓ b. Facade dimensions including overall height and width of building and major building articulation elements such as doors and windows (to determine compliance with zoning or other regulations)

✓ c. Materials and colors of principle building elements – façade, roof, windows, doors, etc.

✓ d. 8½" x 11" color renderings or similar illustrations (2 for DRB and 10 for EPC)

✓ 4. Dimensions, colors and materials of Refuse Enclosure

✓ 5. Site Development Plans for single family residential projects with multiple units may require submittal of specific information on building features in lieu of elevation drawings for each building. Applicants are advised to discuss submittal requirements with Planning Department staff.

B. Signage

✓ 1. Site location(s) *no freestanding sign*

✓ 2. Sign elevations to scale *on West elevation only 4' x 2'*

✓ 3. Dimensions, including height and width

✓ 4. Sign face area - dimensions and square footage clearly indicated

— 5. Lighting

— 6. Materials and colors for sign face and structural elements

N/A 7. Verification of adequate sight distance

PROJECT #
8090101

September 30, 2015

SBF