

## Neighborhood Notification Letters Must Include the Following:

Prior to filing an application with the Planning Department, all applicants requesting approvals through the Environmental Planning Commission (EPC), Development Review Board (DRB), Landmarks & Urban Conservation Commission (LUCC), approval of a Wireless Telecommunication Facility (WTF), or Administrative Approvals (AA) are required to notify any affected neighborhood and/or homeowner associations via certified mail.

1. The street address for the subject property;
2. The currently recorded 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 and detailed description of the action(s) being requested;
5. **\*\*\* NEW\*\*\* Facilitated Meeting Information** – All notification letters must include the following text: Affected Neighborhood Associations and Homeowner Associations may request a Facilitated Meeting regarding this project by contacting the Alternative Dispute Resolution (ADR) Program by email at [stripett@cabq.gov](mailto:stripett@cabq.gov), by phone at (505) 768-4712 or (505) 768-4660. A facilitated meeting request must be received by ADR by: May 21, 2018.
6. **\*\*\*NEW\*\*\* Public Hearing Information** - Hearing Date, Start Time and Location.

## Neighborhood Notification Checklist

The following information must be included for each application packet submitted to the City of Albuquerque Planning Department.

1. ONC's "Notification Inquiry Email" outlining any affected Neighborhood and/or Homeowner Associations.

\*Note: If your ONC Correspondence is more than 30 days old, you must contact ONC to ensure that the contact information is still current.

2. Copies of Letters sent to any affected Neighborhood and/or Homeowner Associations.
3. Copies of certified receipts mailed to any affected Neighborhood and/or Homeowner Associations.

Any questions, please feel free to contact our office at (505) 768-3334 or [ONC@cabq.gov](mailto:ONC@cabq.gov).

Thank you for your cooperation on this matter.

Terry Doughton  
8309 Calle Sequelle NE  
Albuquerque  
New Mexico 87113

05-11-2018

WILSHIRE ESTATES  
REQUEST FOR PRELIMINARY PLAT APPROVAL AND APPROVAL  
OF THE INFRA STRUCTURE LIST.

Dear Doughton:

On behalf of Design and Development Group, I am requesting approval of the preliminary plat for the proposed Wilshire Estates Subdivision. The project is located on Wilshire Avenue NE, between Louisianan and San Pedro. City Zone Atlas C-18. The site is within the boundaries of North I-25 Sector Development Plan and the design of perimeter walls and street landscaping shall be in conformance with the design standards outlined in the North I-25 Sector plan.

The proposed subdivision consists of 22 subdivided lots and the lots are about 3600 SF. Each lot is designed to meet the open space requirements

If you have any questions please call me at 315-6484. Thank you very much for your cooperation and support.

Sincerely,



Adil Rizvi  
7515 Treviso Court  
Albuquerque  
NM 87113  
adil1424@yahoo.com

Michael Gonzales  
8201 La Milpita Street NE  
Albuquerque  
New Mexico 87113

05-11-2018

**WILSHIRE ESTATES  
REQUEST FOR PRELIMINARY PLAT APPROVAL AND APPROVAL  
OF THE INFRA STRUCTURE LIST.**

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7515 Treviso Court  
Albuquerque  
NM 87113  
adil1424@yahoo.com

<b>Association Name</b>	<b>First Name</b>	<b>Last Name</b>	<b>Email</b>	<b>Address Line 1</b>
West La Cueva NA	Michael	Gonzales	michaelnmi@msn.com	8201 La Milpita Street NE
West La Cueva NA	Terry	Daughton	terryinalgonquin@gmail.com	8309 Calle Soquelle NE

City	State	Zip	Mobile Phone	Phone
Albuquerque	NM	87113	5057203956	5057977283
Albuquerque	NM	87113	8478632679	

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**OPTIONAL USE**

Certified Mail Fee \$3.45

Extra Services & Fees (check box, add fee as appropriate)

- Return Receipt (hardcopy) \$0.00
- Return Receipt (electronic) \$0.00
- Certified Mail Restricted Delivery \$0.00
- Adult Signature Required \$0.00
- Adult Signature Restricted Delivery \$0.00

Postage \$0.50

Total Postage and Fees \$6.70

Sent To

*Terry Daughton*

Street and Apt. No., or PO Box No.  
*8309 Calle Soquella, NE*

City, State, ZIP+4®  
*Albuquerque, NM 87113*

PS Form 3800, April 20, 15 PSN 7530-02-000-9047

See Reverse for Instructions

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Sent To

*Michael Gonzales*

Street and Apt. No., or PO Box No.  
*8201 La Milpita Street, NE*

City, State, ZIP+4®  
*Albuquerque, NM 87119*

PS Form 3800, April 2015 PSN 7530-02-000-9047

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