

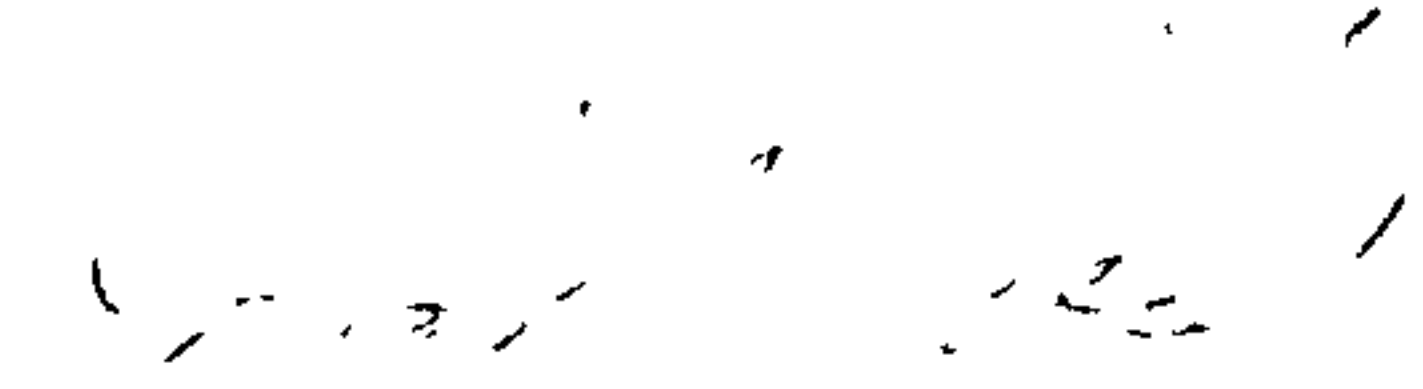


The date the determination in question is issued is not included in the 15-day period for filing an appeal.

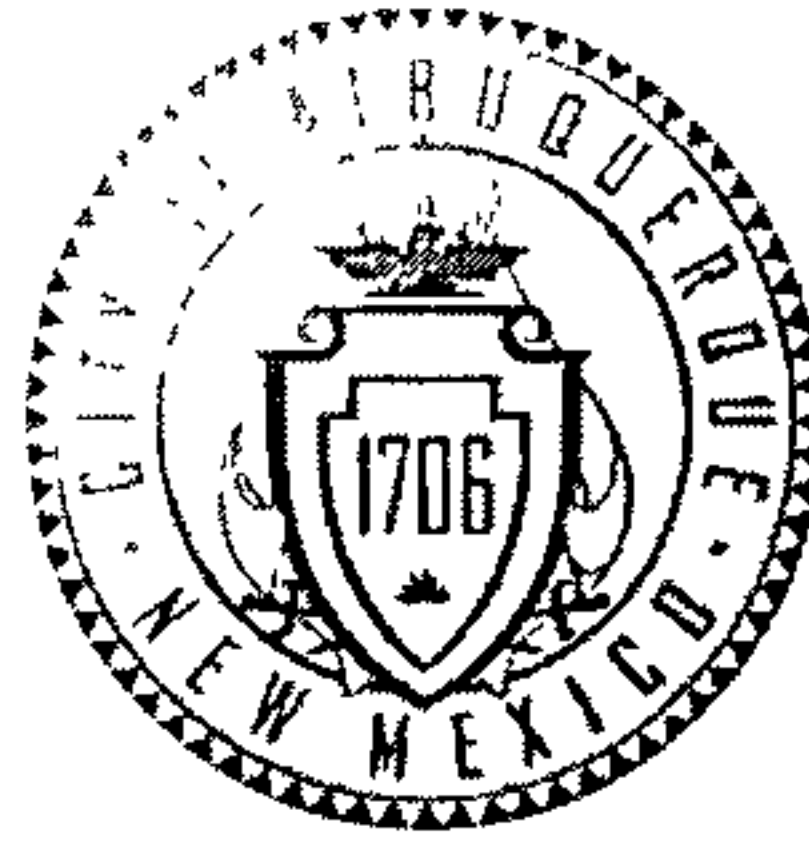
If the fifteenth day falls on a Saturday, Sunday or holiday as listed in the Merit System Ordinance, the next working day is considered as the deadline for filing the appeal. Such appeal shall be heard within 60 days of its filing.

You will receive notice if any other person files an appeal. Successful applicants are reminded that other requirements of the City must be complied with, even after approval of the referenced application(s).

Please note that the vacation of all plats, rights-of-way, and easements are void after one year from the final appeal date referenced above if all conditions are not met (The effective date of Development Review Board approval is the hearing date plus the 15-day appeal period.) (REF: Chapter 14 Article 14 Part 7-2 (E)(3)(6) Revised Ordinance.)



Jack Cloud, DRB Chair



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 # 1010671

Board hearing date:

**WEDNESDAY, December 9, 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 Approval (AA)
- 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

**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, INC PHONE 897-3366  
 ADDRESS 9384 VALLEY VIEW DR NW FAX \_\_\_\_\_  
 CITY ALB STATE NM ZIP 87114 E-MAIL RUS.HUGG@SURVTEK

APPLICANT GRATER ALBUQUERQUE HOUSING PARTNERSHIP PHONE \_\_\_\_\_  
 ADDRESS 320 GOLD SW, SUITE 910 FAX \_\_\_\_\_  
 CITY ALB STATE NM ZIP 87106 E-MAIL \_\_\_\_\_

Proprietary interest in site OWNERS List all owners \_\_\_\_\_

DESCRIPTION OF REQUEST: VACATION OF A PORTION OF PUBLIC RIGHT OF WAY AND PRELIMINARY / FINAL (MINOR) PLAT

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 12 Block 15 Unit ---  
 Subdiv. Adm. TBKA EMIL MANN ADJUTION  
 Existing Zoning R-2 Proposed zoning SAME MRGCD Map No. ---  
 Zone Atlas page(s) L-19 UPO Code 101905616840221501

**CASE HISTORY:**

List any current or prior case number that may be relevant to your application (Prop., App., DRB, AX, Z, V, S, etc.) \_\_\_\_\_

**CASE INFORMATION:**

Within city limits?  Yes Within 1000FT of a landfill? N/A  
 No. of existing lots 1 No. of proposed lots 1 Total site area (acres) 0.1663  
 LOCATION OF PROPERTY BY STREETS (City or Near) SAN PABLO ST SE  
 Between TRUMBULL AVE SE and BELL AVE SE

Check if project was previously reviewed by Sketch Plat Plan. T. or Pre-application Review Team (PRT) Review Date \_\_\_\_\_

**SIGNATURE**

(Print Name) Russ Hugg DATE 11.10.15  
 Applicant  Agent

**FOR OFFICIAL USE ONLY**

Revised: 4/2012

<input type="checkbox"/> INTERNAL ROUTING	Application case numbers	Action	SF	Fees
<input type="checkbox"/> All checklists are complete	<u>10101671</u>	<u>VRW</u>		\$ <u>---</u>
<input type="checkbox"/> All fees have been collected	<u>70423</u>	<u>IAF</u>		\$ <u>200.00</u>
<input type="checkbox"/> All case #s are assigned	<u>70424</u>	<u>CMF</u>		\$ <u>---</u>
<input type="checkbox"/> AGIS copy has been sent		<u>ADV</u>		\$ <u>75.00</u>
<input type="checkbox"/> Case history #s are listed				\$ <u>---</u>
<input type="checkbox"/> Site is within 1000ft of a landfill				\$ <u>---</u>
<input type="checkbox"/> F.H.D.P. density bonus				\$ <u>---</u>
<input type="checkbox"/> F.H.D.P. fee rebate				\$ <u>---</u>
				Total
				\$ <u>---</u>

Hearing date December 4, 2015

Project # 10101671

Staff signature & Date [Signature]

**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.

- <sup>N/A</sup> 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
- <sup>N/A</sup> Signed & recorded Final Pre-Development Facilities Fee Agreement for Residential development only
- <sup>N/A</sup> 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
- <sup>N/A</sup> 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
- <sup>N/A</sup> 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.

Russ Huges  
 Applicant name (print)  
[Signature] 11.10.15  
 Applicant signature / date



Form revised October 2007

- Checklists complete
- Fees collected
- Case #s assigned
- Related #s listed

Application case numbers  
15-1010-10424

[Signature] 11.12.15  
 Planner signature / date  
 Project # 1010011



**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)**  
 ✓ 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  
 \_\_\_ 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.**

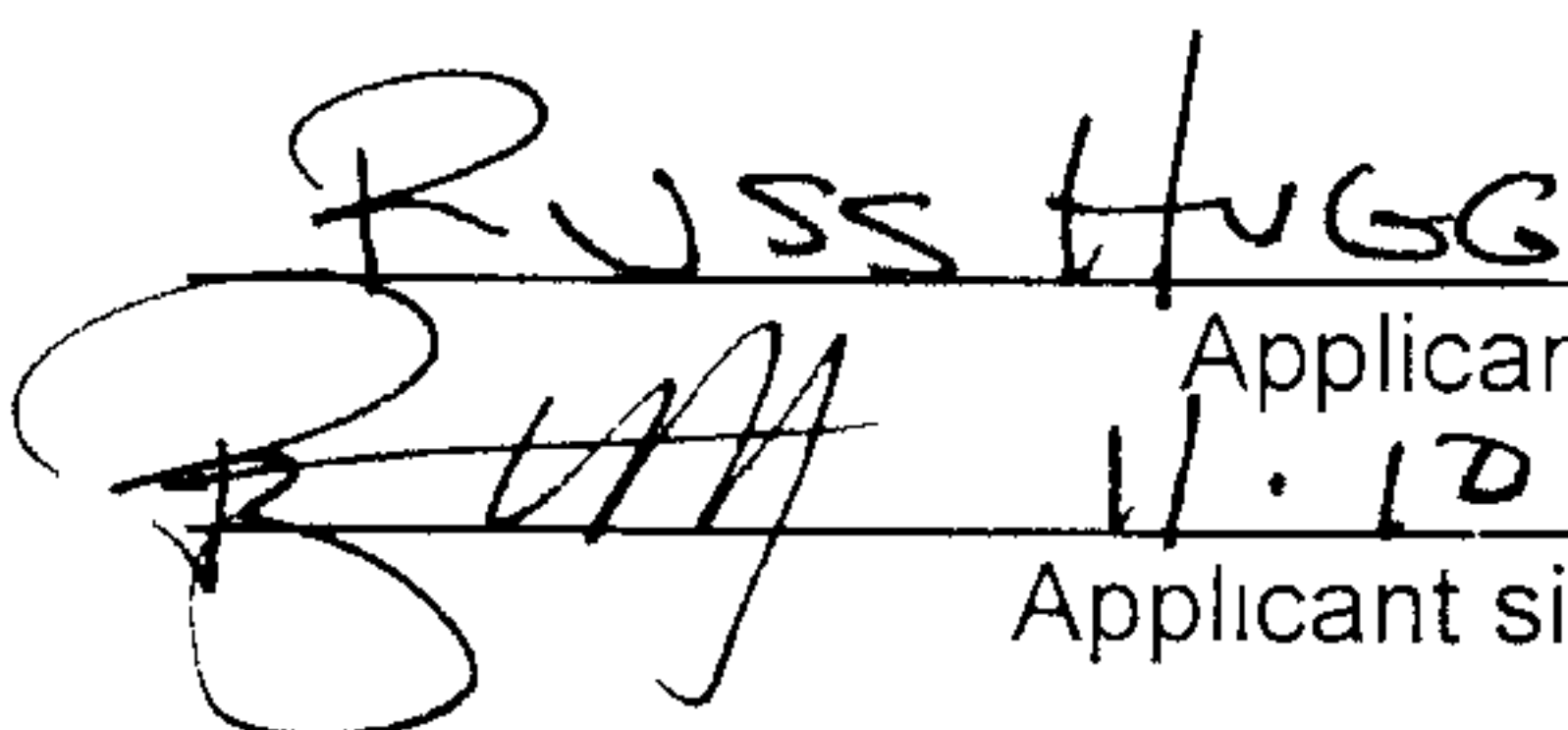
- SIDEWALK VARIANCE (DRB20)**  
 **SIDEWALK WAIVER (DRB21)**  
 \_\_\_ Scale drawing showing the proposed variance or waiver (not to exceed 8 5" by 14") **6 copies**  
 \_\_\_ Zone Atlas map with the entire property(ies) clearly outlined  
 \_\_\_ Letter briefly describing, explaining, and justifying 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

  
 Applicant name (print) Russ Hugg  
 Applicant signature / date [Signature] 11.10.15

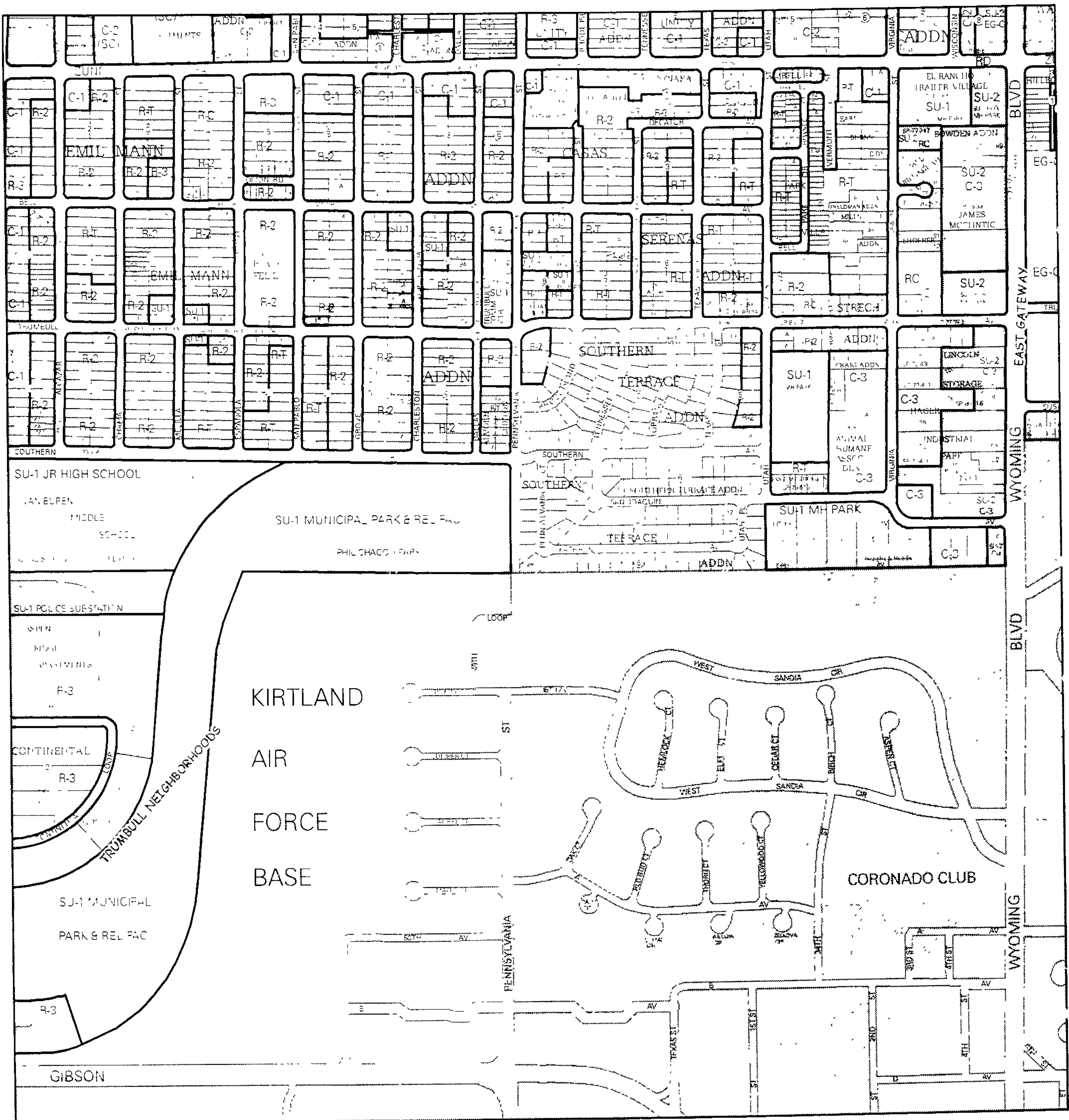


Form revised 4/07

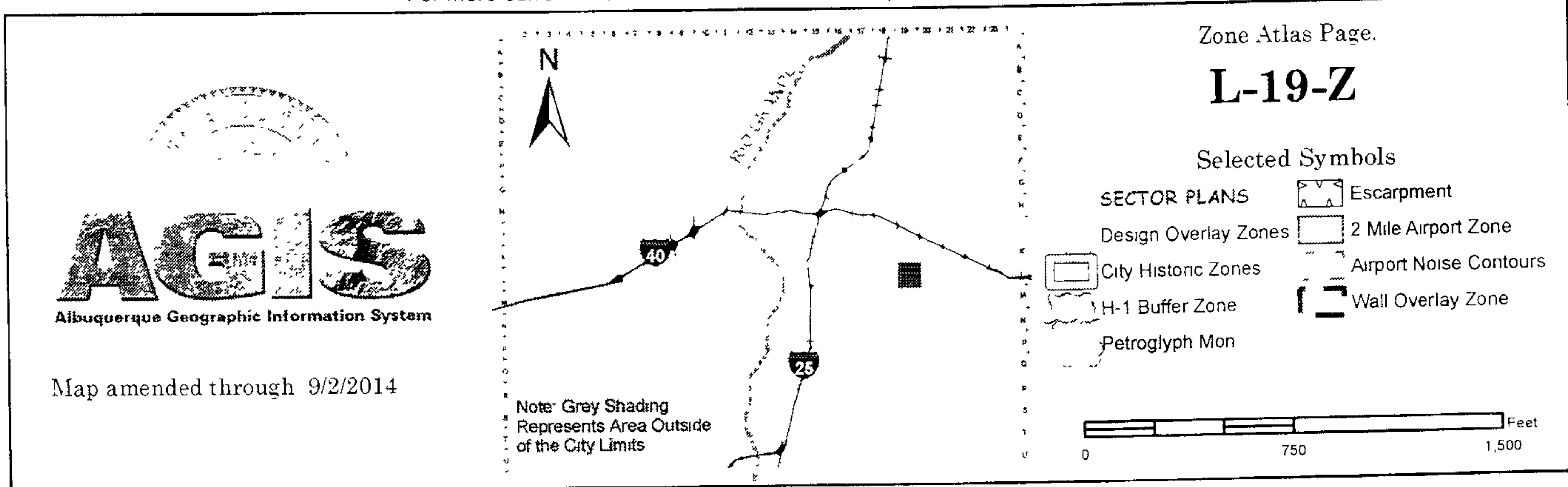
<input type="checkbox"/> Checklists complete	Application case numbers		
<input type="checkbox"/> Fees collected	<u>15 - 1000 - 10000</u>	<u>[Signature]</u>	<u>11.10.15</u>
<input type="checkbox"/> Case #s assigned	_____	Project #	<u>10000000</u>
<input type="checkbox"/> Related #s listed	_____		







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





# SURV TEK, INC.

## Consulting Surveyors

9384 Valley View Drive, NW Albuquerque, New Mexico 87114  
Phone: 505-897-3366 Fax: 505-897-3377 E-mail: [russhugg@survtek.com](mailto:russhugg@survtek.com)

November 5, 2015

Albuquerque Development Review Board  
PO Box 1293  
Albuquerque, New Mexico 87103

Attention: Mr. Jack Cloud, Chair

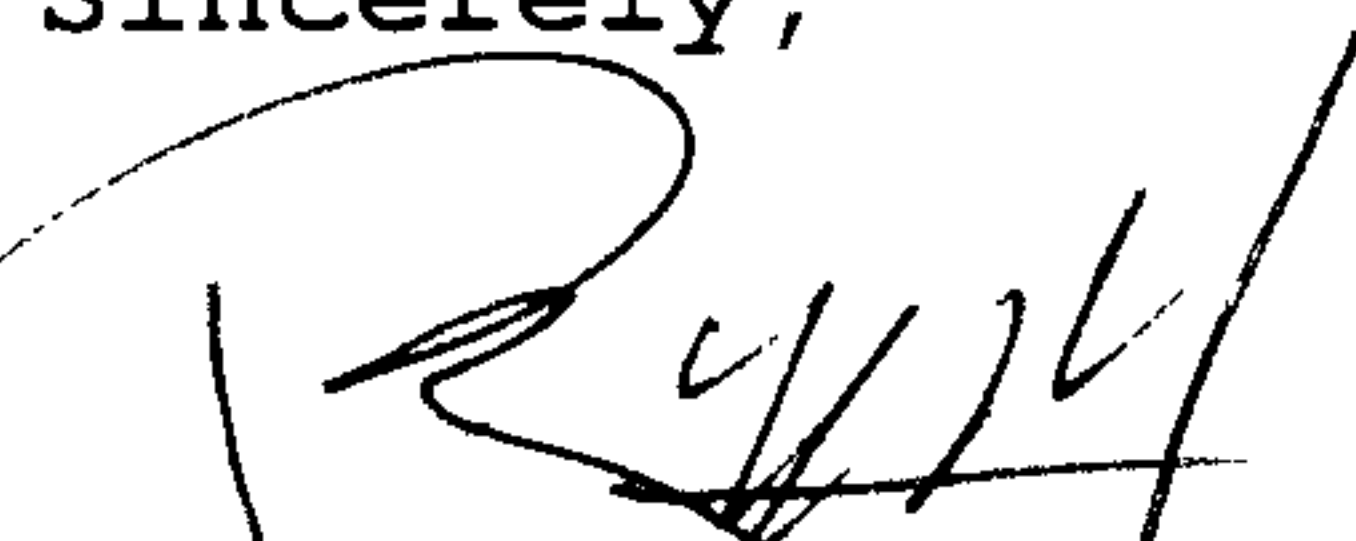
RE: Lots 12, Block 15: Emil Mann Addition, City of Albuquerque,  
Bernalillo County, New Mexico. City Zone Atlas Page L-19  
attached hereto as Exhibit "A".

Dear Mr. Cloud

The owners of the above captioned property, The Greater Albuquerque Housing Partnership are hereby filing application with the City of Albuquerque Development Review Board for Vacation Action to Vacate a Northerly portion of Public right of way for Trumbull Avenue SE and Minor Preliminary/Final Plat action to show said vacated right of way and combine into 1 lot to facilitate new construction by The Greater Albuquerque Housing Partnership.

If you have any questions concerning this request, please feel free to contact me at your convenience.

Sincerely,



Russ P. Hugg, PS  
Surv-Tek, Inc.

VACATION EXHIBIT  
 PROPOSED LOT 12-A, BLOCK 15  
 EMIL MANN ADDITION

SITUATE WITHIN  
 SECTION 30, TOWNSHIP 10 NORTH RANGE 4 EAST  
 NEW MEXICO PRINCIPAL MERIDIAN  
 CITY OF ALBUQUERQUE  
 BERNALILLO COUNTY, NEW MEXICO

LINE TABLE

CURVE TABLE



1" = 100'

SAN PABLO STREET S.E.

TRACT A  
 PLAZA FELIZ

LOT 13  
 EMIL MANN ADDITION  
 BLOCK (11)

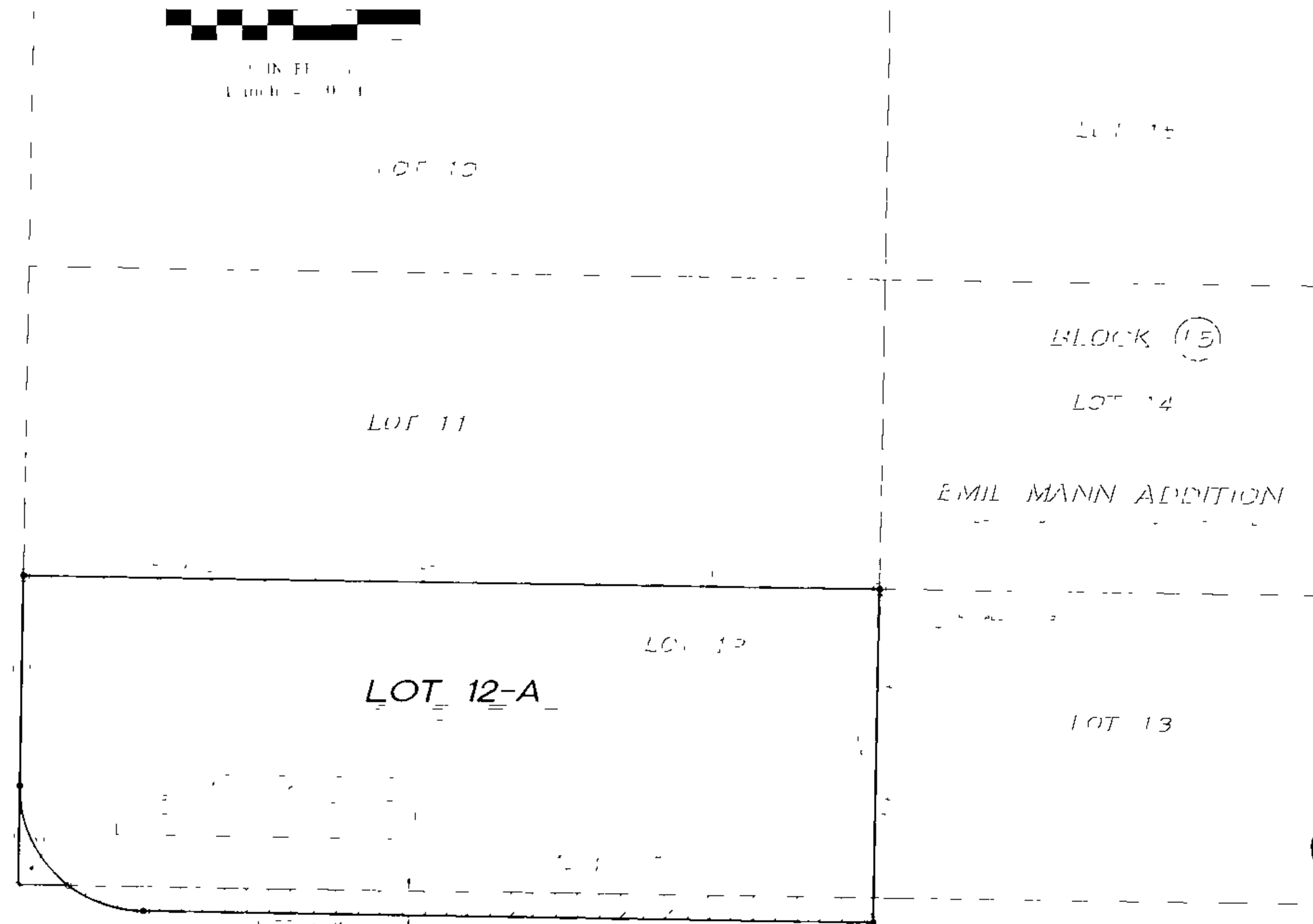
TRACT A  
 PLAZA FELIZ

TRUMBULL AVENUE S.E.

TRUMBULL AVENUE S.E.

BLOCK (23)

LOT 24  
 EMIL MANN ADDITION



**SURVOTEK, INC.**

Consulting Surveyors  
 1384 Valley Road, N.W., Albuquerque, New Mexico 87102  
 Phone: (505) 243-1111 Fax: (505) 243-1112



November 3, 2015

Mr. Russ P. Hugg  
Surv-Tek, Inc.  
9384 Valley View Drive NW  
Rio Rancho, New Mexico 87114

Re: Lots 13 thru 16 and Lots 18 thru 20, Block 4; Lots 4 thru 8 and 17 thru 18, Block 5; Lots 5 thru 9, Block 6; Lots 1 thru 7 and Lot 12, Block 15, Lots 16 thru 18, Block 13, Lots 21-A, 22-A, 22-B, 23-A, 24-A and 24-B, Block 13 and Lot 12, Block 16, Emil Mann Addition, City of Albuquerque, Bernalillo County, New Mexico. City Zone Atlas Page L-19 attached hereto as Exhibit "A".

Dear Russ:

By this letter, I hereby authorize you to act as agent on behalf of The Greater Albuquerque Housing Partnership for the purpose of vacation of public right of way and subsequent Re-platting of the above referenced Lots.

Please call me if you have any further questions.

Sincerely,

*Greater Albuquerque Housing Partnership*



By: Felipe Raol, Executive Director



**Consulting Surveyors**

9384 Valley View Drive, NW Albuquerque, New Mexico 87114  
Phone: 505-897-3366 Fax: 505-897-3377 E-mail: russhugg@survtek.com

November 9, 2015

**CERTIFIED MAIL - RETURN RECEIPT REQUESTED**

Trumbull Village Association  
950 Louisiana Boulevard SE, # 2  
Albuquerque, NM 87108  
Attention: Joanne Landry

RE: Lot 12, Block 15; Emil Mann Addition, City of Albuquerque,  
Bernalillo County, New Mexico. City Zone Atlas page L-19.

The owners of the above captioned property, The Greater Albuquerque Housing Partnership are hereby filing application with the City of Albuquerque Development Review Board for a Vacation Action to vacate a Northerly portion of Trumbull Avenue as shown on the attached Vacation Exhibit.

The application will require a public hearing before the Development Review Board in the DRB Meeting Room in the basement floor of the Plaza Del Sol Building at Second and Roma N.W. The Chair of the Development Review Board, Mr. Jack Cloud, may be contacted at 924-3880 or by mail at P.O. Box 1293, Albuquerque, New Mexico 87103.

If you have any questions or comments on this matter please contact:

Russ P. Hugg, PS, Agent

Surv-Tek, Inc.  
9384 Valley View Drive N.W.  
Albuquerque, New Mexico 87114  
505 897 3366





**Consulting Surveyors**

9384 Valley View Drive, NW Albuquerque, New Mexico 87114  
Phone: 505-897-3366 Fax: 505-897-3377 E-mail: russhugg@survtek.com

November 9, 2015

**CERTIFIED MAIL - RETURN RECEIPT REQUESTED**

Trumbull Village Association  
950 Louisiana Boulevard SE, # 2  
Albuquerque, NM 87108  
Attention: Lester Barrs

RE: Lot 12, Block 15; Emil Mann Addition, City of Albuquerque,  
Bernalillo County, New Mexico. City Zone Atlas page L-19.

The owners of the above captioned property, The Greater Albuquerque Housing Partnership are hereby filing application with the City of Albuquerque Development Review Board for a Vacation Action to vacate a Northerly portion of Trumbull Avenue as shown on the attached Vacation Exhibit.

The application will require a public hearing before the Development Review Board in the DRB Meeting Room in the basement floor of the Plaza Del Sol Building at Second and Roma N.W. The Chair of the Development Review Board, Mr. Jack Cloud, may be contacted at 924-3880 or by mail at P.O. Box 1293, Albuquerque, New Mexico 87103.

If you have any questions or comments on this matter please contact:

Russ P. Hugg, PS, Agent

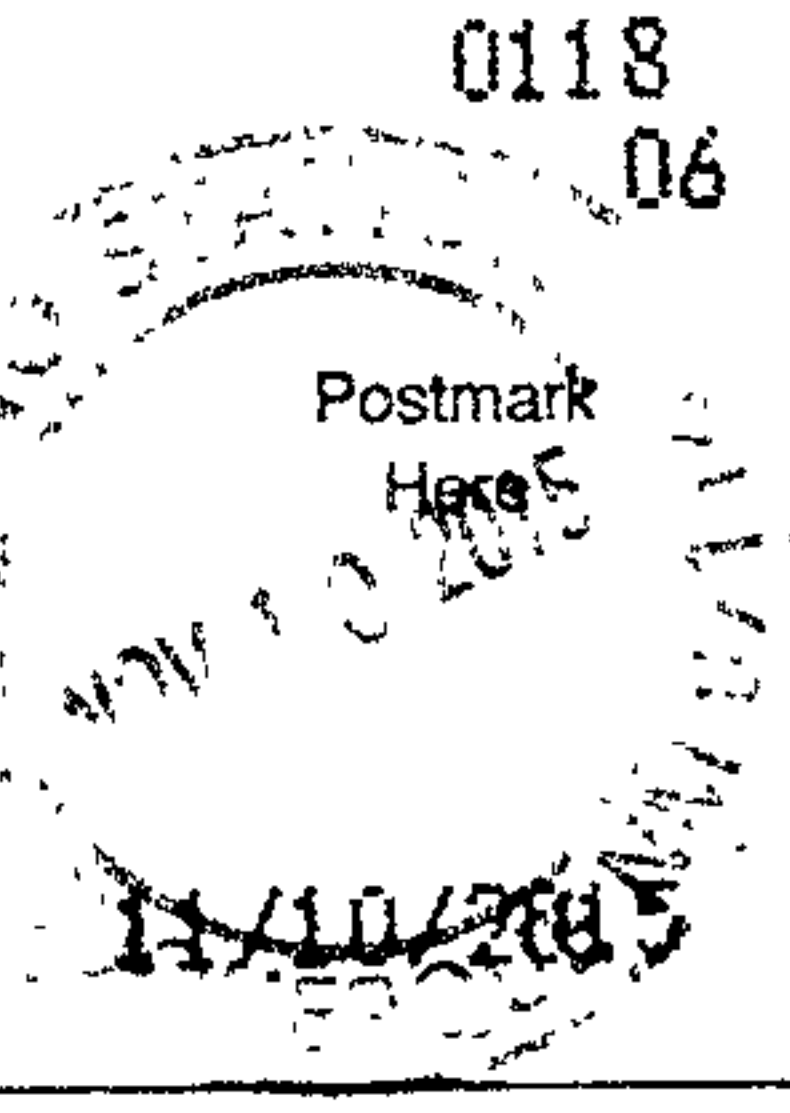
Surv-Tek, Inc.  
9384 Valley View Drive N.W.  
Albuquerque, New Mexico 87114  
505 897 3366

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ALBUQUERQUE, NM 87108

Postage	\$3.45
Certified Fee	\$2.80
Return Receipt Fee (Endorsement Required)	\$0.00
Restricted Delivery Fee (Endorsement Required)	\$0.00
Total Postage & Fees	\$1.42
	\$
	\$7.67



Sent To Trumbull Village Assoc.  
Street & Apt. No.,  
or PO Box No 950 Louisiana SE #2  
City, State, ZIP+4  
ABQ NM 87108

PS Form 3800, July 2014 See Reverse for Instructions

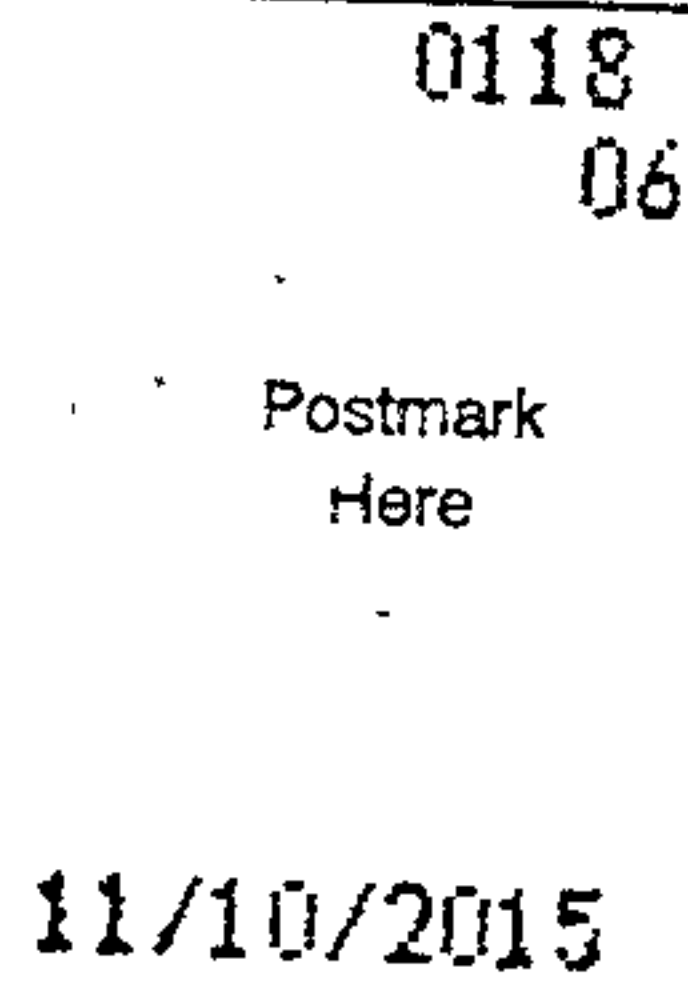
7014 3490 0002 0023 5934

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ALBUQUERQUE, NM 87108

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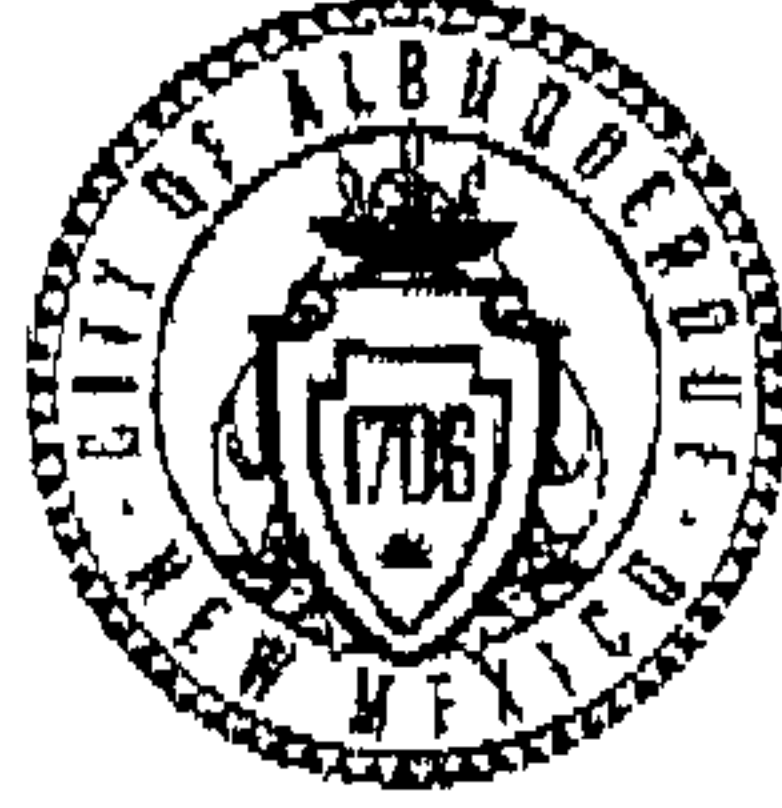


Sent To Trumbull Village Assoc.  
Street & Apt. No.,  
or PO Box No 950 Louisiana SE #2  
City, State, ZIP+4  
ABQ NM 87108

PS Form 3800, July 2014 See Reverse for Instructions

7014 3490 0002 0023 5936





## City of Albuquerque

P.O. Box 1293, Albuquerque, NM 87103

November 3, 2015

Russ Hugg  
Surv-Tek, Inc.  
9384 Valley View Dr. NW/87114  
Phone: 505-897-3366/Fax: 505-897-3377

Dear Russ:

Thank you for your inquiry of November 3, 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 **(LUCC SUBMITTAL) – LOT 12, BLOCK 15, LOT 12, BLOCK 16, LOTS 13-16, BLOCK 4, LOTS 1-7, BLOCK 15, EMIL MANN ADDITION, LOCATED ON BELL AVENUE SE AND TRUMBULL AVENUE SE BETWEEN MESILLA STREET SE AND CHARLESTON STREET SE** zone map **L-19.**

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

### TRUMBULL VILLAGE ASSOC. "R"

Joanne Landry, 7501 Trumbull SE/87108 604-6761 (c)  
Lester Barrs, 950 Louisiana Blvd. SE, #2/87108 261-8714 (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. **IMPORTANT! Failure of adequate notification may result in your Application Hearing being deferred.** 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](mailto:swinklepleck@cabq.gov) or by fax at (505) 924-3913.

Sincerely,

*Stephani Winklepleck*

Stephani Winklepleck  
Neighborhood Liaison  
OFFICE OF NEIGHBORHOOD COORDINATION  
Planning Department

**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.

**LETTERS MUST BE SENT  
TO BOTH CONTACTS OF  
EACH NA/HOA FOR THIS  
PLANNING SUBMITTAL.**

PROJECT#

1010101

DECEMBER 9, 2015

VRD  
PIT