



DEVELOPER INQUIRY SHEET

(To be completed prior to application submittal)

The Office of Neighborhood Coordination (ONC) located in Room 120 (basement) of the Plaza Del Sol Building, 600 Second Street NW, Fax: (505) 924-3913 – will need the following information **BEFORE** neighborhood and/or homeowner association information will be released to the applicant/agent on any project being presented to the Planning Department of the City of Albuquerque. If you have any questions, please feel free to contact our office at (505) 924-3914. **Your Developer Inquiry is for the following:**

Cell Tower & Type: ☐ Free-Standing Tower -OR- ☐ Concealed Tower

Private Development ☐ EPC ☒ DRB ☐ LUCC ☐ Liquor Submittal
☐ Administrative Amendments (AA's)

City Project ☐ Special Exception Application (ZHE) ☐

CONTACT NAME: Kay Brashear

COMPANY NAME: Mark Goodwin & Associates, PA

ADDRESS/ZIP: PO BOX 90606, Albuquerque, NM 87199

PHONE: 828-2200 FAX:

LEGAL DESCRIPTION INFORMATION

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

LEGAL DESCRIPTION

Tracts A-1, A-2, B-1, and C-1 Cibola Loop Subdivision

LOCATED ON Ellison Blvd.

BETWEEN Cibola Loop AND Street Name or Other Identifying Landmark

Street Name or Other Identifying Landmark

THE SITE IS INDICATED ON THE FOLLOWING ZONE ATLAS PAGE (A-13).

(PLEASE MARK/HATCH ZONE MAP WHERE PROPERTY IS LOCATED)
(Zone Map **MUST** be provided with request)



City of Albuquerque

P.O. Box 1293, Albuquerque, NM 87103

***PLEASE NOTE:** The NA/HOA information listed in this letter is valid for one (1) month. If you haven't filed your application within one (1) month of the date of this letter – you will need to get an updated letter from our office.

December 22, 2016

Kay Brashear
Mark Goodwin & Associates, PA
PO Box 90606
Albuquerque, NM 87199
(505) 828-2200
kay@goodwinengineers.com

Dear Kay:

Thank you for your inquiry 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 **[DRB Submittal]** at **Tracts A-1, A-2, B-1 and C-1, Cibola Loop Subdivision** located on **Ellison Dr. between Ellison Dr. and Cibola Loop** zone map A-13.

This correspondence serves as your "Developer Notification Letter" from the Office of Neighborhood Coordination, and must be included as part of your application.

Our records indicate that as of December 22, 2016, there were no Neighborhood and/or Homeowner Associations in this area.

Please see Page 2 of this letter for additional requirements. If you have any questions about the information provided please contact our office at (505) 924-3914 or ONC@cabq.gov

Sincerely,

Vicente M. Zuevedo

Vicente M. Zuevedo

Neighborhood Liaison

OFFICE OF NEIGHBORHOOD COORDINATION

Planning Department

Neighborhood Notification Checklist

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

1. ONC's "Developer Notification Letter" to the applicant outlining any affected Neighborhood and/or Homeowner Associations.

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

Any questions, please feel free to contact our office at (505) 924-3914 or ONC@cabq.gov.

Thank you for your cooperation on this matter.

(ONC use only)

Date Processed: **12/22/16** ONC Staff Initials: **VMQ**