



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.

October 19, 2016

Steven Metro
Wilson & Company
4900 Lang Ave. NE/87109
Phone: 505-348-4000 Fax: 505-348-4055
E-mail: steve.metro@wilsonco.com

Dear Steven:

Thank you for your inquiry of **October 19, 2016** 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 PROJECT SUBMITTAL) LOTS 6, 7, 8 AND 9, BLOCK 3, UNIT 18, VOLCANO CLIFFS SUBDIVISION LOCATED ON PETIRROJO ROAD NW BETWEEN COMPASS DRIVE NW AND AGUILLA STREET NW zone map D-10.**

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

PETROGLYPH ESTATES N.A., INC. (PET)

*Steven J. Metro, 8860 Desert Finch NE/87122 280-4553 (c)
Blake Thompson, 3009 Palo Alto Dr. NE/87111 328-3117 (c)

VOLCANO CLIFFS PROPERTY OWNERS ASSOC. (VCC)

Ralph Davis, 5612 Popo NW/87120 280-6512 (c)
Blake Thompson, 3009 Palo Alto NE/87111 328-3117 (c)

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 (**PLEASE ATTACH: 1) Copy of this letter; 2) Copy of letters sent to NA/HOA's and 3) Copy of White Receipts showing proof that you sent certified mail w/stamp from USPS showing date.**) If you have any questions about the information provided please contact me at (505) 924-3914 or via an e-mail message at dcarmona@cabq.gov.

Sincerely,

Dalaina L. Carmona

Dalaina L. Carmona

Senior Administrative Assistant

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 Dalaina at 924-3914 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: 10/19/16 Time Entered: 3:55 p.m. Rep. Initials: DLC



DEVELOPER INQUIRY SHEET

To obtain NA/HOA Contact Information for Application Submittal to the Planning Department.

The Office of Neighborhood Coordination (ONC) located in Room 440 (4th floor) of the Plaza Del Sol Building, 600 Second Street NW is where you obtain NA/HOA Information for your Planning Submittal.

You can submit your Developer Inquiry Sheet the following ways: 1) in person at the address listed above; 2) fax to - 505-924-3913; or 3) you can e-mail the Zone Map and Developer Inquiry Sheet to **BOTH**: Stephani Winklepleck at swinklepleck@cabq.gov -AND- Dalaina Carmona at dcarmona@cabq.gov and one of us will do for you.

ONC will need the following information **BEFORE** any NA/HOA Information will be released to the Applicant/Agent on any Planning Submittal being presented to the Planning Department. If you have any questions, please feel free to contact our office at 505-924-3914.

Zone Map and this Developer Inquiry Sheet MUST be provided with request.

Please mark/hatch Zone Map where Property is located.

Your Developer Inquiry is for the following:

Cell Tower Submittal: Free-Standing Tower -OR- Concealed Tower

EPC Submittal DRB Submittal LUCC Submittal Liquor Submittal

AA Submittal City Project Submittal ZHE Submittal (need address/zone map # only)

CONTACT NAME: Steve Metro

COMPANY NAME: Wilson & Company

ADDRESS/ZIP: 4900 Lang Ave NE, Albuquerque, NM 87109

Phone: 505-348-4000 Fax: 505-348-4055 E-mail: steve.metro@wilsonco.com

LEGAL DESCRIPTION INFORMATION

LEGAL DESCRIPTION OF THE SUBJECT SITE FOR THIS PROJECT SUBMITTAL IS

DESCRIBED BELOW (i.e., Lot A, Block A, of the For Your Information Subdivision):

Lots 6, 7, 8 and 9, Block 3, Units 18 Volcano Cliffs Subdivision

LOCATED ON Petrojo Rd NW

LEGAL DESCRIPTION

STREET NAME (ex. - 123 Main St. NW) OR OTHER IDENTIFYING LANDMARK

BETWEEN Compass Rd NW and Aguilla Rd NW

STREET NAME OR OTHER IDENTIFYING LANDMARK

AND

STREET NAME OR OTHER IDENTIFYING LANDMARK

THE SITE IS LOCATED ON THE FOLLOWING ZONE ATLAS PAGE (D-102).



Alaska
Arizona
California
Colorado
Kansas
Louisiana
Minnesota
Missouri
Nebraska
New Mexico
Texas
Utah

CERTIFIED MAIL

October 20, 2016

Ralph Davis
Volcano Cliffs Property Owner's Association (VCC)
5612 Popo NW
Albuquerque, NM 87120
280-6512 (c)

Re: **Neighborhood Association Notification**
Volcano Cliffs Tract 1 – SAD 228 Pond 5, a replat of Lots 6, 7, 8 and 9, Block 3, Unit 18 Volcano Cliffs
Subdivision Public Utility Easements Vacation and Preliminary/Final Plat

Dear Mr. Davis:

This letter is to inform the VOLCANO CLIFFS PROPERTY OWNERS ASSOC. (VCC) that Wilson & Company, Inc., acting as agents for COA/ MUNICIPAL DEVELOPMENT DEPARTMENT is requesting approval for the Vacation of Public Utility Easements and Preliminary Plat Approval for the above referenced properties. Lots 6, 7, 8 and 9, referenced above, comprise Pond 5 of SAD 228. This action will vacate Public Utility Easements on the lots that were granted with the original platting of Unit 18 in 1971, as well as combine the 4 lots into Tract 1 and dedicate the Drainage Pond and a city park to the City of Albuquerque.

Attached is a vicinity map showing the location of this project for your reference.

The City of Albuquerque Development Review Board will hold a public hearing on Wednesday, November 16, 2016 at 9:00 a.m. at Plaza Del Sol, 600 Second Street NW, Hearing Room, Lower Level. If you have any questions for the City Planning Staff, please contact the Planning Department at (505) 924-3860.

If you have any questions concerning this project, please contact me at (505) 348-4191.

WILSON & COMPANY

Kristine Susco
Project Designer
Email: kisusco@wilsonco.com





Alaska
Arizona
California
Colorado
Kansas
Louisiana
Minnesota
Missouri
Nebraska
New Mexico
Texas
Utah

CERTIFIED MAIL

October 20, 2016

Blake Thompson
Volcano Cliffs Property Owner's Association (VCC)
3009 Palo Alto Dr. NE
Albuquerque, NM 87111
328-3117 (c)

Re: **Neighborhood Association Notification**
Volcano Cliffs Tract 1 – SAD 228 Pond 5, a replat of Lots 6, 7, 8 and 9, Block 3, Unit 18 Volcano Cliffs
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WILSON & COMPANY 

Kristine Susco
Project Designer
Email: kisusco@wilsonco.com





Alaska
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Kansas
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Minnesota
Missouri
Nebraska
New Mexico
Texas
Utah

CERTIFIED MAIL

October 20, 2016

Steven J. Metro
Petroglyph Estates N.A., Inc. (PENA)
8860 Desert Finch NE
Albuquerque, NM 87122
280-4553 (h)

Re: **Neighborhood Association Notification**
Volcano Cliffs Tract 1 – SAD 228 Pond 5, a replat of Lots 6, 7, 8 and 9, Block 3, Unit 18 Volcano Cliffs
Subdivision Public Utility Easements Vacation and Preliminary/Final Plat

Dear Mr. Metro:

This letter is to inform the **Petroglyph Estates N.A., Inc. (PET)** that Wilson & Company, Inc., acting as agents for COA/ MUNICIPAL DEVELOPMENT DEPARTMENT is requesting approval for the Vacation of Public Utility Easements and Preliminary Plat Approval for the above referenced properties. Lots 6, 7, 8 and 9, referenced above, comprise Pond 5 of SAD 228. This action will vacate Public Utility Easements on the lots that were granted with the original platting of Unit 18 in 1971, as well as combine the 4 lots into Tract 1 and dedicate the Drainage Pond and a city park to the City of Albuquerque.

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WILSON & COMPANY


Kristine Susco
Project Designer
Email: kisusco@wilsonco.com





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New Mexico
Texas
Utah

CERTIFIED MAIL

October 20, 2016

Blake Thompson
Volcano Cliffs Property Owner's Association (VCC)
3009 Palo Alto Dr. NE
Albuquerque, NM 87111
328-3117 (c)

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WILSON & COMPANY


Kristine Susco
Project Designer
Email: kisusco@wilsonco.com





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Minnesota
Missouri
Nebraska
New Mexico
Texas
Utah

CERTIFIED MAIL

October 20, 2016

Blake Thompson
Petroglyph Estates N.A., Inc. (PENA)
3009 Palo Alto Dr. NE
Albuquerque, NM 87111
328-3117 (c)

Re: **Neighborhood Association Notification**
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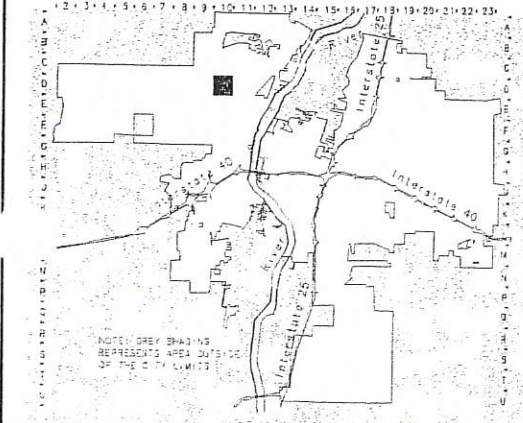
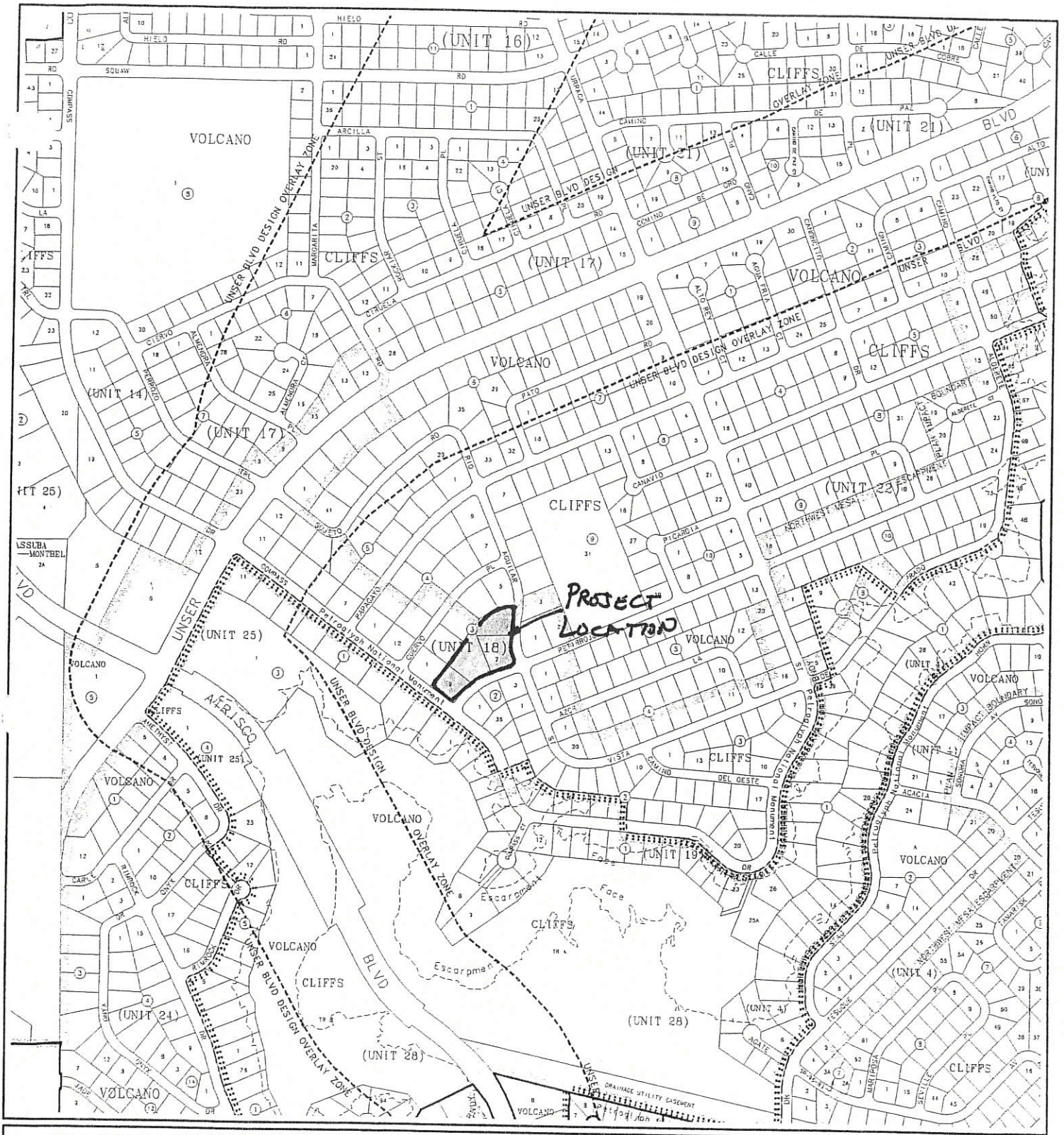
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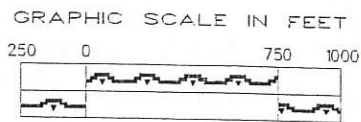
WILSON & COMPANY

Kristine Susco
Project Designer
Email: kisusco@wilsonco.com





CITY OF
Albuquerque
A G I S
ALBUQUERQUE Geographic Information System
PLANNING DEPARTMENT
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Zone Atlas Page

D-10-Z

Map Amended through January 21, 2003

7007 2680 0001 3612 1934

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ALBUQUERQUE, NM 87122

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Restricted Delivery Fee (Endorsement Required)	\$0.00
Total Postage & Fees	\$6.47

Total Postage & Fees \$6.47

Postmark Here: **ALBUQUERQUE NM 10/19/2016**

Sent To: **Mr. Steven J. Metro**

Street, Apt. No., or PO Box No.: **3860 Desert Finch NE**

City, State, ZIP+4: **Albuquerque, NM 87122**

PS Form 3800, August 2006 See Reverse for Instructions

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ALBUQUERQUE, NM 87120

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Restricted Delivery Fee (Endorsement Required)	\$0.00
Total Postage & Fees	\$6.47

Total Postage & Fees \$6.47

Postmark Here: **ALBUQUERQUE NM 10/19/2016**

Sent To: **Mr. Ralph Davis**

Street, Apt. No., or PO Box No.: **5612 Popo NW**

City, State, ZIP+4: **Albuquerque, NM 87120**

PS Form 3800, August 2006 See Reverse for Instructions

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Certified Fee	\$2.70
Return Receipt Fee (Endorsement Required)	\$0.00
Restricted Delivery Fee (Endorsement Required)	\$0.00
Total Postage & Fees	\$6.47

Total Postage & Fees \$6.47

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Sent To: **Mr. Blake Thompson**

Street, Apt. No., or PO Box No.: **3009 Palo Alto Dr NE**

City, State, ZIP+4: **Albuquerque, NM 87111**

PS Form 3800, August 2006 See Reverse for Instructions