



## City of Albuquerque

P.O. Box 1293, Albuquerque, NM 87103

November 28, 2016

Jeremy Dreskin  
Studio Southwest Architects, Inc.  
2101 Mountain Rd. NW  
Phone: 505-843-9639  
E-mail: jdreskin@studioswarch.com

Dear Jeremy:

Thank you for your inquiry of **November 28, 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 SUBMITTAL) LT F-1 PLAT OF LANDS OF LOS ANGELES INVESTORS LOTS E-1, E-2& F-1 LOCATED ON WASHINGTON BETWEEN JEFFERSON ST. AND EDITH BLVD. zone map C-17.**

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

**ALAMEDA NORTH VALLEY ASSN. (ANV) "R"**

**\*Steve Wentworth**

8919 Boe Ln. NE/87113-2328 897-3052 (h)

Mark Rupert

909 Tijeras Ave. NW, Apt. 214/87102 270-2462 (w)

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) 924-3902 or via an e-mail message at [vquevedo@cabq.gov](mailto:vquevedo@cabq.gov).

Sincerely,

*Vicente M. Zuevedo*

Vicente M. Quevedo

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.**

# !!!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 924-3902 or via an e-mail message at [vquevedo@cabq.gov](mailto:vquevedo@cabq.gov).

Thank you for your cooperation on this matter.

\*\*\*\*\*

(below this line for ONC use only)

Date of Inquiry: 11/28/16 Time Entered: 10:27 a.m. Rep. Initials: VMQ



# 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 500 (5<sup>th</sup> 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 - **505-924-3460**; or 3) you can e-mail the Zone Map and Developer Inquiry Sheet to **BOTH**: Stephani Winklepleck at [swinklepleck@cabq.gov](mailto:swinklepleck@cabq.gov) -AND- Dalaina Carmona at [dlcarmona@cabq.gov](mailto:dlcarmona@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: JEREMY DRESKIN

COMPANY NAME: STUDIO SOUTHWEST ARCHITECTS, INC.

ADDRESS/ZIP: 2101 MOUNTAIN NW

Phone: 843-9634 Fax: \_\_\_\_\_ E-mail: ~~jeremydreskin@~~  
jdreskin@studioswarch.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):

LOT F-1

PART OF LANDS OF LOS ANGELES INVESTORS LOTS E-1, E-2 AND  
F-1 CONT.

LEGAL DESCRIPTION

LOCATED ON 8410 WASHINGTON ST NE

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

BETWEEN JEFFERSON ST NE

STREET NAME OR OTHER IDENTIFYING LANDMARK

EDITH BLVD NE

STREET NAME OR OTHER IDENTIFYING LANDMARK

**THE SITE IS LOCATED ON THE FOLLOWING ZONE ATLAS PAGE (C17).**