



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.

March 1, 2017

Russ Hugg
Serv-Tek, Inc.
9384 Valley View Drive NW
Albuquerque, NM 87114
(505) 897-3366
E-mail: russhugg@servtek.com

Dear Russ:

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 **[DRB Submittal]** project recorded as **[Tract A and Northerly portions of Tract B, Block 8, Mesa Village]** located on **[Wyoming Boulevard NE between Constitution Avenue NE and Summer Avenue NE]** zone map **[J-20]**.

This correspondence serves as your "Notification Inquiry Letter" from the Office of Neighborhood Coordination, and must be included as part of your application. Please see "ATTACHMENT A" for a list of NA's / HOA's that must be contacted regarding this submittal.

Please note that according to Section *§14-8-2-7 of the Neighborhood Association Recognition Ordinance* you are required to notify **both** of these contact persons by **certified mail, return receipt requested**, before the Planning Department will accept your application. 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,
OFFICE OF NEIGHBORHOOD COORDINATION
Planning Department

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), or approval of a Wireless Telecommunication Facility (WTF) 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 Office of Neighborhood Coordination (ONC) by email at ONC@cabq.gov or by phone at (505) 924-3914.
A facilitated meeting request must be received by ONC by: **Monday, March 13, 2017.**

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 Letter" 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.
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) 924-3914 or ONC@cabq.gov.

Thank you for your cooperation on this matter.

(ONC use only)

Date Processed: **03/01/17** ONC Staff Initials: **DLC**

ATTACHMENT A

INDIAN MOON N.A. (INM) “R”

***Lynne Martin** *e-mail:* lmartin900@aol.com

1531 Espejo NE/87112 294-0435 (h)

Ron Zawistoski *e-mail:* ronzawis@abq.com

8910 Princess Jeanne NE/87112 294-5839 (h)

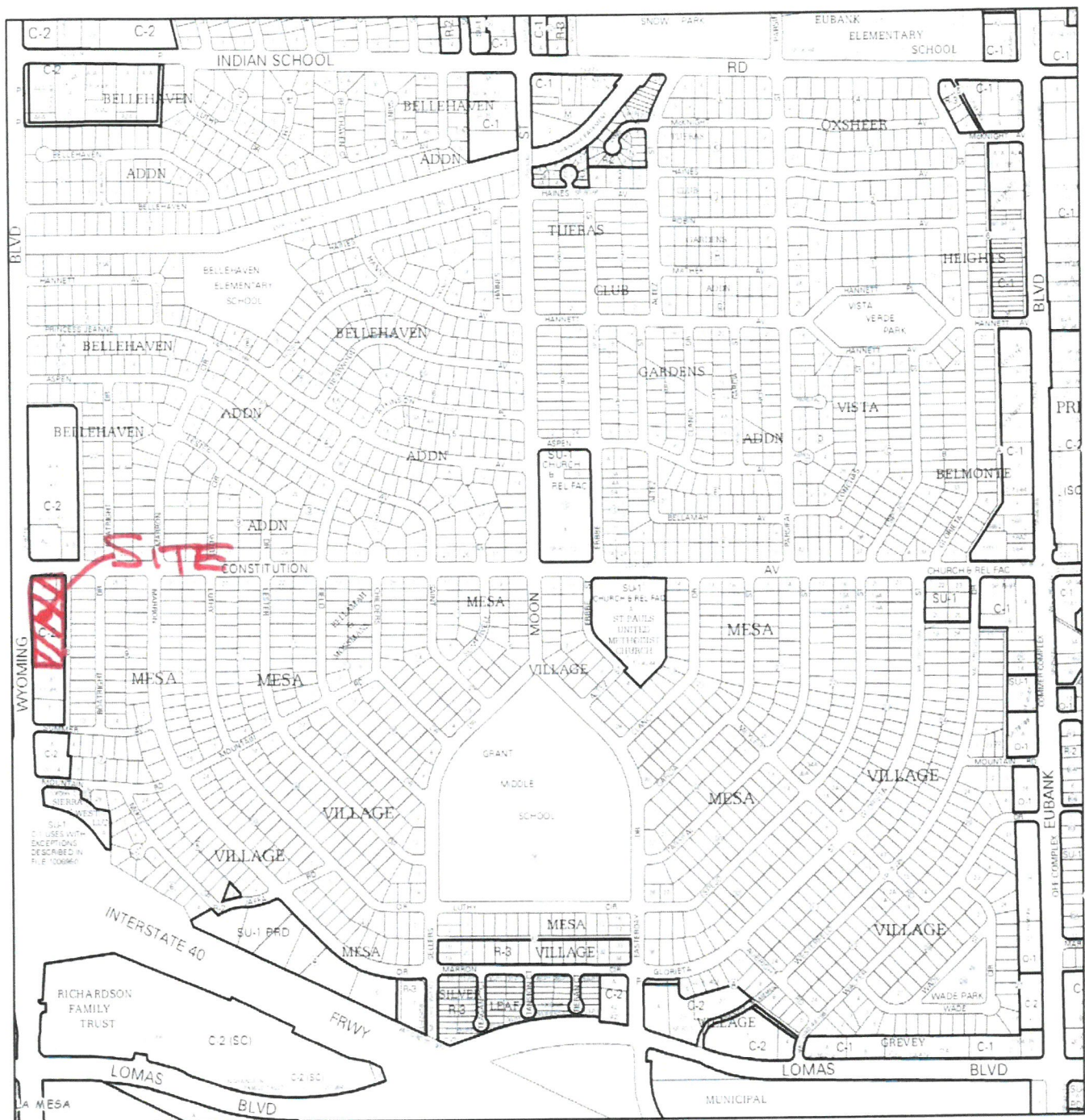
SNOW HEIGHTS N.A. (SWH) “R”

***Laura Garcia** *e-mail:* laurasmigi@aol.com


1404 Katie St. NE/87110 235-5858 (c)

Julie Nielsen *e-mail:* bjdniels@msn.com

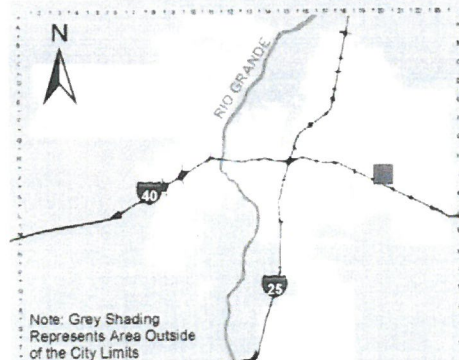
8020 Bellamah Ave. NE/87110 292-3989 (h) 362-2313 (c) 237-7643 (w)



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



Map amended through: 1/28/2016



Note: Grey Shading Represents Area Outside of the City Limits

Zone Atlas Page:
J-20-Z

Selected Symbols

SECTOR PLANS	Escarpment
Design Overlay Zones	2 Mile Airport Zone
City Historic Zones	Airport Noise Contours
H-1 Buffer Zone	Wall Overlay Zone
Petroglyph Mon.	

