



City of Albuquerque

***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.

June 9, 2017

Kirk Randall
Anderson Wahlen & Assoc.
2010 No. Redwood Road
Salt Lake City, UT 84116
801-410-8520
kirkr@awaeng.com

Dear Mr Randall:

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 **Development Review Board** project recorded as **32 acre shopping center on undeveloped and unplatted lands on the westerly quadrant of the intersection of Paseo Del Norte and Unser Boulevard** located on **Westerly corner of Paseo Del Norte and Unser Boulevard** zone map C-10.

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) 768-3334 or ONC@cabq.gov

Sincerely,

Office of Neighborhood Coordination
Council Services 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) 768-3334.
A facilitated meeting request must be received by ONC by: _____.

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) 768-3334 or ONC@cabq.gov.

Thank you for your cooperation on this matter.

(ONC use only)

Date Processed: _____ ONC Staff Initials: _____

ATTACHMENT A

VOLCANO CLIFFS PROPERTY OWNERS ASSOC. (VCC)

***Blake Thompson** e-mail: bthomps@hotmail.com

3009 Palo Alto NE/87111 328-3117 (h)

Ed Sanchez e-mail: edsan3013@gmail.com

416 Rivera Lane, Corrales, NM/87048 898-0521(h)

Website: www.vcpoa.com **NA-Email:** volcanocliffs@hotmail.com

PARADISE HILLS CIVIC ASSOC. (PHC) "R"

***Tom Anderson** e-mail: ta_a@msn.com

10013 Plunkett Dr. NW/87114 897-2593 (h) 304-0106 (c)

Maria Warren e-mail: samralphoxy@yahoo.com

5020 Russell NW/87114 440-2240 (c)

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