



### SUBDIVISION

- ☐ Major subdivision action  
☐ Minor subdivision action  
☐ Vacation  
☐ Variance (Non-Zoning)

### SITE DEVELOPMENT PLAN

- ☐ for Subdivision  
☐ for Building Permit  
☐ Administrative Amendment (AA)  
☐ Administrative Approval (DRT, URT, etc.)  
☐ IP Master Development Plan  
☐ Cert. of Appropriateness (LUCC)

### STORM DRAINAGE (Form D)

- ☐ Storm Drainage Cost Allocation Plan

### Supplemental Form (SF)

### S Z ZONING & PLANNING

- ☐ Annexation  
  
☐ V Zone Map Amendment (Establish or Change Zoning, includes Zoning within Sector Development Plans)  
☐ P Adoption of Rank 2 or 3 Plan or similar  
☐ Text Amendment to Adopted Rank 1, 2 or 3 Plan(s), Zoning Code, or Subd. Regulations

- ☐ D Street Name Change (Local & Collector)

### L A APPEAL / PROTEST of...

- ☐ Decision by: DRB, EPC, LUCC, Planning Director, ZEO, ZHE, Board of Appeals, other

PRINT OR TYPE IN BLACK INK ONLY. The applicant or agent must submit the completed application in person to the Planning Department Development Services Center, 600 2<sup>nd</sup> Street NW, Albuquerque, NM 87102.

Fees must be paid at the time of application. Refer to supplemental forms for submittal requirements.

### APPLICATION INFORMATION:

**Professional/Agent (if any):** \_\_\_\_\_ **PHONE:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_ **FAX:** \_\_\_\_\_  
**CITY:** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_  
**APPLICANT:** WILLOW WOOD HOA / VANCE LEY **PHONE:** 505-296-2330  
**ADDRESS:** 11607 HERMAN ROSER AVE. SE. **FAX:** \_\_\_\_\_  
**CITY:** ALBUQUERQUE **STATE** NM **ZIP** 87123 **E-MAIL:** avley@msn.com  
**Proprietary interest in site:** \_\_\_\_\_ **List all owners:** \_\_\_\_\_

**DESCRIPTION OF REQUEST:** REQUEST FOR CITY OF ALBUQUERQUE TO CEDE TITLE OR SELL SECTION OF Tony Sanchez BETWEEN JEWEL CAVE AND GIBSON.

Is the applicant seeking incentives pursuant to the Family Housing Development Program? ☐ Yes. ☐ No.

### SITE INFORMATION: ACCURACY OF THE EXISTING LEGAL DESCRIPTION IS CRUCIAL! ATTACH A SEPARATE SHEET IF NECESSARY.

**Lot or Tract No.** \_\_\_\_\_ **Block:** \_\_\_\_\_ **Unit:** \_\_\_\_\_  
**Subdiv/Addn/TBKA:** \_\_\_\_\_  
**Existing Zoning:** \_\_\_\_\_ **Proposed zoning:** \_\_\_\_\_ **MRGCD Map No** \_\_\_\_\_  
**Zone Atlas page(s):** L21, M21 **UPC Code:** \_\_\_\_\_

### CASE HISTORY:

List any current or prior case number that may be relevant to your application (Proj., App., DRB-, AX\_, Z\_, V\_, S\_, etc.): \_\_\_\_\_

### CASE INFORMATION:

**Within city limits?** ☒ Yes **Within 1000FT of a landfill?** NO  
**No. of existing lots:** \_\_\_\_\_ **No. of proposed lots:** \_\_\_\_\_ **Total site area (acres):** \_\_\_\_\_  
**LOCATION OF PROPERTY BY STREETS: On or Near:** TONY SANCHEZ  
**Between:** JEWEL CAVE **and** GIBSON  
**Check if project was previously reviewed by:** Sketch Plat/Plan ☐ or Pre-application Review Team(PRT) ☐ **Review Date:** \_\_\_\_\_

**SIGNATURE** Vance Ley **DATE** 8-7-2017  
**(Print Name)** VANCE LEY **Applicant:** ☒ Agent: ☐

### FOR OFFICIAL USE ONLY

- ☐ **INTERNAL ROUTING**  
☐ All checklists are complete  
☐ All fees have been collected  
☐ All case #s are assigned  
☐ AGIS copy has been sent  
☐ Case history #s are listed  
☐ Site is within 1000ft of a landfill  
☐ F.H.D.P. density bonus  
☐ F.H.D.P. fee-rebate

Application case numbers

17DRB - 70213

Action

SK

S.F.

\_\_\_\_\_

Fees

\$50.00

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

Total

\$50.00

Hearing date August 16 2017

8-7-17

Staff signature & Date

Project # 1011351

Revised: 11/2014



FORM S(3): SUBDIVISION - D.R.B. MEETING (UNADVERTISED) OR INTERNAL ROUTING

A Bulk Land Variance requires application on FORM-V in addition to application for subdivision on FORM-S.

☒ **SKETCH PLAT REVIEW AND COMMENT (DRB22)**

Your attendance is required.

- ☒ Scale drawing of the proposed subdivision plat (folded to fit into an 8.5" by 14" pocket) **6 copies**
- ☒ Site sketch with measurements showing structures, parking, Bldg. setbacks, adjacent rights-of-way and street improvements, if there is any existing land use (folded to fit into an 8.5" by 14" pocket) **6 copies**
- ☒ Zone Atlas map with the entire property(ies) clearly outlined
- ☒ Letter briefly describing, explaining, and justifying the request
- ☐ List any original and/or related file numbers on the cover application

☐ **EXTENSION OF MAJOR PRELIMINARY PLAT (DRB08)**

Your attendance is required.

- ☐ Preliminary Plat reduced to 8.5" x 11"
- ☐ Zone Atlas map with the entire property(ies) clearly outlined
- ☐ Letter briefly describing, explaining, and justifying the request
- ☐ Copy of DRB approved infrastructure list
- ☐ Copy of the LATEST Official DRB Notice of approval for Preliminary Plat Extension request
- ☐ List any original and/or related file numbers on the cover application

Extension of preliminary plat approval expires after one year.

☐ **MAJOR SUBDIVISION FINAL PLAT APPROVAL (DRB12)**

Your attendance is required.

- ☐ Proposed Final Plat (folded to fit into an 8.5" by 14" pocket) **6 copies**
- ☐ Signed & recorded Final Pre-Development Facilities Fee Agreement for Residential development only
- ☐ Design elevations & cross sections of perimeter walls **3 copies**
- ☐ Zone Atlas map with the entire property(ies) clearly outlined
- ☐ Bring original Mylar of plat to meeting, ensure property owner's and City Surveyor's signatures are on the plat
- ☐ Copy of recorded SIA
- ☐ Landfill disclosure and EHD signature line on the Mylar if property is within a landfill buffer
- ☐ List any original and/or related file numbers on the cover application
- ☐ DXF file and hard copy of final plat data for AGIS is required.

☐ **MINOR SUBDIVISION PRELIMINARY/FINAL PLAT APPROVAL (DRB16)**

Your attendance is required.

- ☐ 5 Acres or more: Certificate of No Effect or Approval
- ☐ Proposed Preliminary / Final Plat (folded to fit into an 8.5" by 14" pocket) **6 copies** for unadvertised meetings ensure property owner's and City Surveyor's signatures are on the plat prior to submittal
- ☐ Signed & recorded Final Pre-Development Facilities Fee Agreement for Residential development only
- ☐ Design elevations and cross sections of perimeter walls (11" by 17" maximum) **3 copies**
- ☐ Site sketch with measurements showing structures, parking, Bldg. setbacks, adjacent rights-of-way and street improvements, if there is any existing land use (folded to fit into an 8.5" by 14" pocket) **6 copies**
- ☐ Zone Atlas map with the entire property(ies) clearly outlined
- ☐ Letter briefly describing, explaining, and justifying the request
- ☐ Bring original Mylar of plat to meeting, ensure property owner's and City Surveyor's signatures are on the plat
- ☐ Landfill disclosure and EHD signature line on the Mylar if property is within a landfill buffer
- ☐ Fee (see schedule)
- ☐ List any original and/or related file numbers on the cover application
- ☐ Infrastructure list if required (**verify with DRB Engineer**)
- ☐ DXF file and hard copy of final plat data for AGIS is required.

☐ **AMENDMENT TO PRELIMINARY PLAT (with minor changes) (DRB03)**

Your attendance is required.

PLEASE NOTE: There are no clear distinctions between significant and minor changes with regard to subdivision amendments. Significant changes are those deemed by the DRB to require public notice and public hearing.

- ☐ Proposed Amended Preliminary Plat, Infrastructure List, and/or Grading Plan (folded to fit into an 8.5" by 14" pocket) **6 copies**
- ☐ Original Preliminary Plat, Infrastructure List, and/or Grading Plan (folded to fit into an 8.5" by 14" pocket) **6 copies**
- ☐ Zone Atlas map with the entire property(ies) clearly outlined
- ☐ Letter briefly describing, explaining, and justifying the request
- ☐ Bring original Mylar of plat to meeting, ensure property owner's and City Surveyor's signatures are on the plat
- ☐ List any original and/or related file numbers on the cover application

Amended preliminary plat approval expires after one year

I, the applicant, acknowledge that any information required but not submitted with this application will likely result in deferral of actions.

Applicant name (print)

Applicant signature / date



Form revised **October 2007**

- ☐ Checklists complete
- ☐ Fees collected
- ☐ Case #s assigned
- ☐ Related #s listed

Application case numbers

11DRB - 70213

Project #

1011351

Planner signature / date

8-7-14



To: City of Albuquerque Development Review Board

From: Willow Wood HOA Board of Directors

August 8, 2017

The residents of the Willow Wood Subdivision, as represented by the Willow Wood HOA Board of Directors, requests permission to acquire title to the stub of Tony Sanchez Drive that connects Jewel Cave Rd to Gibson Ave and to install an RFID controlled gate so that motor vehicle access to this entrance is restricted to residents of Willow Wood Subdivision. The entrance would remain open to pedestrian and bicycle traffic. We make this request for the following reasons:

- Willow Wood is subjected to an unreasonable and intolerable traffic flow caused employees of KAFB, SNL and the Research Park using our streets to avoid congestion on Eubank and the KAFB gate.
  - A large portion of this traffic comes from people exiting I 40 at Tramway and then taking Singing Arrow to Juan Tabo Blvd. They are in a hurry and generally speed on Singing Arrow, creating a danger to residents of apartments there.
  - Additional traffic originates in Volterra, the new subdivision to the south of Willow Wood on Juan Tabo. The entrance to Willow Wood was designed by the city to prevent entrance from the south. Drivers circumvent this by either driving through the restricted entrance or by driving to Piro and making an illegal u-turn.
  - Speed limits and Stop signs are routinely ignored.
  - Existing speed bumps are ineffective against modern SUVs and pickup trucks—these vehicles pass over them without slowing.
  - As the Research Park continues to grow, these problems will be exacerbated.
- The Tony Sanchez-Gibson exit creates an additional hazard due to parents dropping their children off at Manzano Elementary School by means of the Arches Rd stub at Los Padres St, rather than by entering the community from Southern on Elizabeth. Parents routinely pull their cars into the stub, drop their children and then back out, endangering other children who are walking into the stub.
  - Closing Tony Sanchez-Gibson will require parents to access Manzano Mesa Elementary via a route—either Eubank or Stephen Moody—so that their children will be dropped off in the area designed for this activity.
  - Estimated driving time for accessing Manzano Mesa via Eubank is 4 minutes, vs. driving through Willow Wood in 2 minutes.
- All emergency services are located to the north of Willow Wood. Thus they would continue to enter the community via either Juan Tabo or Southern via Elizabeth.

We believe that installing the requested gate at the Tony Sanchez-Gibson intersection will alleviate the unacceptable conditions summarized above and substantially reduce the probability of our residents being seriously injured or killed. Residents of Willow Wood are seeking to limit access to only one of its three entrances by installing this RFID operated gate at the intersection of Tony Sanchez and Gibson. Access cards will be managed by the Willow Wood HOA contractor, HOAMCO, and overseen by the HOA Board.

Thank you for your consideration,

The Willow Wood HOA Board of Directors













# GATE IN FENCE CAUSING UNSAFE DROP-OFF

