

City of Albuquerque
Planning Department
Development Services Division
PO Box 1293
Albuquerque, NM 87103

**RE: Minor Amendment to Site Development Plan Letter of Justification
Smith's Store #427 - 200 Tramway Boulevard**

Smith's Food and Drug is currently working on the interior remodel of their store located at 200 Tramway in Albuquerque. During the permitting process It has come to our attention that the store made some alterations to the parking layout without obtaining the necessary permits. We are seeking to rectify these changes to bring the site into compliance with the applicable regulations.

As shown on the proposed site plan, the changes to be amended include:

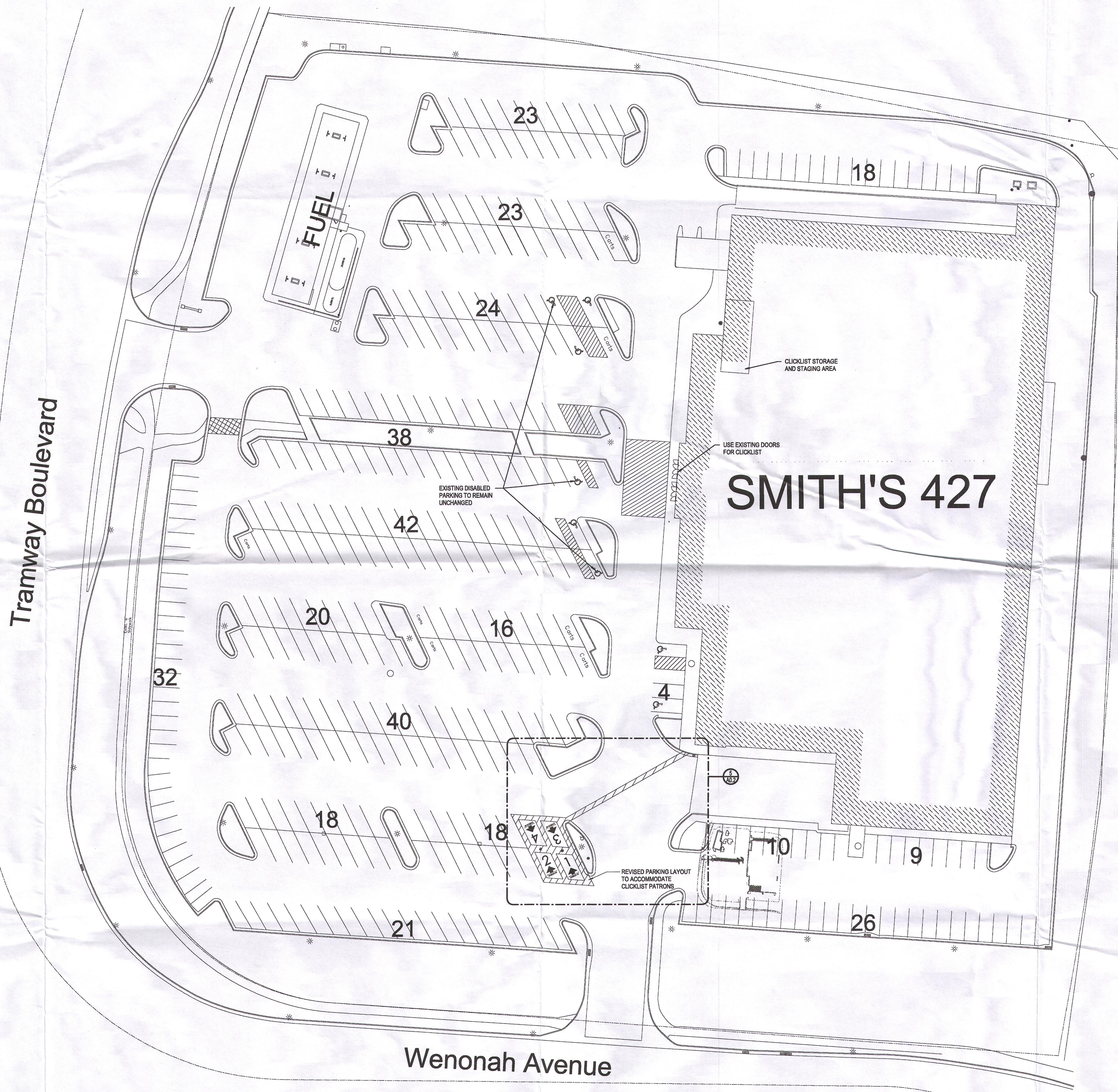
- The conversion of 13 standard parking stalls into 10 parking stalls designated to support their grocery pickup service for online grocery ordering. The Grocery pick up program allows customers to order their groceries online. After placing their orders customers are informed when their order will be ready for pickup. Customers drive to the store during the scheduled appointment time and pull into one of the specially designated parking spaces. The store has 4 existing grocery pick up parking stalls that were previously approved in 2017
- The conversion of 4 standard parking stalls into 4 ADA-compliant parking stalls. These additional ADA-compliant parking stalls will represent an upgrade to the overall functionality of the parking lot.

The proposed changes are in compliance with the IDO section 6-4(Z)(1) and subsection 14-16-6-4(Z) that includes the following requirements:

- The existing site development plan specifies the requirements in place at the time of approval, and the requested change still meets the original requirements.
- The requested change is within the thresholds for minor amendments established in Table 6-4-4, cumulative of prior deviations or minor amendments.
- The requested change does not require major public infrastructure, significant changes to access to the subject property, or a traffic impact study, which would warrant additional review by the original decision-making body.
- No deviations, Variances, or Waivers shall be granted for minor amendments.

Ana Benitez,
Prescott Muir Architects

SITE PLAN
1" = 30'-0"

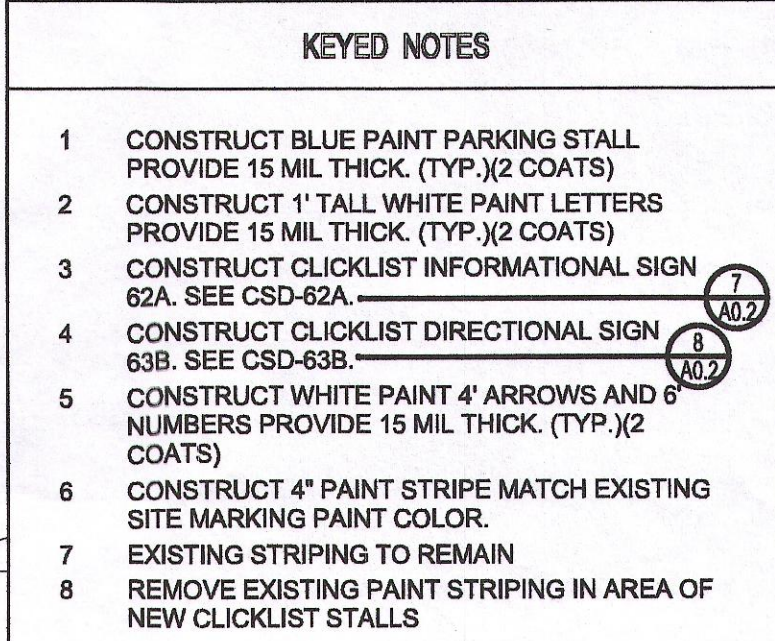
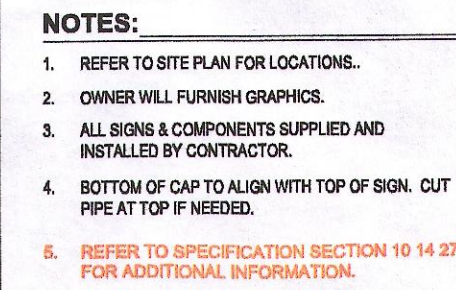
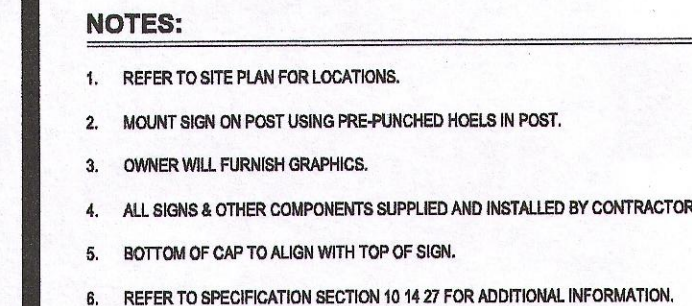


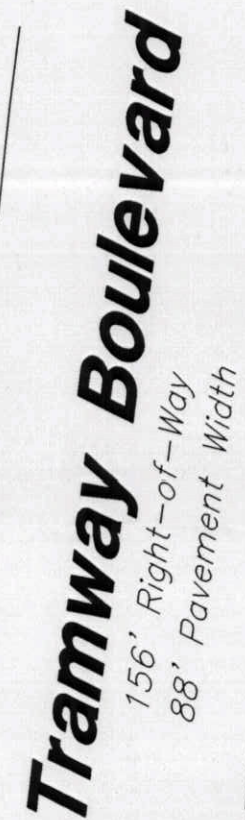
SITE DATA:
UPC NUMBER: 102305602134521316
SITE AREA = 346,000 S.F.
SMITH'S BUILDING = 85,620 S.F.

OVERALL EXISTING STALLS = 384
PROPOSED CLICKLIST STALLS = 4
ACCESSIBLE STALLS = 8 (UNCHANGED FROM EXISTING)
TOTAL PROPOSED STALLS = 382

ADMINISTRATIVE AMENDMENT
FILE #174A-10 PROJECT #100158
Revised Parking
APPROVED BY *[Signature]* DATE *6/40/2017*

PRESCOTT MUJR ARCHITECT					•	171 WEST PIERPONT AVE.		•	SALT LAKE CITY, UTAH 84101		•	TEL: 801.521.9111 FAX: 801.521.9158	
SHEET NO. A01		DATE: 08/16/17		THESE DOCUMENTS ARE IN- COMPLETE. THEY ARE FOR YOUR INFORMATION ONLY. DO NOT REPRODUCE OR DISTRIBUTE WITHOUT THE WRITTEN CONSENT OF PRESCOTT MUJR ARCHITECT		DRAWN BY: SS		SMITH'S FOOD AND DRUG STORE #427 "CLICK LIST REMODEL" 200 TRAMWAY BLVD. ALBUQUERQUE, NM		MECHANICAL ENGINEERS PVE INC. 801.359.3158 ELECTRICAL ENGINEERS ECE, LLC 801.521.8007		SITE PLAN	

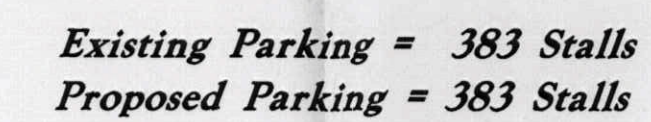
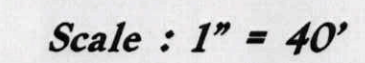





86' Right-of-Way
60' Pavement Width

Store Footprint = 77,877 Sq. Ft.
Store Office Mezz = 3,346 Sq. Ft.
Dist. Office Mezz = 1,880 Sq. Ft.
Mech Penthouse = 2,195 Sq. Ft.

Tramway East Drainage Channel



Albuquerque, New Mexico



Salt Lake City, Utah 84104
Telephone (801) 974-1400

CO

PH



City of Albuquerque
Planning Department
Development Services Division
P.O. Box 1293
Albuquerque, New Mexico 87103

Date: June 21, 2002

OFFICIAL NOTIFICATION OF DECISION

FILE: **Project 1001565**

01EPC-01544 Site Development Plan -
Amendment to Building Permit

LEGAL DESCRIPTION: Request the above action(s) for Lot J-1, Replat of **Four Hills Village Shopping Center** & Apartment Complex, zoned C-2 and located on Tramway Boulevard NE between Central Avenue NE and Wenonah Avenue NE, containing approximately 8.33 acres. (L-22 & L-23) Deborah Stover, Staff Planner (Remand from City Council)

On June 20, 2002, the Environmental Planning Commission voted to Approve Project 1001565 / 01EPC-01544, an Amendment to a Site Development Plan for Building Permit, based on the following Findings and subject to the following Conditions:

FINDINGS:

1. This is a request for approval of an amended site development plan for building permit for a four-pump fueling station with an overhead canopy and an 8' x 14' kiosk located on Tract J-1, Replat of Four Hills Village Shopping Center and Apartment Complex.
2. The use of a fueling station is allowed under the current C-2 zoning.
3. The request conforms with the Albuquerque/Bernalillo County Comprehensive Plan which states that where new development occurs, it should generally be located in existing commercially zoned areas (Policy j). In addition, the request location, intensity and design of respects existing neighborhood values, natural environmental conditions and carrying capacities, scenic resources, and resources of other social cultural or recreational concerns (Policy d).
4. The Singing Arrow Neighborhood Plan, under land use goals, encourages the development of "commercial and office development, and small, light manufacturing uses which will serve and employ neighborhood residents." (Page 6, 2.)

EPC OFFICIAL NOTIFICATION OF DECISION

Project 1001565 / 01EPC-01544

June 21, 2002

Page 2

5. The Central/Tramway/Four Hills Bicycle/Pedestrian Connection Study Report was not implemented or adopted by the City, nor have the referenced bicycle amenities been installed or funded. Furthermore, it did not address allowed land use issues.
6. The request complies with Resolution 91-1998 (R-70) by allowing residents to purchase fuel when they shop for groceries, thus decreasing vehicle miles traveled.
7. The EPC may impose requirements as necessary to implement the purpose of the Zoning Code (§14-16-2-22 (A)(3) and §14-16-3-2 (C)(1)). In response to Councillor Cummins request to show how the DPM conditions are pertinent to the site, we reference Sections 14-16-2-22.A.3. and 14-16-3-2-C-1 of the Comprehensive City Zoning Code
8. City Policies were followed as to the requirement for a TIS report. No TIS report was required as the thresholds were not met. Testimony reviewing this process was heard with confirmation that procedures were followed. Per Transportation Development Staff, the proposed development generates less than 100 am or pm peak hour trips entering or exiting into the site and, therefore, does not meet the threshold for requiring a Traffic Impact Study.
9. The Singing Arrow Neighborhood Plan is 20 years old and needs revision.
10. Tramway south of Central and the one block of Wynona is designated as a local street in the Long Range Major Street Plan although it is four lanes. The process of reclassifying as a collector or other alternative should be initiated by the appropriate party.

CONDITIONS:

1. The submittal of this site plan to the DRB shall meet all EPC conditions. A letter shall accompany the submittal, specifying all modifications that have been made to the site plan since the EPC hearing, including how the site plan has been modified to meet each of the EPC conditions. Unauthorized changes to this site plan, including before or after DRB final sign-off, may result in forfeiture of approvals.
2. Pedestrian crossings that are a minimum width of 6-feet and are clearly demarcated with stamped concrete and/or slightly raised shall be provided where pedestrian paths cross vehicular entrances and drive aisles.
3. The pedestrian pathway running east/west through the middle of the parking area shall be lined with shade trees spaced 25-feet on center and placed within defined planting areas that have a minimum interior dimension of 36-square feet and a minimum width of 4-feet. Adjustable grates may be used over the planting area to allow for comfortable pedestrian access and shopping cart access.
4. A minimum of 12 bicycle spaces shall be added to the site plan and shall be conveniently located near building entrances but not within pedestrian pathways or landscape areas.
5. Light fixtures shall be fully shielded so that no fugitive light escapes beyond the property line. No light source shall be visible from the site perimeter. Any new lighting shall be a maximum 16-feet in height.

EPC OFFICIAL NOTIFICATION OF DECISION

Project 1001565 / 01EPC-01544

June 21, 2002

Page 3

6. A statement regarding adherence to Water Waste and Conservation Ordinances shall be included on the landscape plan.
7. Ground cover providing a minimum of 75% live plantings shall be shown and described for three new end aisles east of the fuel station.
8. The kiosk shall be architecturally integrated with Smith's building design with similar materials and colors as the primary building on the site. The site plan shall clearly state and show that all canopy light is recessed and no light lens projection below the canopy ceiling. No illuminated fascia band areas allowed. No plastic or vinyl building panels, awnings or canopies are permitted. Awnings and canopies shall be integrated with building architecture and shall not be of a reflective surface.
9. The proposed 22-foot high sign shall be combined with the existing 26-foot high sign.
10. Transportation Development Services conditions:
 - a. Provide for one-way circulation pattern (signing, striping etc.).
 - b. Delete parking on west side of fueling stations.
 - c. Provide trip generation.
 - d. Demonstrate queuing distance at entrance to fueling stations on Tramway is adequate.
 - e. An approved conceptual grading and drainage plan is required for Site Plan sign-off by the City Engineer.
11. The pedestrian walk at the entry elevation of the Smith's Food and Drug Store shall be a minimum of 6-foot wide clear for the entire length of the facade. (Currently there are portions of the walkway that are not wide enough for a wheelchair to manage passage).
12. The hours of operation of the fueling station shall be the same as the grocery store. This shall be noted on the site plan.
13. A trap system to collect and process run-off from the apron area adjacent to the dispensers before it reaches the ponding area shall be installed with this project and shall be noted on the site plan.

IF YOU WISH TO APPEAL/PROTEST THIS DECISION, YOU MUST DO SO BY JULY 5, 2002 IN THE MANNER DESCRIBED BELOW. A NON-REFUNDABLE FILING FEE WILL BE CALCULATED AT THE LAND DEVELOPMENT COORDINATION COUNTER AND IS REQUIRED AT THE TIME THE APPEAL IS FILED.

Appeal to the City Council: Persons aggrieved with any determination of the Environmental Planning Commission acting under this ordinance and who have legal standing as defined in Section 14-16-4-4.B.2 of the City of Albuquerque Comprehensive Zoning Code may file an appeal to the City Council by submitting written application on the Planning Department form to the Planning Department within 15 days of the Planning Commission's decision. The date the determination in question is issued is not included in the 15-day period for filing an appeal, and if the fifteenth day falls on a Saturday, Sunday or holiday as listed in the Merit System Ordinance, the next working day is considered as the deadline for filing the appeal. The City Council may decline to hear the appeal if it finds that all City plans, policies and ordinances have been properly followed. If it decides that all City plans, policies and ordinances have not been properly followed, it shall hear the appeal. Such appeal, if heard, shall be heard within 45 days of its filing.

EPC OFFICIAL NOTIFICATION OF DECISION

Project 1001565 / 01EPC-01544


June 21, 2002

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YOU WILL RECEIVE NOTIFICATION IF ANY OTHER PERSON FILES AN APPEAL. IF THERE IS NO APPEAL, YOU CAN RECEIVE BUILDING PERMITS AT ANY TIME AFTER THE APPEAL DEADLINE QUOTED ABOVE, PROVIDED ALL CONDITIONS IMPOSED AT THE TIME OF APPROVAL HAVE BEEN MET. SUCCESSFUL APPLICANTS ARE REMINDED THAT OTHER REGULATIONS OF THE CITY MUST BE COMPLIED WITH, EVEN AFTER APPROVAL OF THE REFERENCED APPLICATION(S).

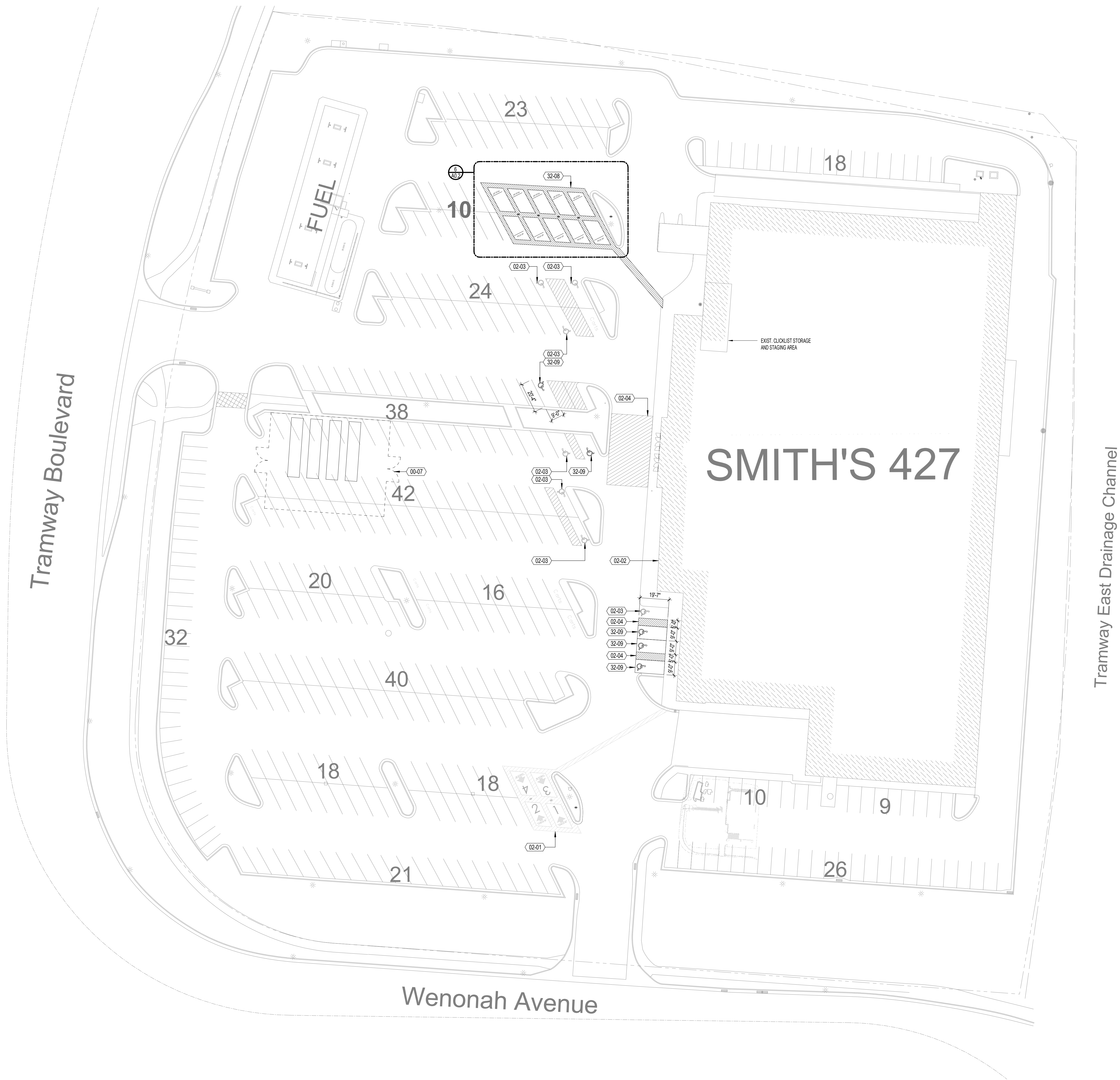
Successful applicants should be aware of the termination provisions for Site Development Plans specified in Section 14-16-3-11 of the Comprehensive Zoning Code. Generally plan approval is terminated 7 years after approval by the EPC

Sincerely,

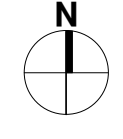

for Victor J. Chavez
Planning Director

VJC/DS/nat

cc: Robert Schmidt, Great Basin Engineering, 2010 N. Redwood Road, Salt Lake City, UT 84116
Bill Chappell, 6001 Indian School Road NE #150, Albuquerque, NM 87110
Philip York, Singing Arrow N.A., 12705 Elyse Place SE, Albuquerque, NM 87123
Orlando Lucero, 215 Gold Avenue SW, Suite 201, Albuquerque, NM 87102
Marilyn D. Baron, North Four Hills N.A., 438 Poinsettia Place SE, Albuquerque, NM 87123
Tom Conley, North Four Hills N.A., 13705 Poinsettia Court SE, Albuquerque, NM 87123
Henry Crockett, Singing Arrow N.A., 404 D Rainbow Court SE, Albuquerque, NM 87123
Marilyn Floro, 528 Eugene Court SE, Albuquerque, NM 87123
Diane Davidson, 12800 Peru SE, Albuquerque, NM 87123
Sandra Azevedo, 12619 Yerba Linda SE, Albuquerque, NM 87123



SITE PLAN
1" = 30'-0"



SITE PLAN KEYED NOTES	
00-07	STAGING AND STORAGE LOCATION. PROVIDE SCREEN FENCING PER SECTION 00724. COORDINATE FINAL LOCATION AND REZO AREA W/ KROGER PROJECT MANAGER.
02-01	EXIST. GROCERY PICK UP STALLS
02-02	EXIST. BUILDING
02-03	EXIST. ADA PARKING STALLS. RE-STRIPE AS RECD
02-04	EXIST. FRONT ENTRY AREA. RE-STRIPE AS RECD
02-05	EXISTING PARKING STALLS TO REMAIN. NO WORK
10-14A	INSTALL GROCERY PICK INFORMATIONAL SIGN CSD-62A. VERIFY CONDITION OF EXISTING SIGNAGE W/ KROGER PROJECT MANAGER
10-14B	INSTALL GROCERY PICK UP DIRECTIONAL SIGN. SINGLE SIDED. SEE CSD-63B. INSTALL GROCERY PICK INFORMATIONAL SIGN CSD-62A. VERIFY CONDITION OF EXISTING SIGNAGE W/ KROGER PROJECT MANAGER
32-08	NEW GROCERY PICK UP STALLS. VERIFY CONDITION OF EXISTING SIGNAGE W/ KROGER PROJECT MANAGER
32-09	NEW ADA PARKING STALL. VERIFY CONDITION OF EXISTING SIGNAGE W/ KROGER PROJECT MANAGER. INSTALL NEW SIGNAGE AS REQUIRED
32-17A	APPLY 15 MIL (2 COATS) WHITE PAINT STRIPING IN AREA OF NEW GROCERY PICK UP STALLS. MATCH ADJ. EXIST. AND CROSSWALK
32-17D	APPLY 15 MIL (2 COATS) WHITE PAINT 1"Ø SIZE LETTERS

SITE PLAN GENERAL NOTES	
1.	COORDINATE ADDITIONAL SITE WORK REQUIRED WITH OWNER AFTER AWARD OF THE CONTRACT.
2.	THIS SITE PLAN IS INTENDED FOR REFERENCE ONLY. ITEMS SHOWN MAY NOT BE ACCURATE OR COMPLETE. CONTRACTOR TO VERIFY CONDITIONS AND QUANTITIES AS REQUIRED FOR NEW SITE WORK AS OUTLINED BELOW.

PARKING REQUIREMENTS	
SITE DATA: UPC NUMBER: 102305602134521316 SITE AREA = 346,000 S.F. SMITH'S BUILDING = 85,620 S.F. OVERALL EXISTING STALLS = 382, INCLUDING 8 ACCESSIBLE EXIST. STANDARD STALLS= 370 EXIST. ADA STALLS= 8 EXIST. GROCERY PICK UP STALLS= 4 REQUIRED PARKING PER 14-16-5:DEVELOPMENT STANDARDS, 5-5 PARKING AND LOADING, TABLE 5-5-1:MINIMUM OFF-STREET PARKING REQUIREMENTS ESTABLISHMENTS > 50,000 SQ. FT. GFA: 2.3 SPACES / 1,000 SQ. FT. 85,620 S.F. X 2.3= 196.926 ACCESSIBLE STALLS REQUIRED: 301-500= 12 PROPOSED CHANGES: CONVERSION OF 13 STANDARD STALLS INTO 10 GROCERY PICK UP STALLS CONVERSION OF 4 STANDARD STALLS INTO 4 ADA STALLS NEW TOTAL OF STANDARD STALLS: 370 - 13 - 4 = 353 NEW TOTAL OF GROCERY PICK UP STALLS: 4 + 10 = 14 NEW TOTAL OF ADA STALLS: 8 + 4 = 12 NEW TOTAL OF PARKING STALLS= 379, INCLUDING 12 ACCESSIBLE	
NOTE: SITE PLAN DERIVED FROM RECORD DRAWINGS AND IS INTENDED FOR REFERENCE ONLY	

PRESCOTT MUIR ARCHITECT

DATE:
05.26.23

SHEET NO.
A0.1

171 WEST PIERPONT AVE.

SMITH'S FOOD AND DRUG
STORE #427 INTERIOR REMODEL
200 TRAMWAY BLVD,
ALBUQUERQUE, NEW MEXICO 87123

DRAWN BY:
AB

PROJECT NO.:
23.017

•

SALT LAKE CITY, UTAH 84101

•

TEL: 801.521.9111

•

FAX: 801.521.9158

MECHANICAL ENGINEERS
PVE INC. 801.359.3158
ELECTRICAL ENGINEERS
THOMAS AND KOLMAN ENG. CO. INC. 801.484.8161
STRUCTURAL ENGINEERS
ARW ENGINEERS 801.782.6008

STATE OF NEW MEXICO
JAN. 11.2015
NO. 105599
REGISTERED ARCHITECT
11.07.23

SITE PLAN

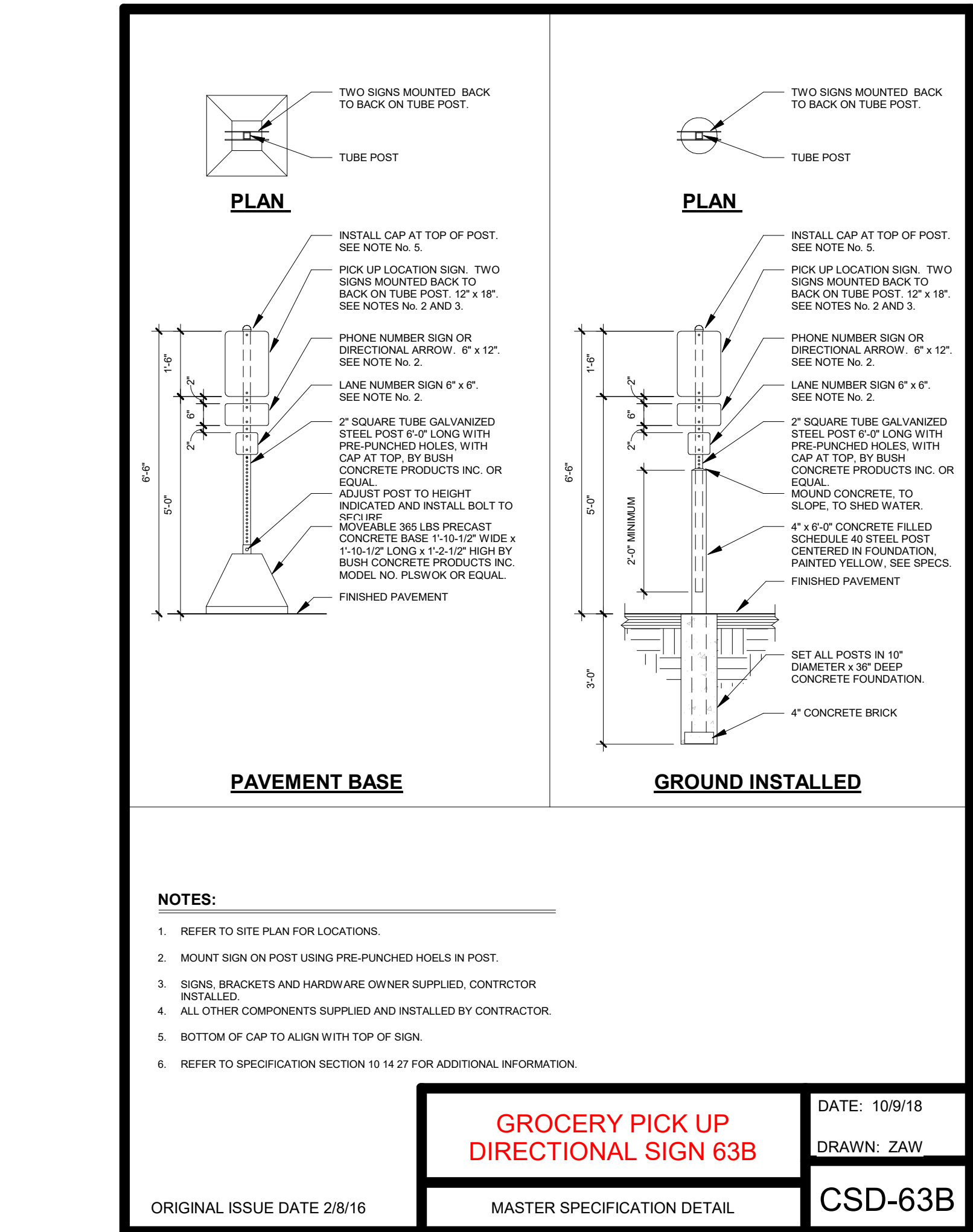
ENLARGED PLAN @ GROCERY PICK UP STALLS



HORIZONTAL
1/8" = 1'-0"

SITE PLAN KEYED NOTES	
00-07	STAGING AND STORAGE LOCATION, PROVIDE SCREEN, FENCING PER SECTION 007214, COORDINATE FINAL LOCATION AND RECD AREA W/ KROGER PROJECT MANAGER.
02-01	EXIST. GROCERY PICK UP STALLS.
02-02	EXIST. BUILDING.
02-03	EXIST. ADA PARKING STALLS, RE-STRIPE AS RECD.
02-04	EXIST. FRONT ENTRY AREA, RE-STRIPE AS RECD.
02-05	EXISTING PARKING STALLS TO REMAIN, NO WORK.
10-14A	INSTALL GROCERY PICK UP DIRECTIONAL SIGN, CSD-62A, VERIFY CONDITION OF EXISTING SIGNAGE W/ KROGER PROJECT MANAGER.
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32-08	NEW GROCERY PICK UP STALLS.
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32-17A	APPLY 15 MIL (2 COATS) WHITE PAINT STRIPING IN AREA OF NEW GROCERY PICK UP STALLS, MATCH ADJ. EXIST. AND CROSSWALK.
32-17D	APPLY 15 MIL (2 COATS) WHITE PAINT 1'-0" SIZE LETTERS.

SITE PLAN GENERAL NOTES	
1.	COORDINATE ADDITIONAL SITE WORK REQUIRED WITH OWNER AFTER AWARD OF THE CONTRACT.
2.	THIS SITE PLAN IS INTENDED FOR REFERENCE ONLY. ITEMS SHOWN MAY NOT BE ACCURATE OR COMPLETE. CONTRACTOR TO VERIFY CONDITIONS AND QUANTITIES AS REQUIRED FOR NEW SITE WORK AS OUTLINED BELOW.

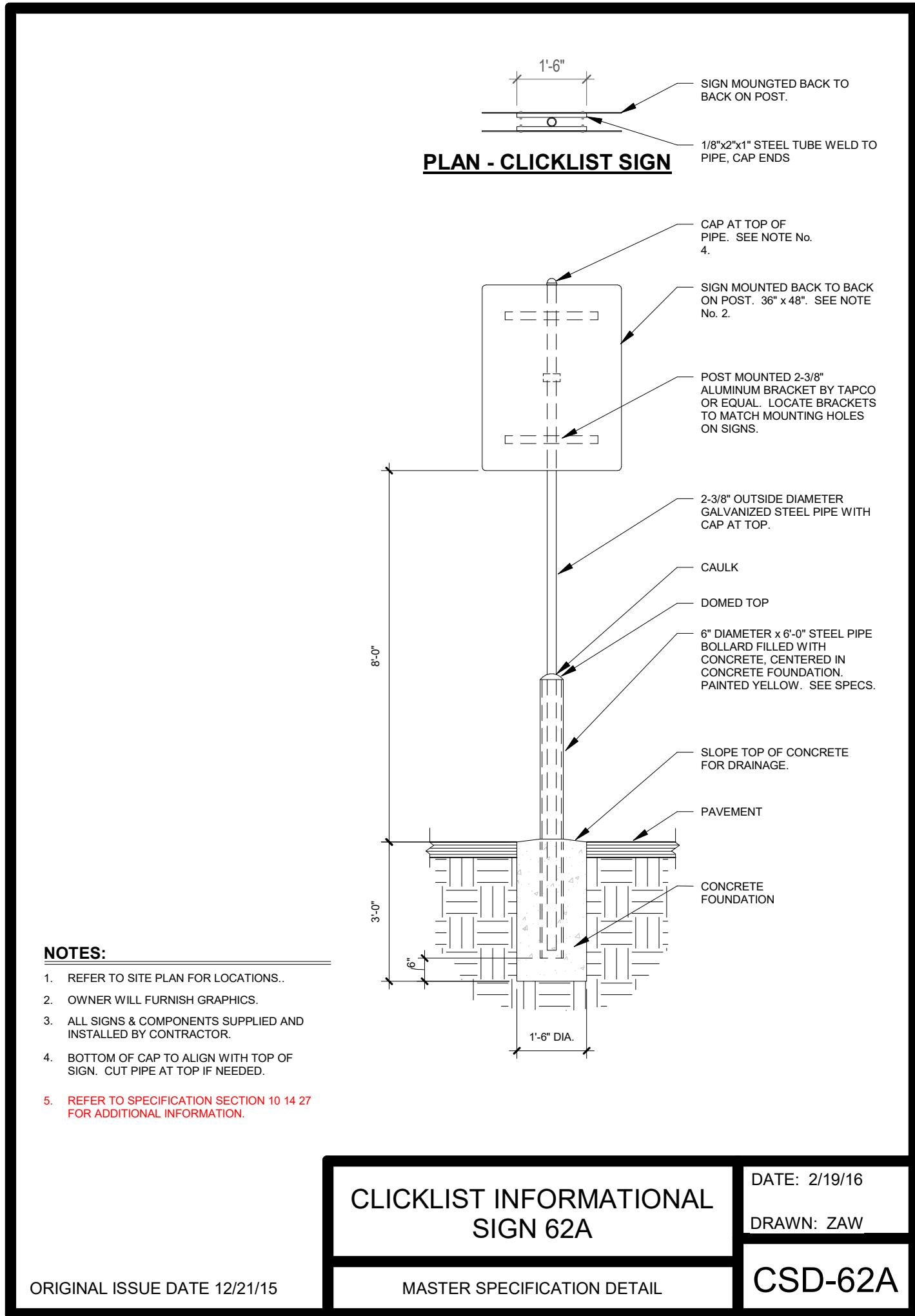


CSD-63B ELEVATION - GROCERY PICK UP DIRECTIONAL SIGN 63B

VERTICAL
3/8" = 1'-0"

16

CLICKLIST INFORMATIONAL SIGN 62A



VERTICAL
3/8" = 1'-0"

15

PRESCOTT MUIR ARCHITECT

171 WEST PIERPONT AVE.

SALT LAKE CITY, UTAH 84101

TEL: 801.521.9111 FAX: 801.521.9158

SHEET NO.
A02

DATE: 05.26.23

THOMAS AND KOLMIAN ENG. CO. INC. 801.484.8161
STRUCTURAL ENGINEERS

MECHANICAL ENGINEERS
PVE INC. 801.359.3158
ELECTRICAL ENGINEERS
THOMAS AND KOLMIAN ENG. CO. INC. 801.484.8161
STRUCTURAL ENGINEERS
ARW ENGINEERS 801.782.6008

ENLARGED GROCERY PICK UP PARKING PLAN





Please check the appropriate box and refer to supplemental forms for submittal requirements. All fees must be paid at the time of application.

Administrative Decisions	Decisions Requiring a Public Meeting or Hearing	Policy Decisions
<input type="checkbox"/> Archaeological Certificate (Form P3)	<input type="checkbox"/> Site Plan – EPC including any Variances – EPC (Form P1)	<input type="checkbox"/> Adoption or Amendment of Comprehensive Plan or Facility Plan (Form Z)
<input type="checkbox"/> Historic Certificate of Appropriateness – Minor (Form L)	<input type="checkbox"/> Master Development Plan (Form P1)	<input type="checkbox"/> Adoption or Amendment of Historic Designation (Form L)
<input type="checkbox"/> Alternative Signage Plan (Form P3)	<input type="checkbox"/> Historic Certificate of Appropriateness – Major (Form L)	<input type="checkbox"/> Amendment of IDO Text (Form Z)
<input checked="" type="checkbox"/> Minor Amendment to Site Plan (Form P3)	<input type="checkbox"/> Demolition Outside of HPO (Form L)	<input type="checkbox"/> Annexation of Land (Form Z)
<input type="checkbox"/> WTF Approval (Form W1)	<input type="checkbox"/> Historic Design Standards and Guidelines (Form L)	<input type="checkbox"/> Amendment to Zoning Map – EPC (Form Z)
	<input type="checkbox"/> Wireless Telecommunications Facility Waiver (Form W2)	<input type="checkbox"/> Amendment to Zoning Map – Council (Form Z)
		Appeals
		<input type="checkbox"/> Decision by EPC, LC, ZHE, or City Staff (Form A)

APPLICATION INFORMATION

Applicant: SMITHS'S FOOD & DRUG		Phone: 801.974.1529
Address: 1014 VINE ST FLOOR 7TH CINCINNATI OH 45202		Email: roger.gough@sfdc.com
City: CINCINNATI	State: OH	Zip: 45202
Professional/Agent (if any): ANA BENITEZ, PRESCOTT MUIR ARCHITECTS		Phone: 801.521.9111
Address: 171 PIERPONT AVE. SALT LAKE CITY, UT.		Email: ana@prescottmuir.com
City: SALT LAKE CITY	State: UT	Zip: 84101
Proprietary Interest in Site:		List all owners: SMITHS'S FOOD & DRUG

BRIEF DESCRIPTION OF REQUEST

Changing total number of parking from 382 to 379 in order to re-striping 10 parking stalls dedicated to Grocery pick up (online ordering for quick store pickup) and addition of 4 ADA parking having a new total of 12 ADA parking stalls.

SITE INFORMATION (Accuracy of the existing legal description is crucial! Attach a separate sheet if necessary.)

Lot or Tract No.: J1 Legal Description: TR J-1 REPL OF TRS F, H-1, J & UNPLATTED LAND FOUR HILLS VILLAGE SHOPPING CENTER & APT COMPLEX CONT 7.9444 AC +/- OR 346,058 SF +/-	Block: 0000	Unit:
Subdivision/Addition: FOUR HILLS VILLAGE SHOPPING CTR & APT COMPLEX	MRGCD Map No.:	UPC Code: 102305602134521316
Zone Atlas Page(s): L-23-Z	Existing Zoning: L-23	Proposed Zoning:
# of Existing Lots:	# of Proposed Lots:	Total Area of Site (acres):

LOCATION OF PROPERTY BY STREETS

Site Address/Street: 200 TRAMWAY BLVD SE ALBUQUERQUE NM 87123	Between:	and:
---	----------	------

CASE HISTORY (List any current or prior project and case number(s) that may be relevant to your request.)

1001565, PR-2023-8767

Signature:	Date: 11.11.23
Printed Name: ANA BENITEZ	<input type="checkbox"/> Applicant or <input checked="" type="checkbox"/> Agent

FOR OFFICIAL USE ONLY

Case Numbers	Action	Fees	Case Numbers	Action	Fees

Meeting/Hearing Date:	Fee Total:
Staff Signature:	Date: Project #

FORM P3: ADMINISTRATIVE DECISIONS AND MINOR AMENDMENTS

A single PDF file of the complete application including all plans and documents being submitted must be emailed to PLNDRS@cabq.gov prior to making a submittal. Zipped files or those over 9 MB cannot be delivered via email, in which case the PDF must be provided to City Staff using other on-line resources such as Dropbox or FTP.

☐ **INFORMATION REQUIRED FOR ALL ADMINISTRATIVE DECISIONS OR AMENDMENTS**

- ☐ Letter of authorization from the property owner if application is submitted by an agent
- ☐ Zone Atlas map with the entire site clearly outlined and label

☐ **ARCHEOLOGICAL CERTIFICATE**

- ☐ Archaeological Compliance Documentation Form with property information section completed
- ☐ Only the information above is required unless the City Archaeologist determines that the application does not qualify for a Certificate of No Effect, in which case a treatment plan prepared by a qualified archaeologist that adequately mitigates any archeological impacts of the proposed development must be submitted and reviewed for a Certificate of Approval per the criteria in IDO Section 14-16-6-5(A)(3)(b)

☐ **MINOR AMENDMENT TO SITE PLAN – ADMIN, EPC, or DRB**

- ☐ Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-4(Y)(2)
- ☐ The approved Site Plan being amended
- ☐ Copy of the Official Notice of Decision associated with the prior approval
- ☐ The proposed Site Plan, with changes circled and noted
Refer to the Site Plan Checklist for information needed on the proposed Site Plan.
- ☐ Completed Site & Building Design Considerations Form in accordance with IDO Section 5-2(D) for new commercial and multifamily development except if the development is industrial or the multifamily is less than 25 units

Minor Amendments must be within the thresholds established in IDO TABLE 6-4-4. Any amendment beyond these thresholds is considered a Major Amendment and must be processed through the original decision-making body for the request.

☒ **MINOR AMENDMENT TO SITE DEVELOPMENT PLAN APPROVED PRIOR TO THE EFFECTIVE DATE OF THE IDO**

- ☒ Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-4(Z)(1)(a)
- ☒ The approved Site Development Plan being amended
- ☒ Copy of the Official Notice of Decision associated with the prior approval
- ☒ The proposed Site Development Plan, with changes circled and noted
Refer to the Site Plan Checklist for information needed on the proposed Site Plan.
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Minor Amendments must be within the thresholds established in IDO TABLE 6-4-4. Any amendment beyond these thresholds is considered a Major Amendment and must be processed through the original decision-making body for the request.

☐ **ACCELERATED EXPIRATION SITE PLAN**

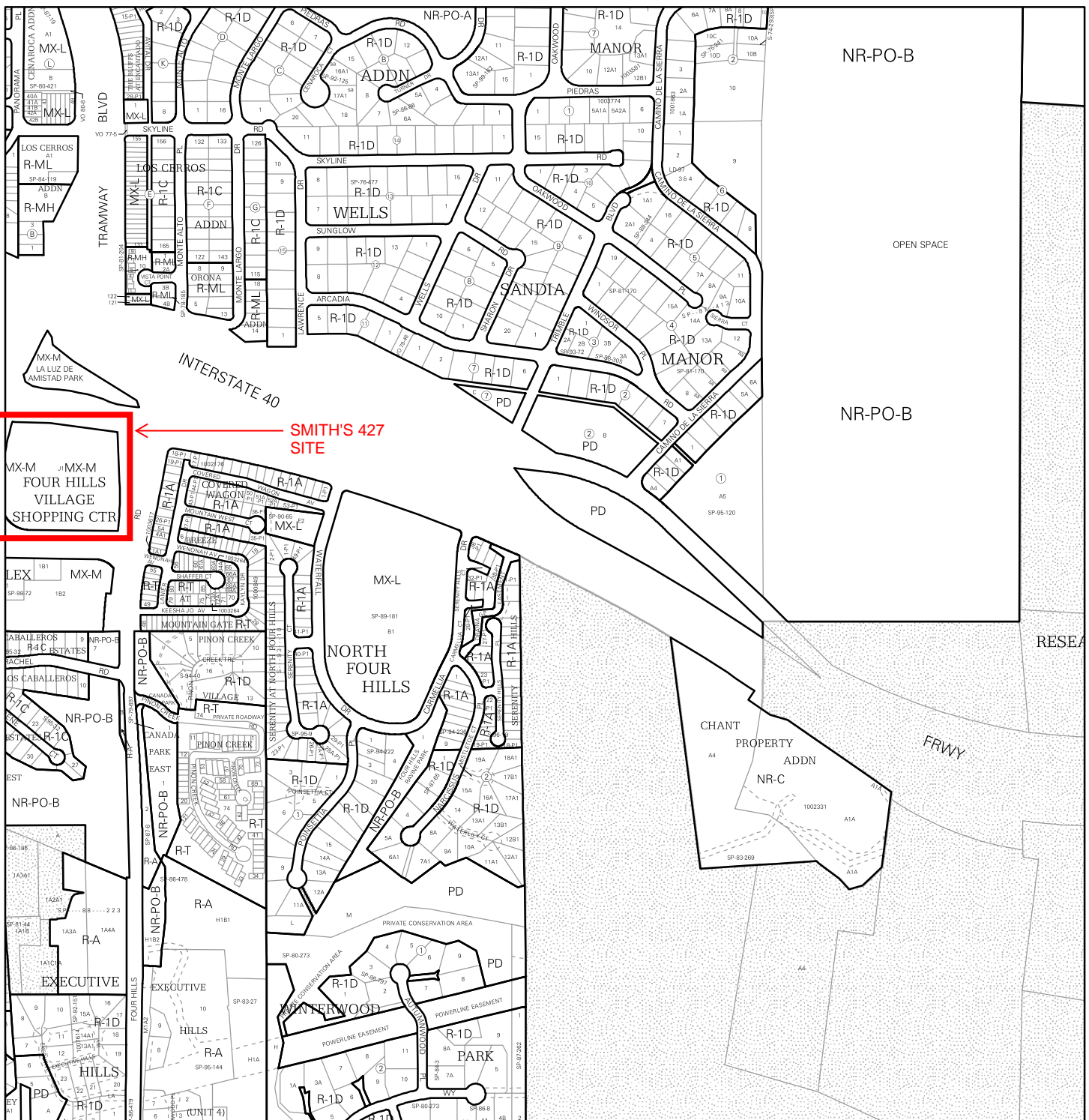
- ☐ Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-4(X)(2)(c)
- ☐ Site Plan to be Expired

☐ **ALTERNATIVE SIGNAGE PLAN**

- ☐ Proposed Alternative Signage Plan compliant with IDO Section 14-16-5-12(F)(5)
- ☐ Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-5(C)(3)(b)
- ☐ Required notices with content per IDO Section 14-16-6-4(K)
 - ☐ Office of Neighborhood Coordination notice inquiry response and proof of emailed notice to affected Neighborhood Association representatives
- ☐ Sign Posting Agreement

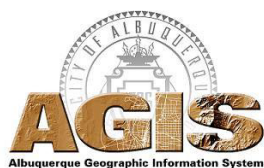
☐ **ALTERNATIVE LANDSCAPE PLAN**

- ☐ Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-5-6(C)(16)
- ☐ Landscape Plan

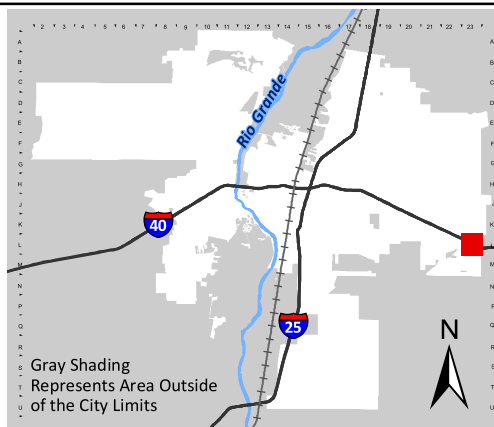


For more details about the Integrated Development Ordinance visit: <http://www.cabq.gov/planning/codes-policies-regulations/integrated-development-ordinance>

IDO Zone Atlas May 2018



IDO Zoning information as of May 17, 2018
The Zone Districts and Overlay Zones
are established by the
Integrated Development Ordinance (IDO).



Zone Atlas Page:
L-23-Z

- Easement
- Petroglyph National Monument
- Areas Outside of City Limits
- Airport Protection Overlay (APO) Zone
- Character Protection Overlay (CPO) Zone
- Historic Protection Overlay (HPO) Zone
- View Protection Overlay (VPO) Zone
- Escarpment

0 250 500 1,000 Feet