



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

<b>Administrative Decisions</b>	<input type="checkbox"/> Historic Certificate of Appropriateness – Major (Form L)	<input type="checkbox"/> Wireless Telecommunications Facility Waiver (Form W2)
<input type="checkbox"/> Archaeological Certificate (Form P3)	<input type="checkbox"/> Historic Design Standards and Guidelines (Form L)	<b>Policy Decisions</b>
<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 Comprehensive Plan or Facility Plan (Form Z)
<input type="checkbox"/> Alternative Signage Plan (Form P3)	<input type="checkbox"/> Site Plan – EPC including any Variances – EPC (Form P1)	<input type="checkbox"/> Adoption or Amendment of Historic Designation (Form L)
<input type="checkbox"/> WTF Approval (Form W1)	<input checked="" type="checkbox"/> Site Plan – DRB (Form P2)	<input type="checkbox"/> Amendment of IDO Text (Form Z)
<input type="checkbox"/> Minor Amendment to Site Plan (Form P3)	<input checked="" type="checkbox"/> Subdivision of Land – Minor (Form S2)	<input type="checkbox"/> Annexation of Land (Form Z)
<b>Decisions Requiring a Public Meeting or Hearing</b>	<input type="checkbox"/> Subdivision of Land – Major (Form S1)	<input type="checkbox"/> Amendment to Zoning Map – EPC (Form Z)
<input type="checkbox"/> Conditional Use Approval (Form ZHE)	<input type="checkbox"/> Vacation of Easement or Right-of-way (Form V)	<input type="checkbox"/> Amendment to Zoning Map – Council (Form Z)
<input type="checkbox"/> Demolition Outside of HPO (Form L)	<input type="checkbox"/> Variance – DRB (Form V)	<b>Appeals</b>
<input type="checkbox"/> Expansion of Nonconforming Use or Structure (Form ZHE)	<input type="checkbox"/> Variance – ZHE (Form ZHE)	<input type="checkbox"/> Decision by EPC, LC, DRB, ZHE, or City Staff (Form A)

**APPLICATION INFORMATION**

Applicant: COA/Parks + Recreation Department		Phone: 768-5370
Address: 1801 4th St. NW		Email: cmsandoval@cabq.gov
City: ABQ	State: NM	Zip: 87107
Professional/Agent (if any): MRWM		Phone: 268-2266
Address: 1102 Mountain Rd NW, Suite 201		Email: gmiller@mrwmla.com
City: ABQ	State: NM	Zip: 87102
Proprietary Interest in Site: owner	List all owners: COA	

**BRIEF DESCRIPTION OF REQUEST**

DRB signoff of EPC site plan for subdivision sketch plat

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

Lot or Tract No.: Tract 1-C-1 + 1-C-2 <del>Juan Tabo</del>	Block:	Unit:
Subdivision/Addition: Juan Tabo Hills Subdivision	MRGCD Map No.:	UPC Code:
Zone Atlas Page(s): M-22	Existing Zoning: SU-1 for Parks + Rec	Proposed Zoning:
# of Existing Lots: 1	# of Proposed Lots: 2	Total Area of Site (acres): <del>2.27</del> 27

**LOCATION OF PROPERTY BY STREETS**

Site Address/Street: Monachos	Between: Juan Tabo	and: Via Posada
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**CASE HISTORY (List any current or prior project and case number(s) that may be relevant to your request.)**

1007140 18EPC-40010

Signature: CSandoval	Date: 5/24/18
Printed Name: Christina Sandoval	<input checked="" type="checkbox"/> Applicant or <input type="checkbox"/> Agent

**FOR OFFICIAL USE ONLY**

Case Numbers	Action	Fees
-		
-		
-		
Meeting/Hearing Date:		Fee Total:
Staff Signature:	Date:	Project #

**FORM S2: SUBDIVISION OF LAND – MINOR ACTIONS**

*Please refer to the DRB minor case schedule for meeting dates and deadlines. Bring original Mylar of plat with property owner's and City Surveyor's signatures on it to the meeting. Your attendance is required.*

*A single PDF file of the complete application including all plans and documents being submitted must be emailed to [PLNDRS@cabq.gov](mailto: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 on a CD.*

**A Variance – DRB for the Bulk Transfer of Land** requires application on Form V in addition to this FORM S2.

**INFORMATION REQUIRED FOR ALL MINOR SUBDIVISION APPLICATIONS**

- Interpreter Needed for Hearing?  if yes, indicate language: \_\_\_\_\_
- Zone Atlas map with the entire site clearly outlined and labeled

**SKETCH PLAT REVIEW AND COMMENT**

- Scale drawing of the proposed subdivision plat (7 copies, folded)
- Site sketch with measurements showing structures, parking, building setbacks, adjacent rights-of-way and street improvements, if there is any existing land use (7 copies, folded)
- Letter describing, explaining, and justifying the request

**MAJOR SUBDIVISION FINAL PLAT APPROVAL**

- Proposed Final Plat (7 copies, 24" x 36" folded)
- Design elevations & cross sections of perimeter walls (3 copies)
- Copy of recorded IIA
- DXF file and hard copy of final plat data for AGIS submitted and approved
- Landfill disclosure and EHD signature line on the Mylar if property is within a landfill buffer


**MINOR SUBDIVISION PRELIMINARY/FINAL PLAT APPROVAL**

- Sites 5 acres or greater: Archaeological Certificate in accordance with IDO Section 14-16-6-5(A)
- Proposed Preliminary / Final Plat with property owner's and City Surveyor's signatures on the plat prior to submittal. (7 copies, folded)
- Cross sections of proposed streets (3 copies, 11" by 17" maximum)
- Site sketch with measurements showing structures, parking, building setbacks, adjacent rights-of-way and street improvements (to include sidewalk, curb & gutter with distance to property line noted) if there is any existing land use (7 copies, folded)
- Letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-6(I)
- Form DRWS Drainage Report, Grading and Drainage Plan, and Water & Sewer Availability Statement submittal information
- Proposed Infrastructure List, if applicable
- Landfill disclosure and EHD signature line on the Mylar if property is within a landfill buffer
- DXF file and hard copy of final plat data for AGIS submitted and approved

**MINOR AMENDMENT TO PRELIMINARY PLAT**

- Proposed Amended Preliminary Plat, Infrastructure List, and/or Grading Plan (7 copies, folded)
- Original Preliminary Plat, Infrastructure List, and/or Grading Plan (7 copies, folded)
- Infrastructure List, if applicable
- Letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-4(X)(2)

**Note: Any application that does not qualify as a Minor Amendment in IDO Section 14-16-6-4(X) must be processed as a Major Amendment. See Form S1.**

<p><i>I, the applicant or agent, acknowledge that if any required information is not submitted with this application, the application will not be scheduled for a public meeting or hearing, if required, or otherwise processed until it is complete.</i></p>	
Signature:	Date:
Printed Name:	<input type="checkbox"/> Applicant or <input type="checkbox"/> Agent
<b>FOR OFFICIAL USE ONLY</b>	
Project Number:	Case Numbers
	-
	-
	-
Staff Signature:	
Date:	



**FORM P2: SITE PLAN – DRB**

**Please refer to the DRB public meeting schedules for hearing dates and deadlines. Your attendance is required.**

A single PDF file of the complete application including all plans and documents being submitted must be emailed to [PLNDRS@cabq.gov](mailto: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 on a CD.

**INFORMATION REQUIRED FOR ALL SITE PLAN – DRB APPLICATIONS**

- Interpreter Needed for Hearing?  if yes, indicate language: \_\_\_\_\_
- Site Plan and related drawings (10 copies, 24" x 36" folded to fit into an 8.5" x 14" pocket)
- Letter of authorization from the property owner if application is submitted by an agent
- Zone Atlas map with the entire site clearly outlined and labeled

**SITE PLAN – DRB**


**MAJOR AMENDMENT TO SITE PLAN – DRB**

**EXTENSION OF SITE PLAN – DRB Does not require Public Hearing**

- Proof of Pre-Application Meeting with City staff per IDO Section 14-16-6-4(B)
- Proof of Neighborhood Meeting per IDO Section 14-16-6-4(C)
- Sites 5 acres or greater: Archaeological Certificate in accordance with IDO Section 14-16-6-5(A) (not required for Extension)
- Site Plan and related drawings reduced to 8.5" x 11" format (1 copy)
- Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-6(G)(3)
- Explanation and justification of requested deviations, if any, in accordance with IDO Section 14-16-6-4(O)
- Note: If requesting more than allowed by deviation, a Variance – ZHE or Variance – DRB will be required, as applicable.*
- Signed Form DRWS Drainage Report, Grading and Drainage Plan, and Water & Sewer Availability Statement filing information (not required for Extension)
- Required notices with content per IDO Section 14-16-6-4(K)(6)
  - Office of Neighborhood Coordination inquiry response, notifying letter, and proof of first class mailing
  - Proof of emailed notice to applicable Neighborhood Association representatives
  - Buffer map and list of property owners within 100 feet (excluding public rights-of-way), notifying letter, and proof of first class mailing
- Sign Posting Agreement
- Signed Traffic Impact Study (TIS) Form
- Completed Site Plan Checklist

**FINAL SIGN-OFF FOR MASTER DEVELOPMENT PLANS AND SITE PLANS – EPC**

- Solid Waste Department signature on Site Plan
- Signed Form DRWS Drainage Report, Grading and Drainage Plan, and Water & Sewer Availability Statement filing information
- Approved Grading and Drainage Plan
- Copy of Site Plan with Fire Marshal's stamp, i.e. "Fire 1" plan (not required for Master Development Plans)
- Copy of EPC Notice of Decision and letter explaining how each EPC condition has been met
- Infrastructure List, if required

<p><i>I, the applicant or agent, acknowledge that if any required information is not submitted with this application, the application will not be scheduled for a public meeting or hearing, if required, or otherwise processed until it is complete.</i></p>	
Signature:	Date:
Printed Name:	<input type="checkbox"/> Applicant or <input type="checkbox"/> Agent
FOR OFFICIAL USE ONLY	
Project Number:	Case Numbers
	-
	-
	-
Staff Signature:	
Date:	

# CITY OF ALBUQUERQUE

*Parks and Recreation Department*



May 25, 2018

Timothy M. Keller, Mayor

Kym Dicome  
DRB Chair  
Plaza del Sol  
Albuquerque, NM 87102

Dear Ms. Dicome:

The City of Albuquerque Parks and Recreation Department requested a Zone Change and a Site Development Plan for Subdivision for a portion of tract 1-C-1 and tract 1-C-2, Unit 3A, Juan Tabo Hills from the EPC. A sketch plat is being submitted to replat one property into two properties in accordance with the approved zone change request. The Site Plan for Subdivision is also submitted for DRB sign off.

The property will be developed as a neighborhood park. The design of the new park includes enhanced access to the 40 acre Major Public Open Space parcel abutting the proposed park site to the east. The park will incorporate the existing terrain and will feature native landscapes.

PO Box 1293

Albuquerque

New Mexico 87103

Sincerely,

Christina Sandoval  
Principal Planner  
Parks and Recreation Department

[www.cabq.gov](http://www.cabq.gov)



# CITY OF ALBUQUERQUE

*Parks and Recreation Department*



May 25, 2018

Timothy M. Keller, Mayor

Kym Dicome  
DRB Chair  
Plaza del Sol  
Albuquerque, NM 87102

Dear Ms. Dicome:

Morrow Reardon Wilkinson Miller is authorized to represent the City of Albuquerque, Parks and Recreation Department on DRB project number 1007140.

Sincerely,

Christina Sandoval  
Principal Planner  
Parks and Recreation Department

PO Box 1293

Albuquerque

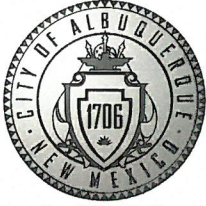
New Mexico 87103

[www.cabq.gov](http://www.cabq.gov)









# City of Albuquerque

## Parks and Recreation Department


Timothy M. Keller, Mayor

### Interoffice Memorandum

May 29, 2018

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**To:** Kym Dicome, DRB Chair, Planning Department

**From:** Christina Sandoval, Principal Planner, Parks and Recreation Depart. 

**Subject:** DRB Submittal 1007140

The Parks and Recreation Department is submitting for DRB sign off of an EPC approved Site Plan for Subdivision. The application does not include solid waste signature because Parks picks up our own trash. The Fire Marshal will not sign as we do not have any buildings on the site.

All EPC conditions have been met. An e-mail from transportation identifying adequate parking and pedestrian crossings is included in the submittal.

Cc: File

**FORM DRWS: DRAINAGE REPORT/GRADING AND DRAINAGE PLAN / WATER & SANITARY SEWER AVAILABILITY**

THIS FORM IS REQUIRED WITH THE DEVELOPMENT REVIEW BOARD APPLICATION FOR SUBDIVISIONS AND SITE PLANS.

PROJECT NAME: Juan Tabo Hills Park

AGIS MAP # M-22

LEGAL DESCRIPTIONS: Tract 1-C-1 & 1-C-2  
Juan Tabo Hills Subdivision

     **DRAINAGE REPORT/GRADING AND DRAINAGE PLAN**

A drainage report/grading and drainage plan, as per the Drainage Ordinance, was submitted to the City of Albuquerque Planning Department, Hydrology Division (2<sup>nd</sup> /Ground Floor, Plaza del Sol) on \_\_\_\_\_ (date).

Christina Sandoval  
Applicant/Agent

5/29/18  
Date

\_\_\_\_\_  
Hydrology Division Representative

\_\_\_\_\_  
Date

**NOTE: A GRADING AND DRAINAGE PLAN MUST BE APPROVED PRIOR TO DRB APPROVAL**

     **WATER AND SEWER AVAILABILITY STATEMENT**

A Water and Sewer Availability Statement for this project was requested to the ABCWUA (2<sup>nd</sup>/Ground floor, Plaza del Sol) on \_\_\_\_\_ (date).

\_\_\_\_\_  
Applicant/Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
ABCWUA Representative

\_\_\_\_\_  
Date

PROJECT # 1007140



## Sandoval, Christina M.

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**From:** Armijo, Ernest M.  
**Sent:** Wednesday, May 9, 2018 11:55 AM  
**To:** Sandoval, Christina M.; Coffey, Jason; 'gmiller@mrwmla.com'  
**Cc:** Michel, Racquel M.; Gould, Maggie S.  
**Subject:** RE: EPC conditions

All,

Transportation has met today with the Parks Department along with the landscape architect, Mr. Gregory Miller, and the parking proposed is adequate for this development. Also, due to the size of the proposed park and the development of the area, it does not appear that further pedestrian facilities will be required.

**Ernest Armijo, P.E.**  
Senior Engineer  
City of Albuquerque  
Planning Department – Transportation  
600 2<sup>nd</sup> St. NW, Suite 201  
Albuquerque, NM 87102  
505-924-3633

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**From:** Gould, Maggie S.  
**Sent:** Thursday, April 12, 2018 12:56 PM  
**To:** Sandoval, Christina M.; Armijo, Ernest M.  
**Cc:** Michel, Racquel M.  
**Subject:** EPC conditions

Hello,

Today the EPC approved a Site Development Plan for Subdivision for a park in Juan Tabo Hills. One of the conditions of approval was that the applicant, the Parks Department, work with the traffic engineers in Planning to evaluate the parking demand and capacity for this site. The Zoning Code does not require any parking spaces ; the applicant proposes 7.

I am including all of you on this e-mail so that you can set a meeting or work via e-mail to address this condition.

Thank you,

*Maggie Gould, MCRP*  
Planner  
City of Albuquerque, Planning Department  
600 Second St. NW  
Albuquerque, NM 87102  
505-924-3910  
[mgould@cabq.gov](mailto:mgould@cabq.gov)