City of Albuquerque

DEVELOPMENT REVIEW APPLICATION

Effective 5/17/18

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

APPLICATION INFORMATION

Applicant: Devin Cannady		Phone: 505.299.1111
Address: 300 Adams St. SE		Email: devin@cannadystudio.com
City: Albuquerque	State: NM	Zip: 87108
Professional/Agent (if any):		Phone:
Address:		Email:
City:	State:	Zip:
Proprietary Interest in Site: Owner	List all owners:	

BRIEF DESCRIPTION OF REQUEST

Site Plan for Building Permit.

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

Lot or Tract No.: Lot B-1	Block: 0000	Unit:
Subdivision/Addition: El Rancho Atrisco Phase 3	MRGCD Map No.:	UPC Code: 101005923029020207
Zone Atlas Page(s): H-10	Existing Zoning: C-1	Proposed Zoning: SU-1 for C-1 Uses to Include Self Storage w/ Direct Access from Exterior.
# of Existing Lots: 1	# of Proposed Lots: 1	Total Area of Site (acres): 1.904 Acre

LOCATION OF PROPERTY BY STREETS

Site Address/Street: 2100 Ladera Rd. NW	Between: Unser	and: 72nd Street

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

Signature:	**Date:** 07.16.18
Printed Name: Devin Cannady	☑ Applicant or ☐ Agent

FOR OFFICIAL USE ONLY

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

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 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: _____
X Site Plan and related drawings (10 copies, 24" x 36" folded to fit into an 8.5" x 14" pocket)
X Letter of authorization from the property owner if application is submitted by an agent
X 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**

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

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.	
Signature:	**Date:**
Printed Name:	☐ Applicant or ☐ Agent
FOR OFFICIAL USE ONLY	
Project Number:	Case Numbers
	-
	-
	-
Staff Signature:	
Date:	