



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

<input type="checkbox"/> Administrative Decisions	<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 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 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: <b>FIRST CHOICE EQUITY BUILDERS, INC.</b>		Phone: <b>505-244-3800</b>
Address: <b>1100 LOMAS BLVD. NW SUITE 1B</b>		Email: <b>frivera354@aol.com</b>
City: <b>ALBUQUERQUE, NM 5</b>	State:	Zip: <b>87102</b>
Professional/Agent (if any): <b>GARCIA/KRAEMER &amp; ASSOCIATES</b>		Phone: <b>505-440-1524</b>
Address: <b>600 1<sup>ST</sup> ST NW, SUITE 211</b>		Email: <b>jturner@garciakraemer.com</b>
City: <b>ALBUQUERQUE</b>	State: <b>NM</b>	Zip: <b>87102</b>
Proprietary Interest in Site: <b>BUYER</b>	List all owners: <b>704 GRIEGOS ROAD LLC</b>	

**BRIEF DESCRIPTION OF REQUEST** **SKETCH PLAT REVIEW**

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

Lot or Tract No.: <b>PORTION OF TRACT B</b>	Block: <b>N/A</b>	Unit: <b>N/A</b>
Subdivision/Addition: <b>LANDS OF ELLA G. ROSSITER</b>	MRGCD Map No.:	UPC Code: <b>101406129901540120</b>
Zone Atlas Page(s): <b>F-14</b>	Existing Zoning: <b>R-1C</b>	Proposed Zoning: <b>N/A</b>
# of Existing Lots: <b>1</b>	# of Proposed Lots: <b>4</b>	Total Area of Site (acres): <b>.75</b>

**LOCATION OF PROPERTY BY STREETS**

Site Address/Street: **704 GRIEGOS RD NW** Between: **9TH ST NW** and: **6TH ST NW**

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

**PR-2018-1398**

Signature: <i>Jonathan Turner</i>	Date: <b>9/24/18</b>
Printed Name: <b>JONATHAN TURNER</b>	<input type="checkbox"/> Applicant or <input checked="" 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(l)
- 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>	
<p>Signature: </p>	<p>Date: 9/24/18</p>
<p>Printed Name: JONATHAN TURNER</p>	<p><input type="checkbox"/> Applicant or <input checked="" type="checkbox"/> Agent</p>
<p><b>FOR OFFICIAL USE ONLY</b></p>	
<p>Project Number:</p>	<p>Case Numbers</p>
<p> </p>	<p>-</p>
<p> </p>	<p>-</p>
<p> </p>	<p>-</p>
<p>Staff Signature:</p>	
<p>Date:</p>	



# GARCIA/KRAEMER & ASSOCIATES

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600 1<sup>ST</sup> St NW Suite 211  
Albuquerque, NM 87102  
(505) 440-1524  
jturner@garciakraemer.com

September 24, 2018

Ms. Kym Dicome, Chair  
Development Review Board  
PO Box 1293  
Albuquerque, New Mexico 87103

RE: Sketch plat review- 704 Griegos Rd. NW- A Portion of Tract B, Lands of Ella G. Rossiter

Dear Ms. Dicome,

The prospective buyer of the above referenced property, First Choice Equity Builders Inc., is currently in negotiations to purchase the property and is requesting a sketch plat review by the City of Albuquerque Development Review Board for comments and guidance. The subject property is currently vacant, undeveloped, and zoned R-1 C Residential Single-family Zone District. The site is located on the South side of Griegos Rd NW in between 9<sup>th</sup> St NW and 6<sup>th</sup> St NW. The Zone atlas page is F-14 as shown on the accompanying zone atlas map. The original subdivision plat was filed with the Bernalillo County Clerk on February 4<sup>th</sup>, 1947 in Book A1 Pg. 2. The purpose of this request is to subdivide the existing tract into four new lots with an access easement and the required utility easements for all parcels. Lots 1, 2, and 3 will have their access from the existing ingress/egress from Griegos Rd NW. Lot 4 will have its access from the existing ingress/egress from 8<sup>th</sup> St NW. The proposed subdivision of the existing .75 acres of land will result in four lots each having a minimum width of 50 feet, and a minimum lot area of .1622 acres. We believe that the sizes of the proposed lots are in harmony and consistent with the residential platting of the surrounding neighborhood and the requirements of the Albuquerque Integrated Development Ordinance.

Please feel free to contact me should you have any questions. Thank you for your consideration.

Sincerely,

Jonathan Turner  
Garcia/Kraemer & Associates