

FORM V2: Waiver– DRB

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

WAIVER – IDO

Interpreter Needed for Meeting? _____ if yes, indicate language: _____

- ___ A Single PDF file of the complete application including all 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. PDF shall be organized with the Development Review Application and this Form V2 at the front followed by the remaining documents in the order provided on this form
- ___ Zone Atlas map with the entire site clearly outlined and labeled
- ___ Letter of authorization from the property owner if application is submitted by an agent
- ___ Letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-6(P)(3), compliance with the DPM, and all improvements to be waived, as applicable. .
- ___ Scale drawing showing the location of the proposed variance or waiver, as applicable
- ___ Proof of Neighborhood Meeting per IDO Section 14-16-6-4(K)
 - ___ Office of Neighborhood Coordination neighborhood meeting inquiry response
 - ___ Proof of email with read receipt OR Certified Letter offering meeting to applicable associations
 - ___ Completed neighborhood meeting request form(s)
 - ___ If a meeting was requested/held, copy of sign-in sheet and meeting notes
- ___ Required notices with content per IDO Section 14-16-6-4(K)
 - ___ Office of Neighborhood Coordination inquiry response and proof of emailed notice to applicable Neighborhood Association representatives, copy of notification letter, completed notification form(s), and proof of additional information provided in accordance with IDO Section 6-4(K)(1)(b)

WAIVER – DPM (MUST BE HEARD WITH SUBDIVISION/SITE PLAN ACTION)

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- 02 Zone Atlas map with the entire site clearly outlined and labeled
- 03 Letter of authorization from the property owner if application is submitted by an agent
- 04 Justification letter describing, explaining, and justifying the request per the criteria in DPM – Chapter 2
- 10 Drawing showing the easement or right-of-way to be vacated
- 06 Required notices with content per IDO Section 14-16-6-4(K)
 - 6.A Office of Neighborhood Coordination notice inquiry response, notifying letter, and proof of first class mailing
 - 6.C Proof of Neighborhood Meeting
 - 8C Proof of emailed notice to affected Neighborhood Association representatives
 - 8D Buffer map and list of property owners within 100 feet (excluding public rights-of-way), notifying letter, and proof of first class mailing* **this step is not required if waiver is to be heard with minor subdivision plat**
- ___ Sign Posting Agreement - **this step is not required if waiver is to be heard with minor subdivision plat**

TEMPORARY DEFERRAL OF SIDEWALK CONSTRUCTION

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- ___ Zone Atlas map with the entire site clearly outlined and labeled
- ___ Letter of authorization from the property owner if application is submitted by an agent
- ___ A scale drawing showing the location of the deferred sidewalk with appropriate dimensions.
- ___ Proof of Neighborhood Meeting

EXTENSION OF THE IIA FOR TEMPORARY DEFERRAL OF SIDEWALK CONSTRUCTION

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- ___ Zone Atlas map with the entire site clearly outlined and labeled
- ___ Letter of authorization from the property owner if application is submitted by an agent
- ___ Letter describing, explaining, and justifying the deferral or extension
- ___ Drawing showing the sidewalks subject to the proposed deferral or extension