



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: VIGIL AND ASSOCIATES		Phone:
Address: 4477 IRVING NW, SUITE A		Email:
City: ALBUQUERQUE	State: NM	Zip: 87114
Professional/Agent (if any): CARTESIAN SURVEYS		Phone: 505-896-3050 EXT 105
Address: PO BOX 44414		Email: CARTESIANAMBER@GMAIL.COM
City: RIO RANCHO	State: NM	Zip: 87174
Proprietary Interest in Site:	List all owners:	

BRIEF DESCRIPTION OF REQUEST

REPLAT AS SHOWN.

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

Lot or Tract No.: LOT D-1 AND A PORTION OF LOT 23	Block: BLOCK 31	Unit:
Subdivision/Addition: SNOW HEIGHTS ADDITION	MRGCD Map No.:	UPC Code: 102005942725141529 (LOT D-1) 102005944024341526 (LOT 23)
Zone Atlas Page(s): H-20	Existing Zoning: LOT D-1 (MX-L) & LOT 23 (MX-M)	Proposed Zoning:
# of Existing Lots: 2	# of Proposed Lots: 2	Total Area of Site (acres): 1.6226

LOCATION OF PROPERTY BY STREETS

Site Address/Street: MENAUL BLVD NE	Between: SNOW HEIGHTS CIRCLE NE	and: PARSIFAL NE
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CASE HISTORY (List any current or prior project and case number(s) that may be relevant to your request.)

Signature: <i>Amber Palmer</i>	Date: 8/3/18
Printed Name: AMBER PALMER	☐ Applicant or ☒ 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 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**

- N/A Interpreter Needed for Hearing? _____ if yes, indicate language: _____
X Zone Atlas map with the entire site clearly outlined and labeled

☒ **SKETCH PLAT REVIEW AND COMMENT**

- X Scale drawing of the proposed subdivision plat (7 copies, folded)
X 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)
X 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**

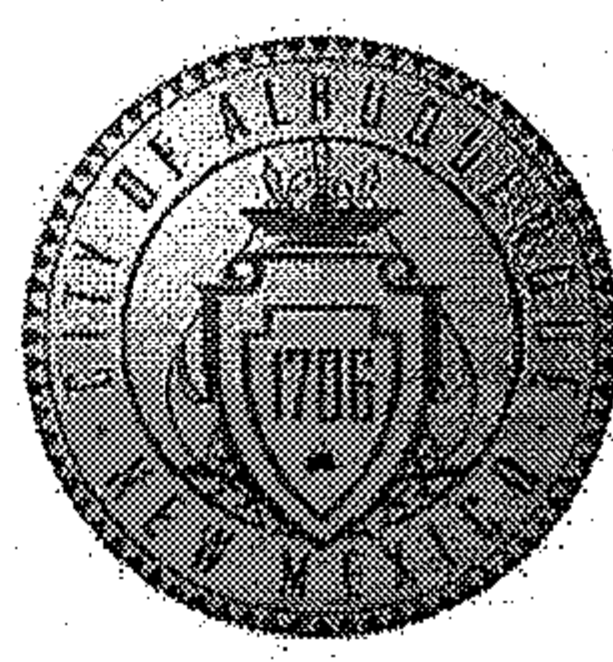
- ____ Sites 5 acres or greater: Archaeological Certificate in accordance with IDO Section 14-16-6-5(A)
____ Proposed Preliminary / Final Plat with property owner's and City Surveyor's signatures on the plat prior to submittal. (7 copies, folded)
____ Cross sections of proposed streets (3 copies, 11" 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.

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: 8/3/18
Printed Name: AMBER PALMER	☐ Applicant or ☒ Agent
FOR OFFICIAL USE ONLY	
Project Number:	Case Numbers
	-
	-
	-
Staff Signature:	
Date:	



Cartesian Surveys Inc.
PO Box 44414, Rio Rancho, NM 87174
896-3050 Fax 891-0244

August 3, 2018

Development Review Board
City of Albuquerque

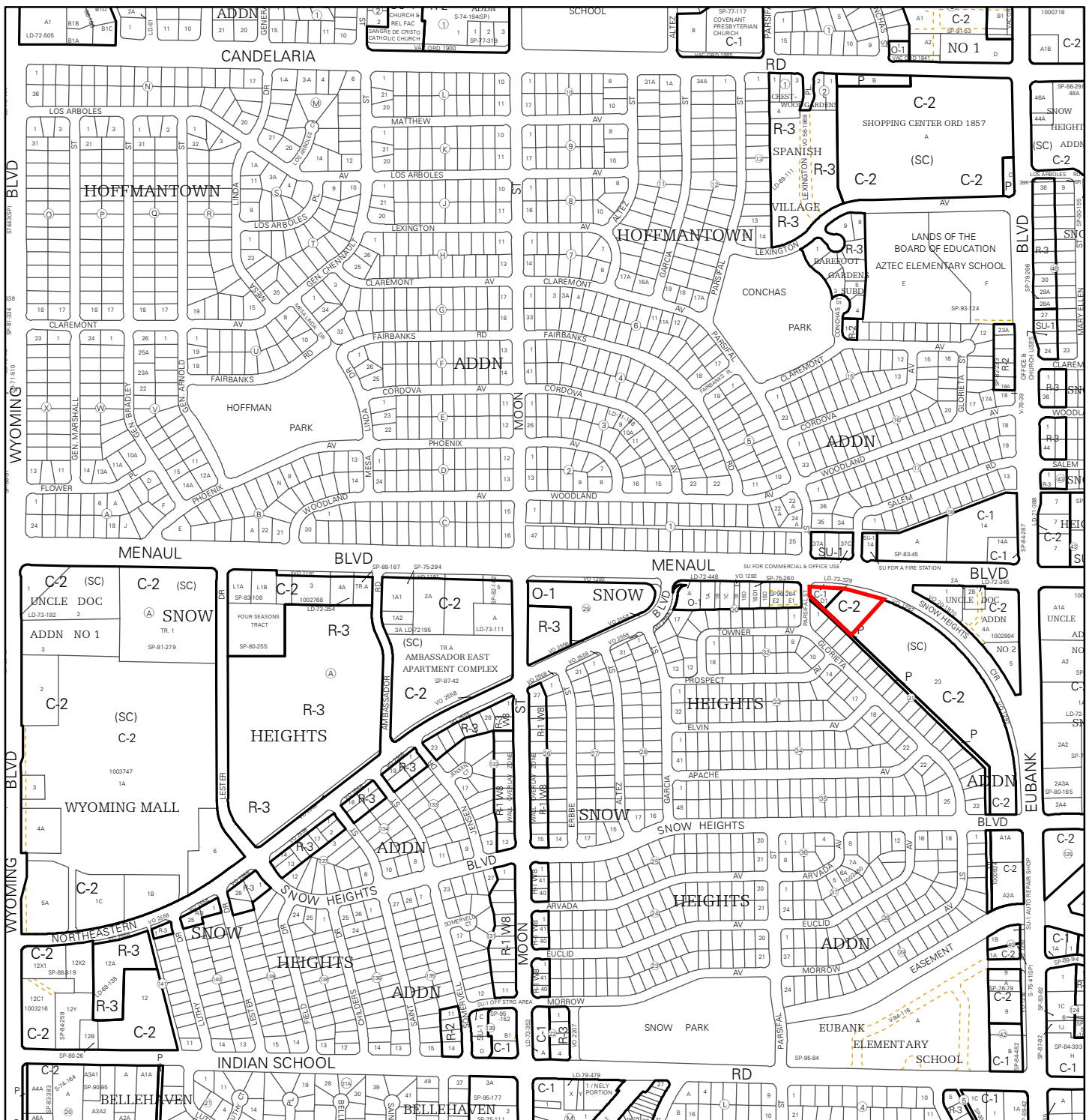
Re: Proposed Lots D-1-A & D-1-B, Block 32, Snow Heights Addition

Members of the Board:

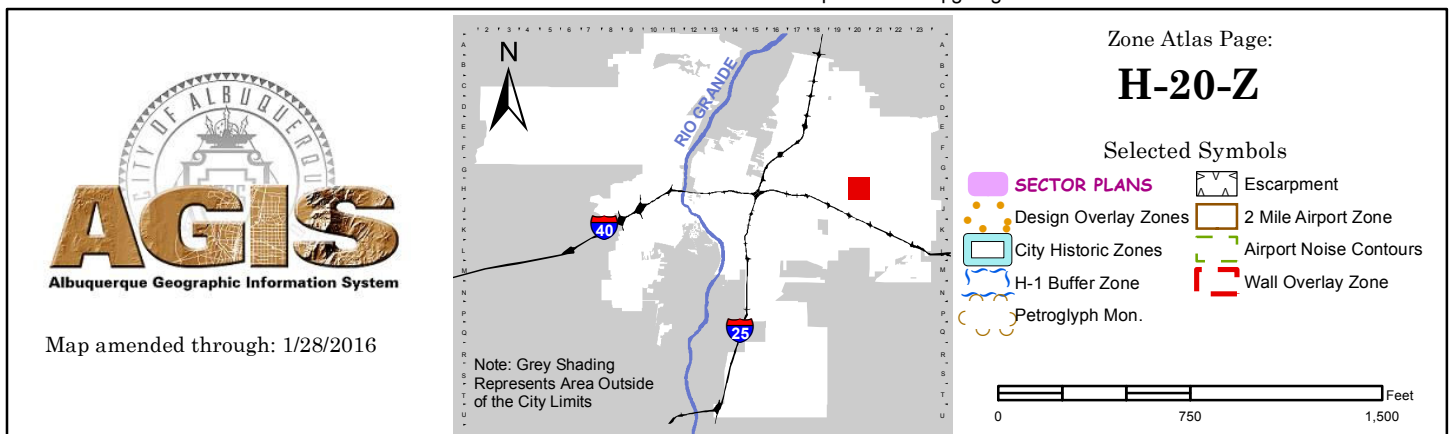
Cartesian Surveys is acting as an agent for the owner and requests a hearing for a sketch plat reflecting a subdivision.

Thank you for your time and consideration.

Will Plotner Jr., NMLS 14271



For more current information and details visit: <http://www.cabq.gov/gis>



ACS Monument "12_H20"
NAD 1983 CENTRAL ZONE
X=1554536.037 *
Y=1495091.167 *
Z=5470.327 * (NAVD 1988)
G-G=0.999650645
Mapping Angle=-0°09'54.55"

* U.S. SURVEY FOOT

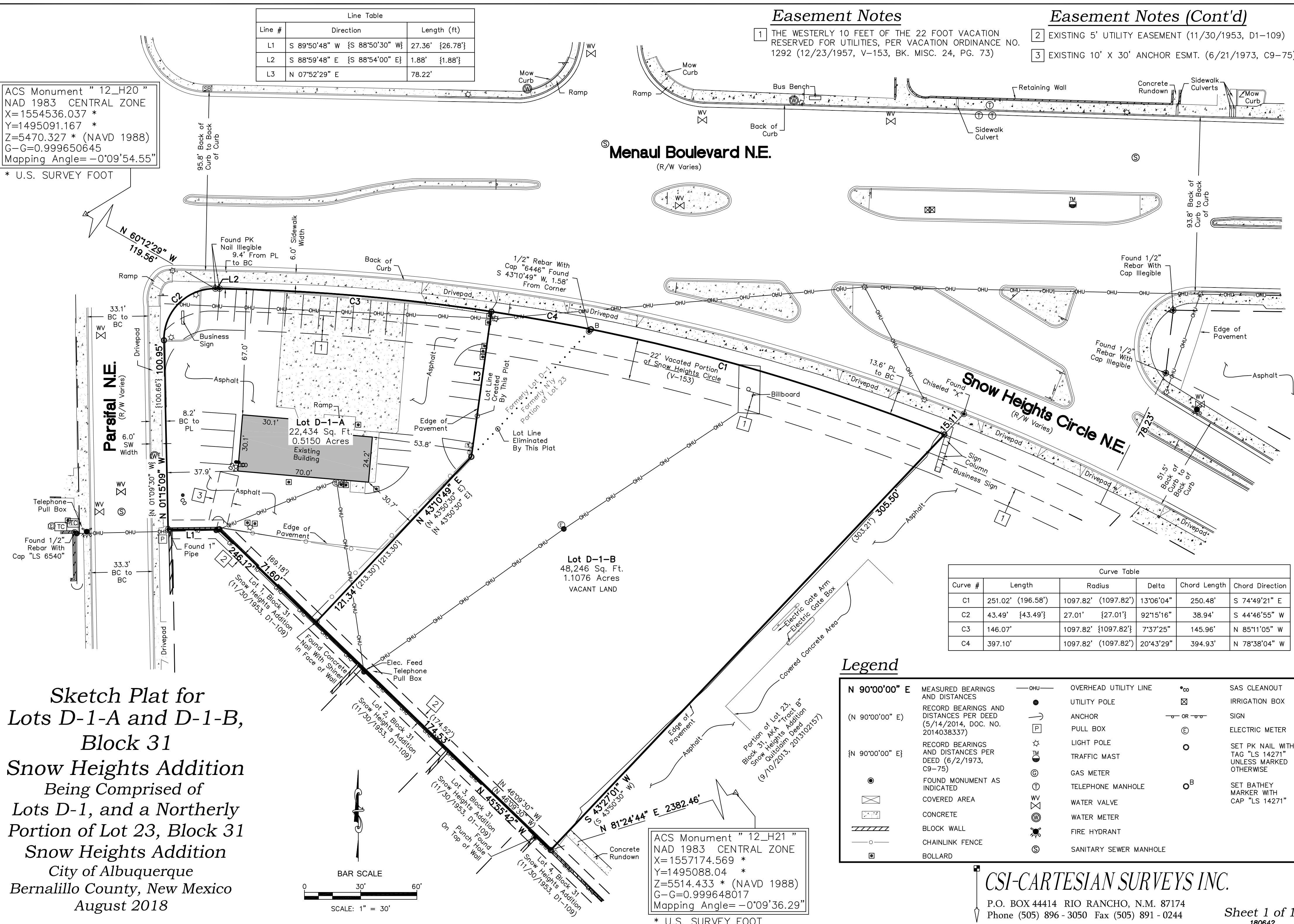
Line Table		
Line #	Direction	Length (ft)
L1	S 89°50'48" W {S 88°50'30" W}	27.36' {26.78'}
L2	S 88°59'48" E {S 88°54'00" E}	1.88' {1.88'}
L3	N 07°52'29" E	78.22'

Easement Notes

- 1 THE WESTERLY 10 FEET OF THE 22 FOOT VACATION RESERVED FOR UTILITIES, PER VACATION ORDINANCE NO. 1292 (12/23/1957, V-153, BK. MISC. 24, PG. 73)

Easement Notes (Cont'd)

- 2 EXISTING 5' UTILITY EASEMENT (11/30/1953, D1-109)
3 EXISTING 10' X 30' ANCHOR ESMT. (6/21/1973, C9-75)



CSI-CARTESIAN SURVEYS INC.

P.O. BOX 44414 RIO RANCHO, N.M. 87174
Phone (505) 896 - 3050 Fax (505) 891 - 0244