



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 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: 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.)

PR-2018-001431, PS-2018-00003

Signature: <i>Amber Palmer</i>	Date: 1/31/19
Printed Name: AMBER PALMER	<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**

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: Amber Palmer

Date: 1/31/19

Printed Name: AMBER PALMER

☐ Applicant or ☒ Agent

**FOR OFFICIAL USE ONLY**

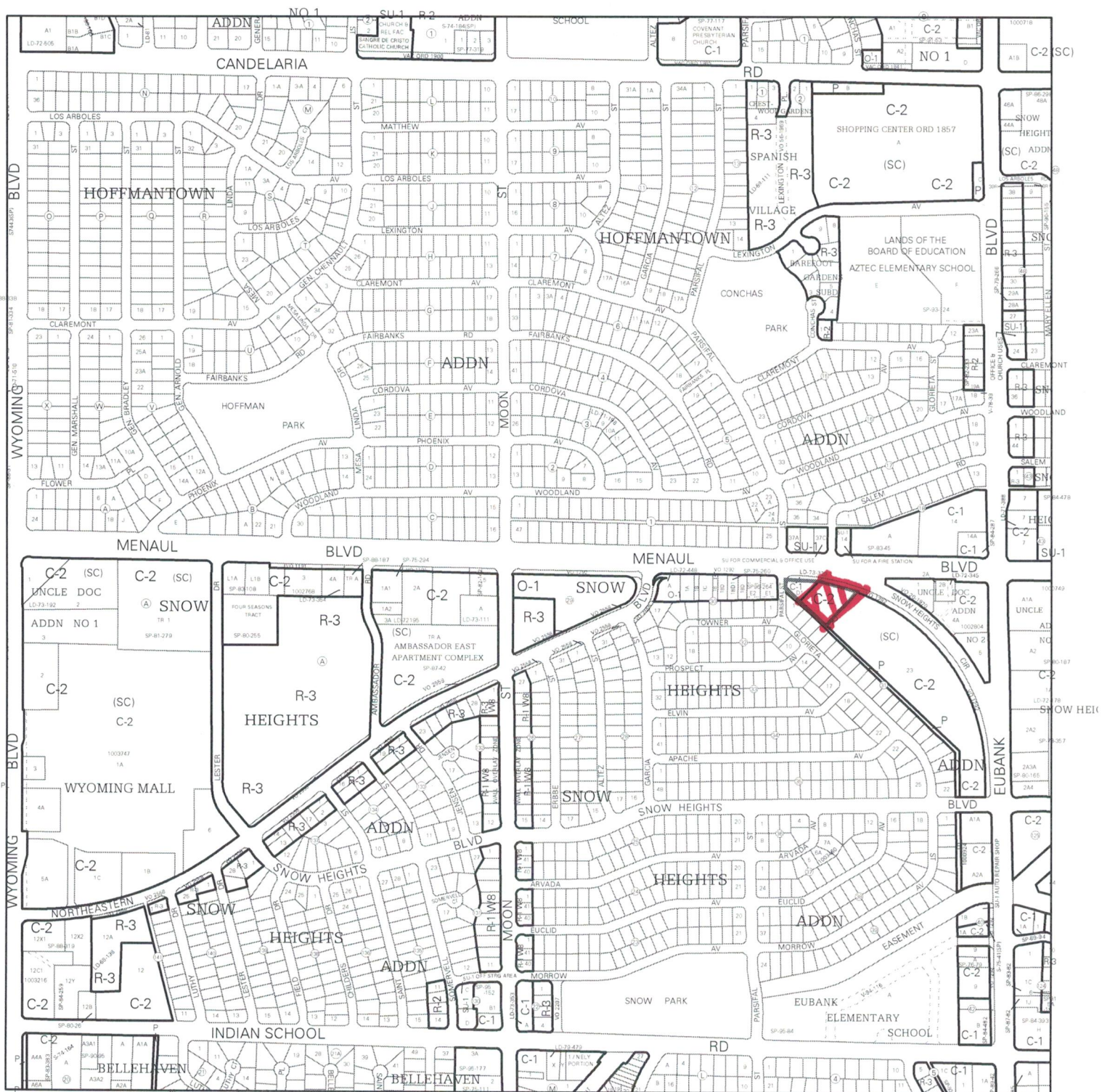
Project Number:

Case Numbers

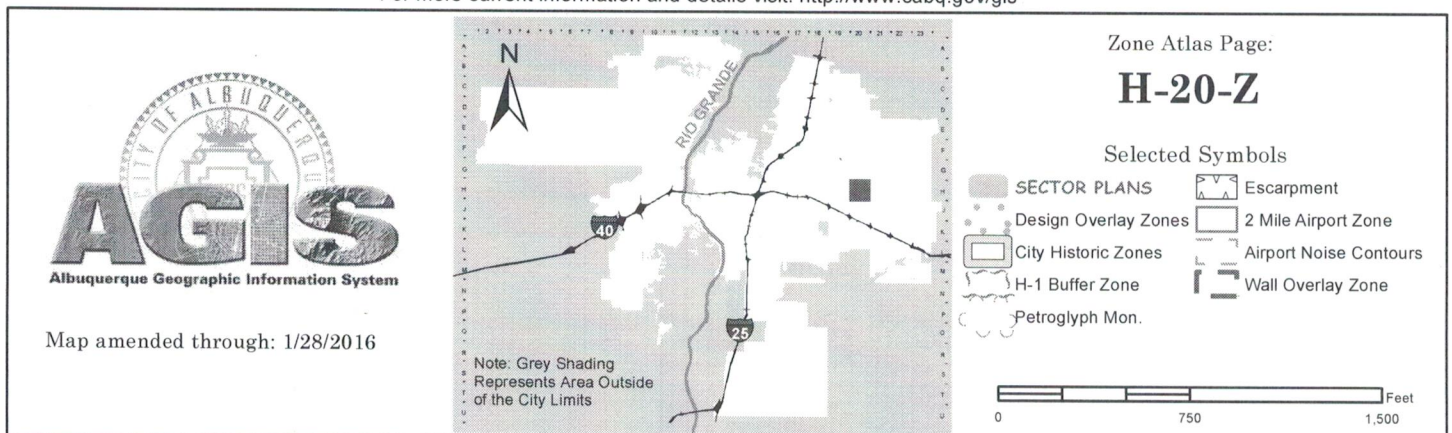
Staff Signature:

Date:

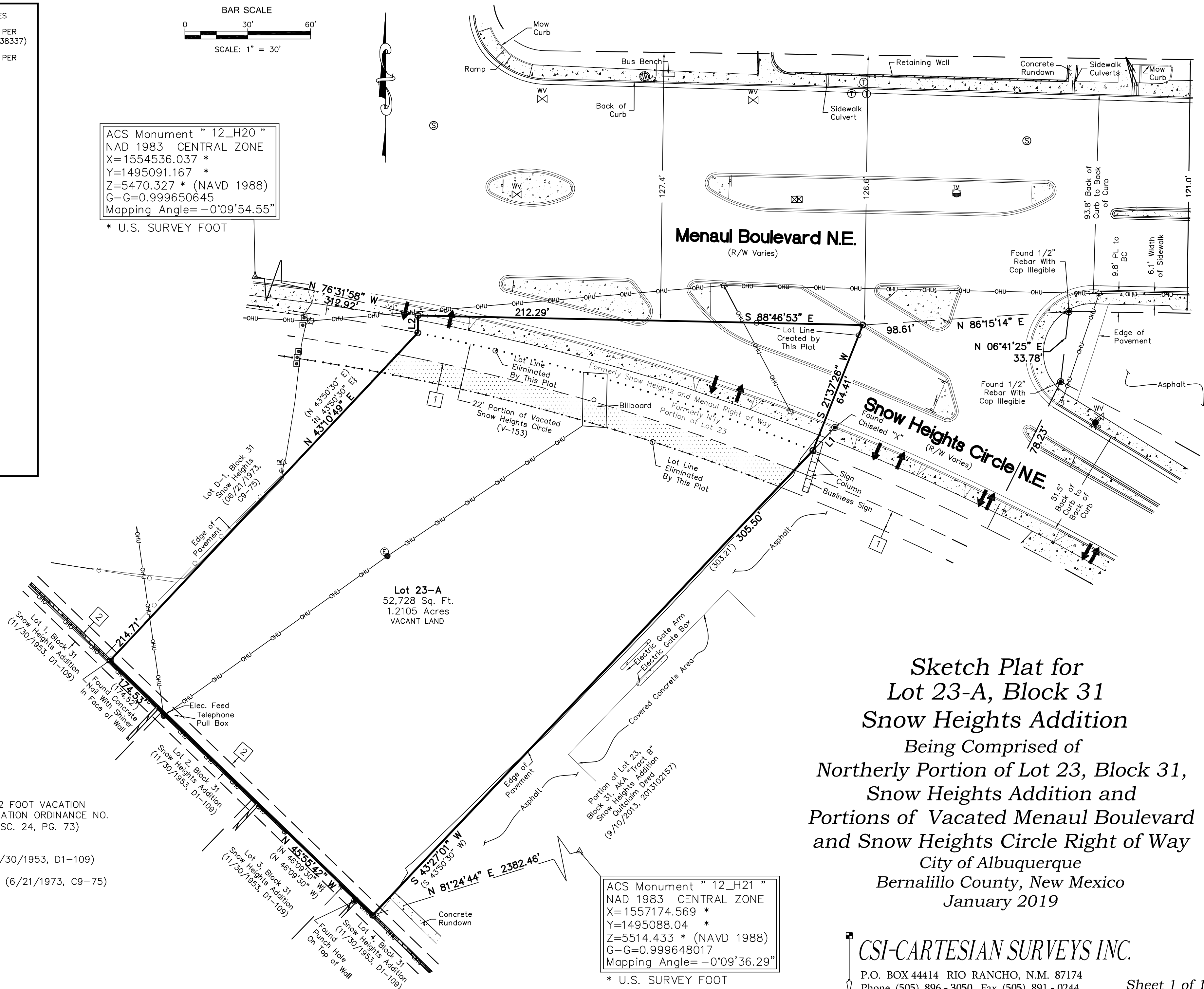
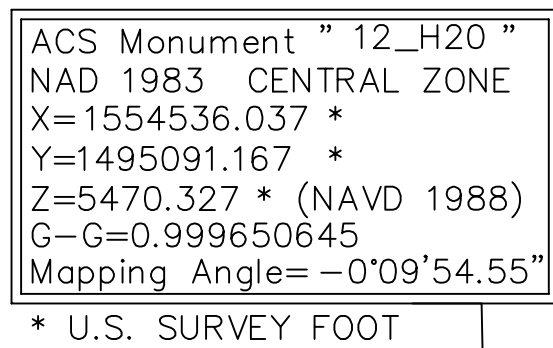




For more current information and details visit: <http://www.cabq.gov/gis>



N 90°00'00" E	MEASURED BEARINGS AND DISTANCES
(N 90°00'00" E)	RECORD BEARINGS AND DISTANCES PER DEED (5/14/2014, DOC. NO. 2014038337)
{N 90°00'00" E}	RECORD BEARINGS AND DISTANCES PER DEED (6/2/1973, C9-75)
●	FOUND MONUMENT AS INDICATED
○	SET PK NAIL WITH TAG "LS 14271" UNLESS MARKED OTHERWISE
○ <sup>B</sup>	SET BATHEY MARKER WITH CAP "LS 14271"
✕	COVERED AREA
■	CONCRETE
▨	BLOCK WALL
—○—	CHAINLINK FENCE
■	BOLLARD
—OH—	OVERHEAD UTILITY LINE
●	UTILITY POLE
→	ANCHOR
P	PULL BOX
☼	LIGHT POLE
TM	TRAFFIC MAST
⊙	GAS METER
Ⓣ	TELEPHONE MANHOLE
WV	WATER VALVE
⊗	WATER METER
⚡	FIRE HYDRANT
Ⓢ	SANITARY SEWER MANHOLE
•∞	SAS CLEANOUT
⊠	IRRIGATION BOX
—○— OR —○—	SIGN
Ⓔ	ELECTRIC METER



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

*Sketch Plat for  
Lot 23-A, Block 31  
Snow Heights Addition  
Being Comprised of  
Northerly Portion of Lot 23, Block 31,  
Snow Heights Addition and  
Portions of Vacated Menaul Boulevard  
and Snow Heights Circle Right of Way  
City of Albuquerque  
Bernalillo County, New Mexico  
January 2019*

 **CSI-CARTESIAN SURVEYS INC.**  
P.O. BOX 44414 RIO RANCHO, N.M. 87174  
Phone (505) 896 - 3050 Fax (505) 891 - 0244 *Sh*

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

January 31, 2019

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