



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 checked="" 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: <i>Mike A. Jarvis</i>	Phone: <i>505-917-7725</i>
Address: <i>4612 Hilton Ave NE</i>	Email:
City: <i>Albuquerque</i>	State: <i>NM</i>
Professional/Agent (if any): <i>Austin Carports / Gilbert F. Austin</i>	Zip: <i>87110</i>
Address: <i>528 2nd St SW</i>	Phone: <i>505-845-6254</i>
City: <i>Albuquerque</i>	Email: <i>austin.carports@gmail.com</i>
Proprietary Interest in Site:	State: <i>NM</i>
List all owners:	Zip: <i>87102</i>

**BRIEF DESCRIPTION OF REQUEST**

*Metal Carport*

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

Lot or Tract No.: <i>14</i>	Block: <i>13</i>	Unit:
Subdivision/Addition: <i>Artiste Del Cero</i>	MRGCD Map No.:	UPC Code: <i>101706035438410836</i>
Zone Atlas Page(s): <i>G-17</i>	Existing Zoning: <i>R-1C</i>	Proposed Zoning: <i>R-1C</i>
# of Existing Lots: <i>1</i>	# of Proposed Lots:	Total Area of Site (acres): <i>0.179</i>

**LOCATION OF PROPERTY BY STREETS**

Site Address/Street: *Hilton* Between: *Monroe* and: *Washington*

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

Signature: *Gilbert F. Austin* Date: *9-10-2018*

Printed Name: *Gilbert F. Austin*  Applicant or  Agent

**FOR OFFICIAL USE ONLY**

Case Numbers	Action	Fees
<i>VA-2018-00106</i>	<i>V-DRB</i>	<i>\$325.00</i>

Meeting/Hearing Date: *9-19-18* Fee Total: *\$325.00*

Staff Signature: *Vm* Date: *9-10-18* Project # *DR-2018-001554*



**FORM V: Vacations of Easements or Right-of-way and Variances – DRB**

Please refer to the DRB case schedules for meeting / 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](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.

**VARIANCE – DRB Requires Public Hearing**

- Proof of Neighborhood Meeting per IDO Section 14-16-6-4(B)
- Scale drawing showing the location of the proposed variance or waiver, as applicable (7 copies, not to exceed 8.5" by 14")
- Letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-6(L)(3), compliance with the DPM, and all improvements to be waived, as applicable

*NA* If the request is based on a bulk land transfer, an application for Subdivision of Land – Minor shall be filed concurrently with the variance request and notice shall be provided on that plat regarding the applicant's agreement that building permits shall not be issued before further action by the DRB.

- Zone Atlas map with the entire site clearly outlined and labeled
- Required notices with content per IDO Section 14-16-6-4(K)(6)
  - Office of Neighborhood Coordination notice inquiry response and proof of emailed notice to affected Neighborhood Association representatives

**VACATION OF PRIVATE EASEMENT Requires Public Hearing**

**VACATION OF PUBLIC EASEMENT OR RIGHT-OF-WAY – DRB Requires Public Hearing**

**VACATION OF PUBLIC EASEMENT OR RIGHT-OF-WAY – COUNCIL Requires Public Hearing**

- Proof of Neighborhood Meeting per IDO Section 14-16-6-4(C)
- Copy of the complete document which created the easement(s) (7 copies, folded)
  - Not required for City owned public right-of-way.*
- Drawing showing the easement or right-of-way to be vacated (7 copies, not to exceed 8.5" by 11")
- If easements, list number to be vacated \_\_\_\_\_
- Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-6(K)(3)
- Letter of authorization from the property owner if application is submitted by an agent
- Zone Atlas map with the entire site clearly outlined and labeled
- Required notices with content per IDO Section 14-16-6-4(K)(6)
  - Office of Neighborhood Coordination notice inquiry response, notifying letter, and proof of first class mailing
  - Proof of emailed notice to affected 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 (not required for easements if IDO Section 14-16-6-6(K)(2)(a) is satisfied)

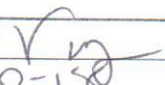

The vacation must be shown on a DRB approved plat recorded by the County Clerk within one year, or it will expire.

**TEMPORARY DEFERRAL OF SIDEWALK CONSTRUCTION**

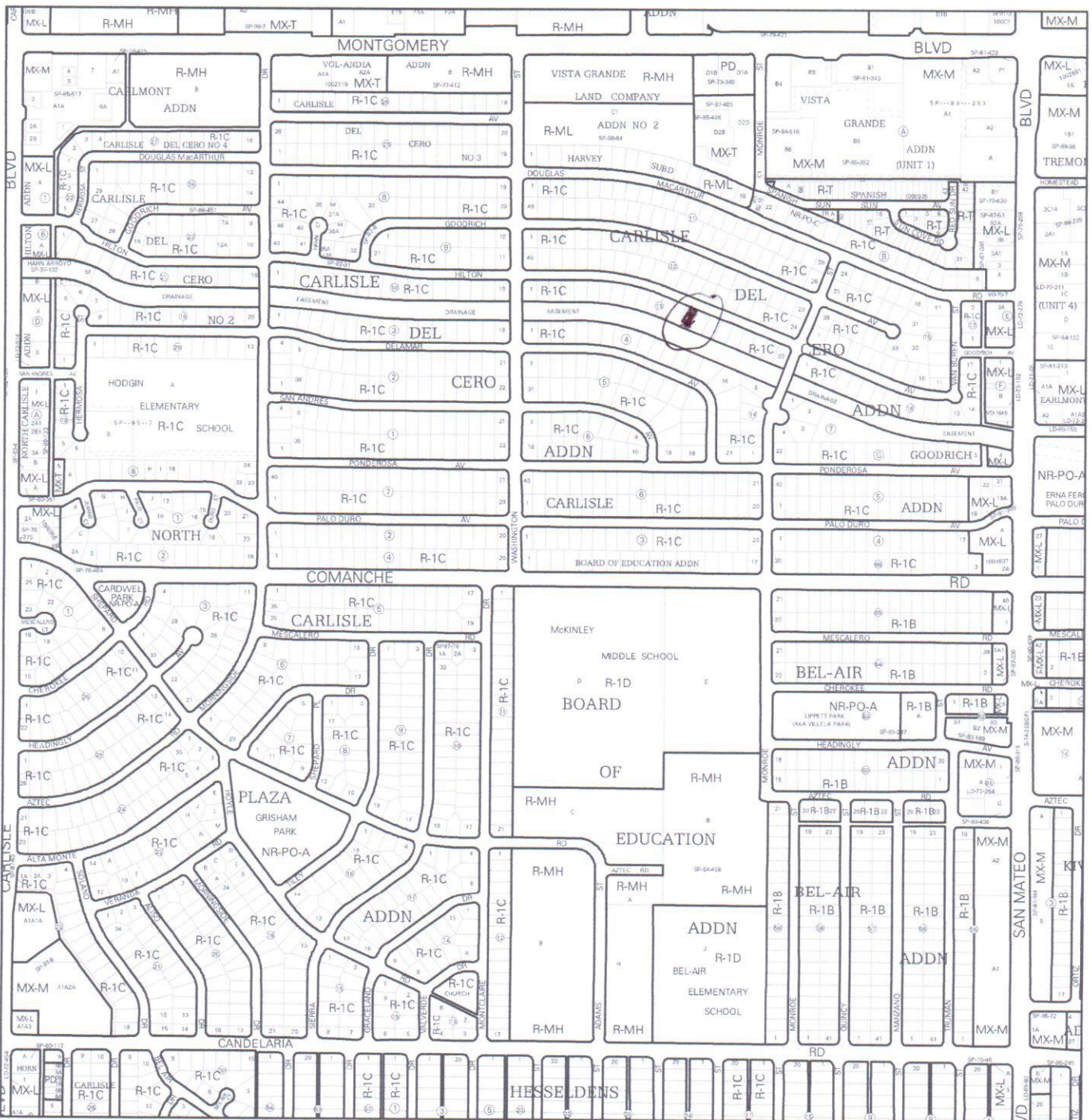
**EXTENSION OF THE IIA FOR TEMPORARY DEFERRAL OF SIDEWALK CONSTRUCTION**

- Drawing showing the sidewalks subject to the proposed deferral or extension (7 copies, not to exceed 8.5" by 14")
- Zone Atlas map with the entire site clearly outlined and labeled
- Letter describing, explaining, and justifying the deferral or extension

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:		<input type="checkbox"/> Applicant or <input type="checkbox"/> Agent
<b>FOR OFFICIAL USE ONLY</b>		
Project Number:	Case Numbers	
PR-2018-001354	VA-2018-00106	
Staff Signature: 		
Date: 9-10-18		





For more details about the Integrated Development Ordinance visit: <http://www.cabq.gov/planning/codes-policies-regulations/integrated-development-ordinance>

## IDO Zone Atlas May 2018

**AGIS**  
Albuquerque Geographic Information System

IDO Zoning information as of May 17, 2018  
The Zone Districts and Overlay Zones  
are established by the  
Integrated Development Ordinance (IDO).

Zone Atlas Page:  
**G-17-Z**

- Easement
- Escarpment
- Petroglyph National Monument
- Areas Outside of City Limits
- Airport Protection Overlay (APO) Zone
- Character Protection Overlay (CPO) Zone
- Historic Protection Overlay (HPO) Zone
- View Protection Overlay (VPO) Zone

Gray Shading  
Represents Area Outside  
of the City Limits

0 250 500 1,000  
Feet

Letter of Authorization

To: Zoning Hearing Examiner

Date: \_\_\_\_\_

Project # \_\_\_\_\_

ZHE# \_\_\_\_\_

I, MICHAEL A. JARVIS hereby authorize GILBERT F. Austin to act on my behalf in all matters relating to this application for Special Exception filed for my property located at 4612 Hilton Ave NE  
Albuquerque NM 87110

Property Owner (Applicant) Printed Name MICHAEL A. JARVIS

Property Owner (Applicant) Signature Michael A. Jarvis

Mailing Address 4612 HILTON AVE NE ALBUQ. NM  
87110







Gilbert Austin <austinscarports@gmail.com>

### Public Notice Inquiry\_4612 hilton ave ne \_Admin Decision

1 message

**Mancini, Sara** <saramancini@cabq.gov>

To: "austinscarports@gmail.com" <austinscarports@gmail.com>

Cc: Office of Neighborhood Coordination <onc@cabq.gov>

Thu, Aug 23, 2018 at 8:52 AM

Hi Gilbert,

Please see the contact information for applicable associations attached and below. Please also review the attached instruction sheet.

Association Name	First Name	Last Name	Email	Address Line 1	City	State	Zip	Mobile Phone	Phone
Hodgin NA	Cathy	Intemann	cathyintemann@yahoo.com	3816 Delamar NE	Albuquerque	NM	87110	5055142857	5058884227
Hodgin NA	Kathy	Kleyboecker	kathykleyboecker@yahoo.com	3912 Morningside Drive NE	Albuquerque	NM	87110	5053507908	

Thanks,

Sara

768-3105

saramancini@cabq.gov

## Gilbert Austin

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**From:** Gilbert Austin  
**Sent:** Thursday, August 23, 2018 10:08 AM  
**To:** kathykleboecker@yahoo.com  
**Cc:** Gilbert Austin  
**Subject:** Carport request  
**Attachments:** Austin's Carports.png; 4612 hilton ave ne..pdf

Please read the attached document.

Thank you,

**Gilbert Austin**  
Austin's Carports  
528 2<sup>nd</sup> St. SW  
Albuquerque NM  
(505)843-6254  
gilbertaustin@austinscarports.com

Date: 8/23/2018

Hodgin NA  
Kathy Keyboecker  
3912 Morningside Dr NE  
Albuquerque NM 87110

To whom this may concern:

This request is for a meeting to discuss a proposed carport at 4612 Hilton ave NE. In winter this carport will keep frost off windshield; snow, ice and water off driveway, to provide safe walking for Mr. Jarvis and family. The carport will also reduce heat from inside of the vehicle in summer months.

The carport is constructed of steel for strength, durability and easy up keep, and attractive with color to match the home. It will include rain gutters and down spouts to control water drainage onto owners own property. Also allows full view of traffic and does not disrupt the view from the street. There is nothing in the area (structures, etc.) that will be affected by this carport.

We are required by the Development Review Board prior to applying for a building permit to notify the Neighborhood Association of this project.

Thank you,

Gilbert F. Austin  
Austin's Carports  
528 2<sup>nd</sup> St. SW  
Albuquerque NM 87102  
(505)843-6254



## Gilbert Austin

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**From:** Gilbert Austin  
**Sent:** Thursday, August 23, 2018 10:08 AM  
**To:** cathyintemann@yahoo.com  
**Cc:** Gilbert Austin  
**Subject:** Carport request  
**Attachments:** 4612 hilton ave ne.pdf; Austin's Carports.png

Please read the attached document.

Thank you,

**Gilbert Austin**  
Austin's Carports  
528 2<sup>nd</sup> St. SW  
Albuquerque NM  
(505)843-6254  
gilbertaustin@austinscarports.com

Date: 8/23/2018

Hodgin NA  
Cathy Intmann  
3816 Delamar NE  
Albuquerque NM 87110

To whom this may concern:

This request is for a meeting to discuss a proposed carport at 4612 Hilton ave NE. In winter this carport will keep frost off windshield; snow, ice and water off driveway, to provide safe walking for Mr. Jarvis and family. The carport will also reduce heat from inside of the vehicle in summer months.

The carport is constructed of steel for strength, durability and easy up keep, and attractive with color to match the home. It will include rain gutters and down spouts to control water drainage onto owners own property. Also allows full view of traffic and does not disrupt the view from the street. There is nothing in the area (structures, etc.) that will be affected by this carport.

We are required by the Development Review Board prior to applying for a building permit to notify the Neighborhood Association of this project.

Thank you,

Gilbert F. Austin  
Austin's Carports  
528 2<sup>nd</sup> St. SW  
Albuquerque NM 87102  
(505)843-6254



## Gilbert Austin

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**From:** Gilbert Austin  
**Sent:** Thursday, September 6, 2018 1:50 PM  
**To:** cathyintemann@yahoo.com; kathykleboecker@yahoo.com  
**Cc:** Gilbert Austin  
**Subject:** Proceeding with carport

Hello,

We are proceeding with submitting an application to the Development Review Board. The meeting will be held at 9:00am on Sep 19, 2018 at the Plaza Del Sol, 600 2nd st NW for a variance to allow the carport in the front yard setback at 4612 Hilton Ave Ne for Michael A. Jarvis. For more information about the project please visit [austinscarports.com](http://austinscarports.com). Application Neighborhood Associations and Homeowner Associations may request a Facilitated Meeting regarding this project by contacting the Planning Department by email at [dechelp@cabq.gov](mailto:dechelp@cabq.gov) or by phone at (505) 924-3955.

Thank you,

**Gilbert Austin**  
Austin's Carports  
528 2<sup>nd</sup> St. SW  
Albuquerque NM  
(505)843-6254  
[gilbertaustin@austinscarports.com](mailto:gilbertaustin@austinscarports.com)





Date: 9/6/2018

City of Albuquerque  
Development Review Board  
600 2<sup>nd</sup> St NW  
Albuquerque NM 87102

This request is for the variance to be granted for a proposed carport at 4612 Hilton Ave NE. The proposed carport will strengthen the architectural character of the surrounding area because it gives an ornamental appearance with color to match the home. This will result in a pleasing and attractive structure which will increase the value of the home. (Please view attached image)

The carport will not be injurious to the adjacent properties, the surrounding neighborhood, or the larger community for it will have gutters and downspouts to control water drainage onto the home owners property; as well as after installation, the carport will meet building code.

This carport is 3'0" from property line on east side and 8'0" from north side, which is where the driveway is located. No wall will be built in the required setback area and the legs will allow full view of traffic. The carport will not exceed the building height for the building is 12' 0" while the carport stands at 8' 6".

Thank you,

Gilbert F. Austin  
Austin's Carports  
528 2<sup>nd</sup> St. SW  
Albuquerque NM 87102  
(505)843-6254