



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	<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)	Policy Decisions
<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)
Decisions Requiring a Public Meeting or Hearing	<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)	Appeals
<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: Octavio T Saenz Phone: 505-977-8882

Address: 1005 Vassar Dr SE Email:

City: Albuquerque State: NM Zip: 87106

Professional/Agent (if any): Austin's Carpents / Gilbert F Austin Phone: 505-843-6254

Address: 528 2nd St SW Email: austinscarpents@gmail.com

City: Albuquerque NM State: NM Zip: 87102

Proprietary Interest in Site: _____ List all owners: _____

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.: 2 Block: 8 Unit:

Subdivision/Addition: Victory add #1 MRGCD Map No.: _____ UPC Code: 101605622041121 210

Zone Atlas Page(s): 1-16-2 Existing Zoning: R1B Proposed Zoning: N/A

of Existing Lots: 1 # of Proposed Lots: _____ Total Area of Site (acres): 0.1309

LOCATION OF PROPERTY BY STREETS

Site Address/Street: Vassar Dr Between: Santa Cruz & Santa Clara and:

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

None

Signature: Gilbert F Austin Date: 10-6-2018

Printed Name: Gilbert F. Austin Applicant or Agent

FOR OFFICIAL USE ONLY

Case Numbers	Action	Fees
-		
-		
-		

Meeting/Hearing Date: _____ Fee Total: _____

Staff Signature: _____ Date: _____ Project # _____

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 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

N/A 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>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>	
Signature: <i>Gilbert F. Austin</i>	Date: <i>10-6-2018</i>
Printed Name: <i>Gilbert F. Austin</i>	<input type="checkbox"/> Applicant or <input checked="" type="checkbox"/> Agent
FOR OFFICIAL USE ONLY	
Project Number: _____	Case Numbers: _____
_____	_____
_____	_____
Staff Signature: _____	
Date: _____	

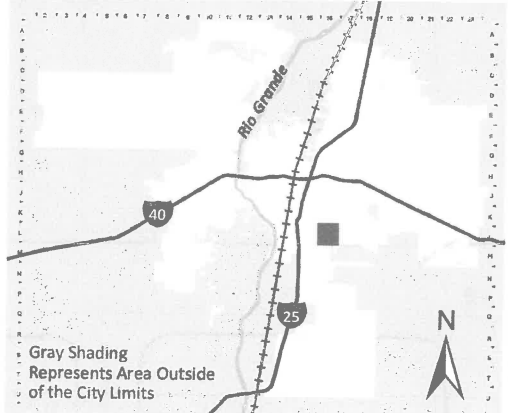


For more details about the Integrated Development Ordinance visit: <http://www.cabq.gov/planning/codes-policies-regulations/integrated-development-ordinance>

IDO Zone Atlas May 2018

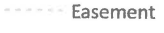









IDO Zoning information as of May 17, 2018
The Zone Districts and Overlay Zones
are established by the
Integrated Development Ordinance (IDO).



Gray Shading
Represents Area Outside
of the City Limits

Zone Atlas Page:
L-16-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

0 250 500 1,000
Feet

CABQMaps - Advanced Map Viewer 2.0

Search...

Sign in

Getting Around

Maps & Data Sources

Tasks



Tool Labels



Pan



Zoom In



Zoom Out



Initial View



Previous Extent



Next Extent



Bookmarks



Print



Export



Share



Identify

Navigation Tools

Print and Share

Results (16)



Neighborhood Association

Name: Victory Hills NA

Acronym: VHL

Status: Recognized



Bernalillo County Parcels

UPC: 101605622041121210

Owner: SAENZ OCTAVIO TREI

Owner Address: 1005 VASSAR DR SE
ALBUQUERQUE NM 87106-2956

Situs Address: 1005 VASSAR DR SE
ALBUQUERQUE NM 87106

Legal Description: * 002 008VICTORY ADD
#1

Acres: 0.1309



Fire Station District: 3

Displaying 1 - 16 (Total: 16)

Page 1 of 1

Layers



Results (16)



Date: 10/16/2018

City of Albuquerque
Development Review Board
600 2nd St NW
Albuquerque NM 87102

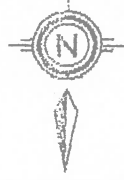
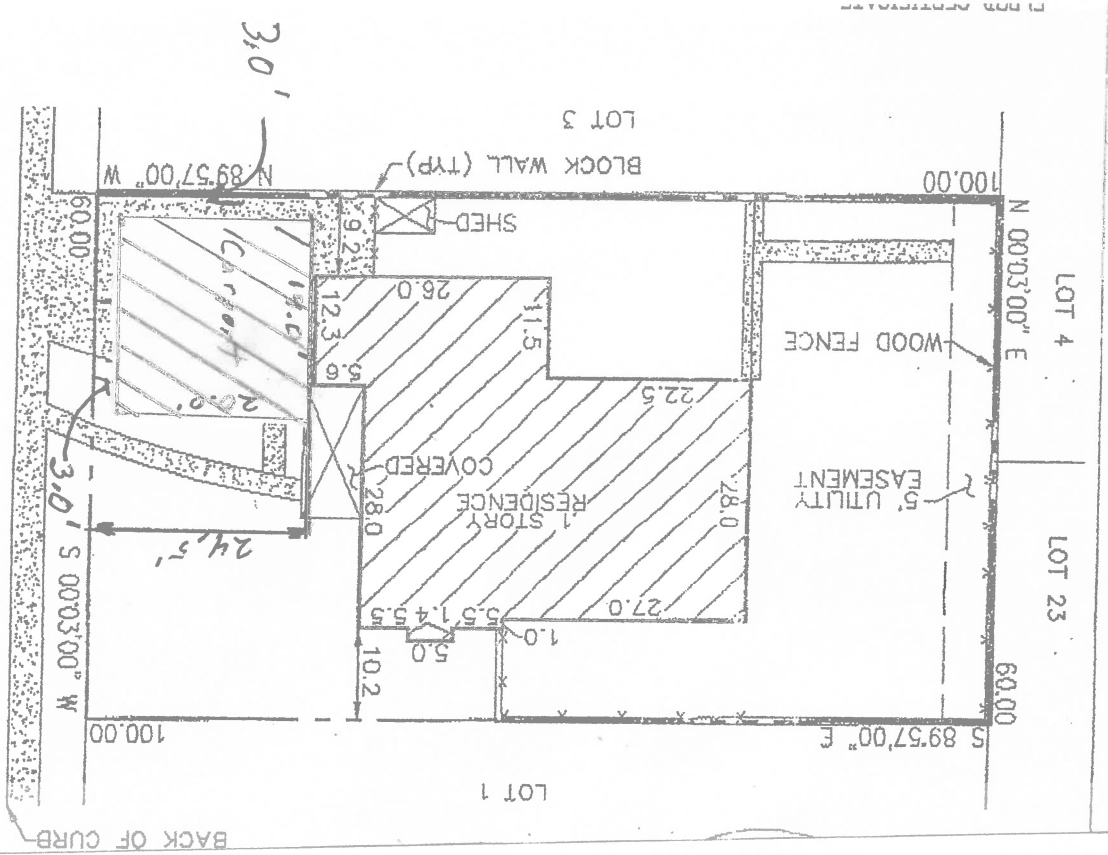
This request is for the variance to be granted for a proposed carport at 1005 Vassar Dr SE 87106. The proposed carport will strengthen the architectural character of the surrounding area because it gives an ornamental appearance with color to match the home. This will result in a pleasing and attractive 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 south side and 3'0" from east 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 20'0" while the carport stands at 10'0".

Thank you,

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



1005 VASSAR DRIVE, S.E.
 (50' R/W)

3.0'

24.5'

NOTE: THIS IS NOT A SURVEY FOR USE BY A PROPERTY OWNER FOR ANY PURPOSE.

THIS IS TO CERTIFY: TO TITLE COMPANY: LAWYERS TITLE INSURANCE CORP.; TO UNDERWRITER: _____

TO LENDER: BANK OF NEW MEXICO that on JUNE 19TH, 1997, I, A.S. MEDINA N.M.P.S. No. 12649, made an inspection of the premises situated at LOT 2, BLOCK 8, FIRST UNIT OF VICTORY ADDITION, ALBUQUERQUE BERNALILLO County, New Mexico briefly described as (Address if applicable) 1005 VASSAR DRIVE, S.E.

PLAT REFERENCE: Bearings, distances and/or curve data are taken from the following plat (include filing information if plat is filed). _____ SEE LEGAL DESCRIPTION.

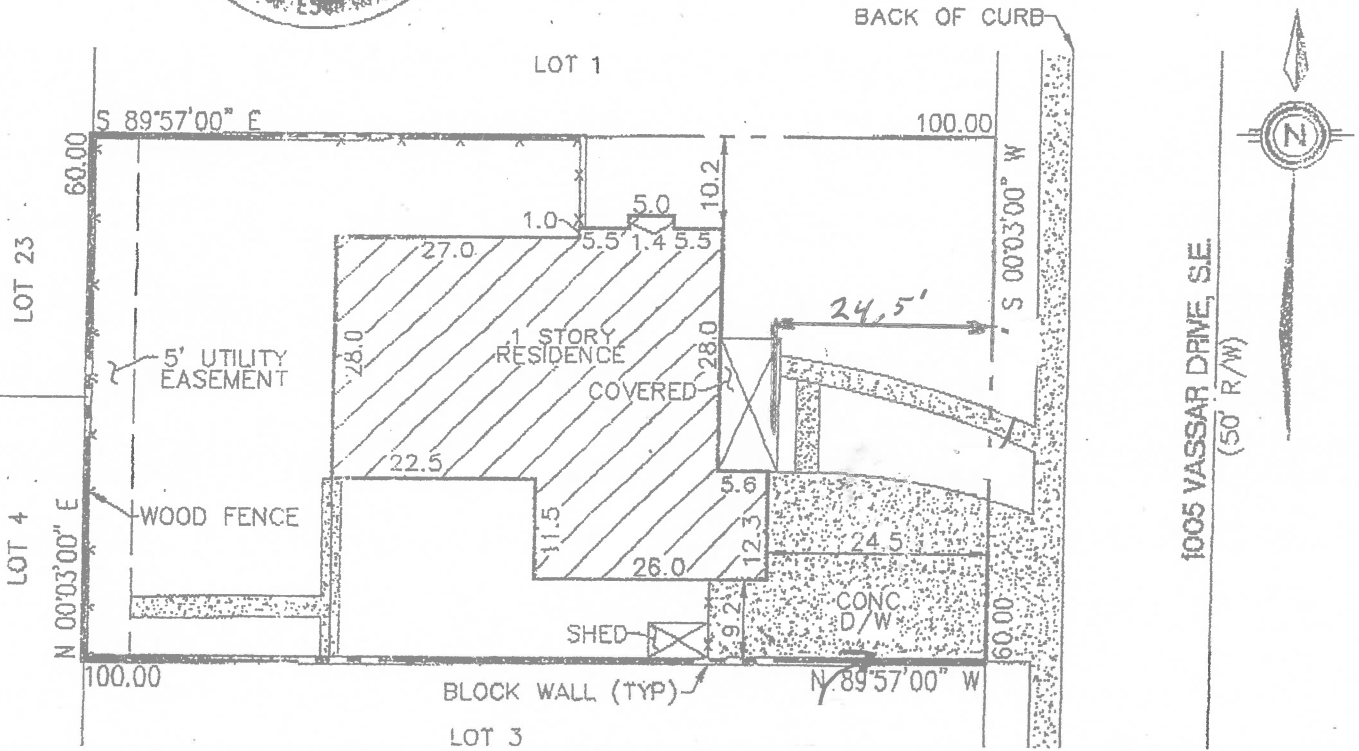
NOTE: The error of closure is less than one foot of error for every 20,000 feet along the perimeter of the legal description provided. Easements shown hereon are as listed in the Title Commitment No. 971263KH provided by the Title Company. Improvement location is based on previous property surveys. No monuments were set. This tract is subject to all easements, restrictions and reservations of record which pertain. This report is not to be relied on for the establishment of fences, buildings or other future improvements.

LEGAL DESCRIPTION

LOT NUMBERED TWO (2) IN BLOCK NUMBERED EIGHT (8) OF FIRST UNIT OF VICTORY ADDITION AN ADDITION TO THE CITY OF ALBUQUERQUE, NEW MEXICO, AS THE SAME IS SHOWN AND DESIGNATED ON THE PLAT OF SAID ADDITION, FILED IN THE OFFICE OF THE COUNTY CLERK OF BERNALILLO COUNTY, NEW MEXICO ON MAY 29, 1942 IN VOLUME D, FOLIO 81.



Handwritten initials 'AS' and a signature.



FLOOD CERTIFICATE:

THIS LOT LIES WITHIN ZONE 'C' AS DEFINED BY THE F.E.M.A. FLOOD INSURANCE RATE MAP FOR THIS AREA (350002 0035 C, OCTOBER 14, 1983) ZONE 'C' DENOTES AREAS OF MINIMAL FLOODING.


I FURTHER CERTIFY as to the existence of the following at the time of my last inspection:

- 1. Evidence of rights of way, old highways or abandoned roads, lanes, trails or driveways, sewer, drains, water, gas, or oil pipe lines on or crossing said premises (show location, if none visible, so indicate): *
2. Springs, streams, rivers, ponds, or lakes located, bordering on or through said premises: *
3. Evidence of cemeteries or family burial grounds located on said premises (show location): *
4. Overhead utility poles, anchors, pedestals, wires or lines overhanging or crossing said premises and serving other properties (show location): *
5. Joint driveways or walkways, joint garages, party walls or rights of support, steps or roofs in common or joint garages: *

Letter of Authorization

To: D.R.B.
Date: _____
Project # _____
ZHE# _____

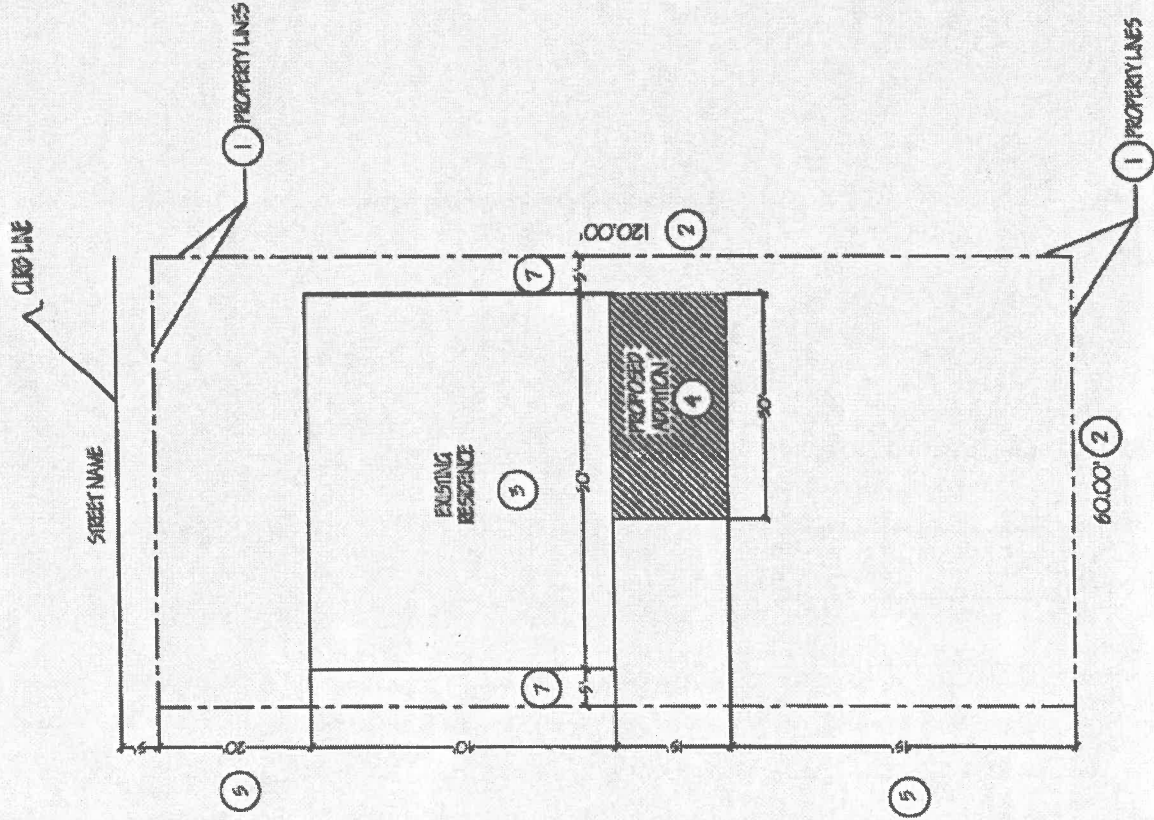
I, Octavio T. Suenz hereby authorize Gilbert F. Austin to
act on my behalf in all matters relating to this application for Special Exception filed for my property
located at 1005 Vassar Dr SE
Albuquerque NM 87106

Property Owner (Applicant) Printed Name Octavio T. Suenz
Property Owner (Applicant) Signature 
Mailing Address 1005 Vassar Dr SE, ABQ, NM, 87106

SAMPLE SITE PLAN

The following items must be clearly indicated on the site plan when submitting drawings for a building permit.

1. Property lines
2. Dimensions of property
3. Area of existing residence
4. Area of proposed addition
5. Front yard setback
6. Rear yard setback
7. Side yard setback





Gilbert Austin <austinscarports@gmail.com>

Public Notice Inquiry_1005 vassar dr se_DRB

1 message

Mancini, Sara <saramancini@cabq.gov>

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

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

Thu, Sep 20, 2018 at 10:03 AM

Hi Gilbert,

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

Association Name	Association Email	First Name	Last Name	Email	Address Line 1	City	State	Zip	Mobile Phone
Victory Hills NA	victoryhillsabq@gmail.com	Erin	Engelbrecht	eebrecht@gmail.com	PO Box 40298	Albuquerque	NM	87196	5053508984
Victory Hills NA	victoryhillsabq@gmail.com	Patricia	Willson	info@willsonstudio.com	505 Dartmouth SE	Albuquerque	NM	87106	5059808007

Thanks,

Sara

768-3105

saramancini@cabq.gov

From: webmaster=cabq.gov@mailgun.org [mailto:webmaster=cabq.gov@mailgun.org] **On Behalf Of** webmaster@cabq.gov
Sent: Thursday, September 20, 2018 7:42 AM
To: Office of Neighborhood Coordination <onc@cabq.gov>
Subject: Public Notice Inquiry Sheet Submission

Public Notice Inquiry For:

Development Review Board

If you selected "Other" in the question above, please describe what you are seeking a Public Notice Inquiry for below:

Contact Name

gilbert f austin

Telephone Number

505-843-6254

Email Address

austinscarports@gmail.com

Company Name

Company Address

City

State

ZIP

Legal description of the subject site for this project:

* 002 008victory add #1

Physical address of subject site:

1005 vassar dr se

Subject site cross streets:

vassar dr and santa crus ave se

Other subject site identifiers:

This site is located on the following zone atlas page:

I-16-z

=====

This message has been analyzed by Deep Discovery Email Inspector.

2 attachments

 **Public Notice Inquiry Instruction Sheet_7_31_18.pdf**
30K

 **Public Notice Inquiry_1005 vassar dr se_DRB.xls**
33K

Gilbert Austin

From: Gilbert Austin
Sent: Thursday, September 20, 2018 8:48 PM
To: victoryhillsabq@gmail.com
Cc: Gilbert Austin
Subject: Carport Request
Attachments: 1005 Vassar Dr SE.pdf

Please read the attached document.

Thank you,

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

Date: 9/20/18

Victory Hills NA
Patricia Willson
505 Dartmouth SE
Albuquerque NM 87106

To whom this may concern:

This request is for a meeting to discuss a proposed carport at 1005 Vassar Dr SE. In winter this carport will keep frost off windshield; snow, ice and water off driveway, to provide safe walking for Octavio Trei Saenz. 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 2nd St. SW
Albuquerque NM 87102
(505)843-6254

Gilbert Austin

From: Gilbert Austin
Sent: Thursday, September 20, 2018 8:48 PM
To: info@willsonstudio.com
Cc: Gilbert Austin
Subject: Carport Request
Attachments: 1005 Vassar Dr SE..pdf

Please read the attached document.

Thank you,

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

Date: 9/20/18

Victory Hills NA
Patricia Willson
505 Dartmouth SE
Albuquerque NM 87106

To whom this may concern:

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Thank you,

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

Gilbert Austin

From: Gilbert Austin
Sent: Thursday, September 20, 2018 8:48 PM
To: eebrecht@gmail.com
Cc: Gilbert Austin
Subject: Carport Request
Attachments: 1005 Vassar Dr SE.pdf

Please read the attached document.

Thank you,

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

Date: 9/20/18

Victory Hills NA
Erin Engelbrecht
PO Box 40298
Albuquerque NM 87196

To whom this may concern:

This request is for a meeting to discuss a proposed carport at 1005 Vassar Dr SE. In winter this carport will keep frost off windshield; snow, ice and water off driveway, to provide safe walking for Octavio Trei Saenz. The carport will also reduce heat from inside of the vehicle in summer months.

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Thank you,

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

Gilbert Austin

From: VHNA Neighbors <victoryhillsabq@gmail.com>
Sent: Sunday, September 23, 2018 9:43 PM
To: Gilbert Austin
Subject: Re: Carport Request

Mr. Gilbert,

Thank you for notifying Victory Hills Neighborhood Association of your request for special use from COA planning and zoning and the required notice to VHNA to build a carport.

We will include this in our agenda at our next meeting on Wednesday October 3rd. This meeting will be held at the Loma Linda Community Center on Yale Blvd SE from 6:30 pm -7:30pm.

Please feel free to contact me if you have additional questions or information.

Regards,
Erin

Erin Engelbrecht
VHNA Board of Directors
505-350-8984

On Thu, Sep 20, 2018 at 8:47 PM Gilbert Austin <gilbertaustin@austinscarports.com> wrote:

Please read the attached document.

Thank you,

Gilbert Austin

Austin's Carports

528 2nd St. SW

Albuquerque NM

(505)843-6254

gilbertaustin@austinscarports.com

The discussion at the Victory Hills Neighborhood Association meeting. The members were informed about the future project with information including the site plan to establish the property line, building permit, 115 MPH wind resistance and 20lb per square foot, as well as color to match. There were no verbal objections at the meeting.

Thank you,

Gilbert F. Austin