



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: <i>Juan A. Mejias</i>	Phone: <i>505-883-4741</i>
Address: <i>4600 Hilton Ave, NE</i>	Email:
City: <i>Albuquerque</i> State: <i>NM</i>	Zip: <i>87110</i>
Professional/Agent (if any): <i>Austin's Carpents / Gilbert F. Austin</i>	Phone: <i>505-843-6254</i>
Address: <i>528 2nd St SW</i>	Email: <i>austin's carpents@gmail.com</i>
City: <i>Albuquerque</i> State: <i>NM</i>	Zip: <i>87102</i>
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.: <i>11</i>	Block: <i>13</i>	Unit:
Subdivision/Addition: <i>Carlisle Del Cero</i>	MRGCD Map No.:	UPC Code: <i>101706033539210839</i>
Zone Atlas Page(s):	Existing Zoning: <i>R-1C</i>	Proposed Zoning: <i>No Change</i>
# of Existing Lots: <i>1</i>	# of Proposed Lots: <i>1</i>	Total Area of Site (acres): <i>0.18</i>

LOCATION OF PROPERTY BY STREETS

Site Address/Street: Between: and:

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

Signature: <i>Gilbert F. Austin</i>	Date:
Printed Name: <i>Gilbert F. Austin</i>	<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 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, 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: *Gilbert F Austin*

Date:

Printed Name: *Gilbert F Austin*

Applicant or Agent

FOR OFFICIAL USE ONLY

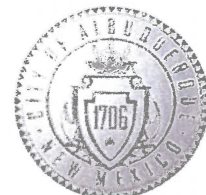
Project Number:

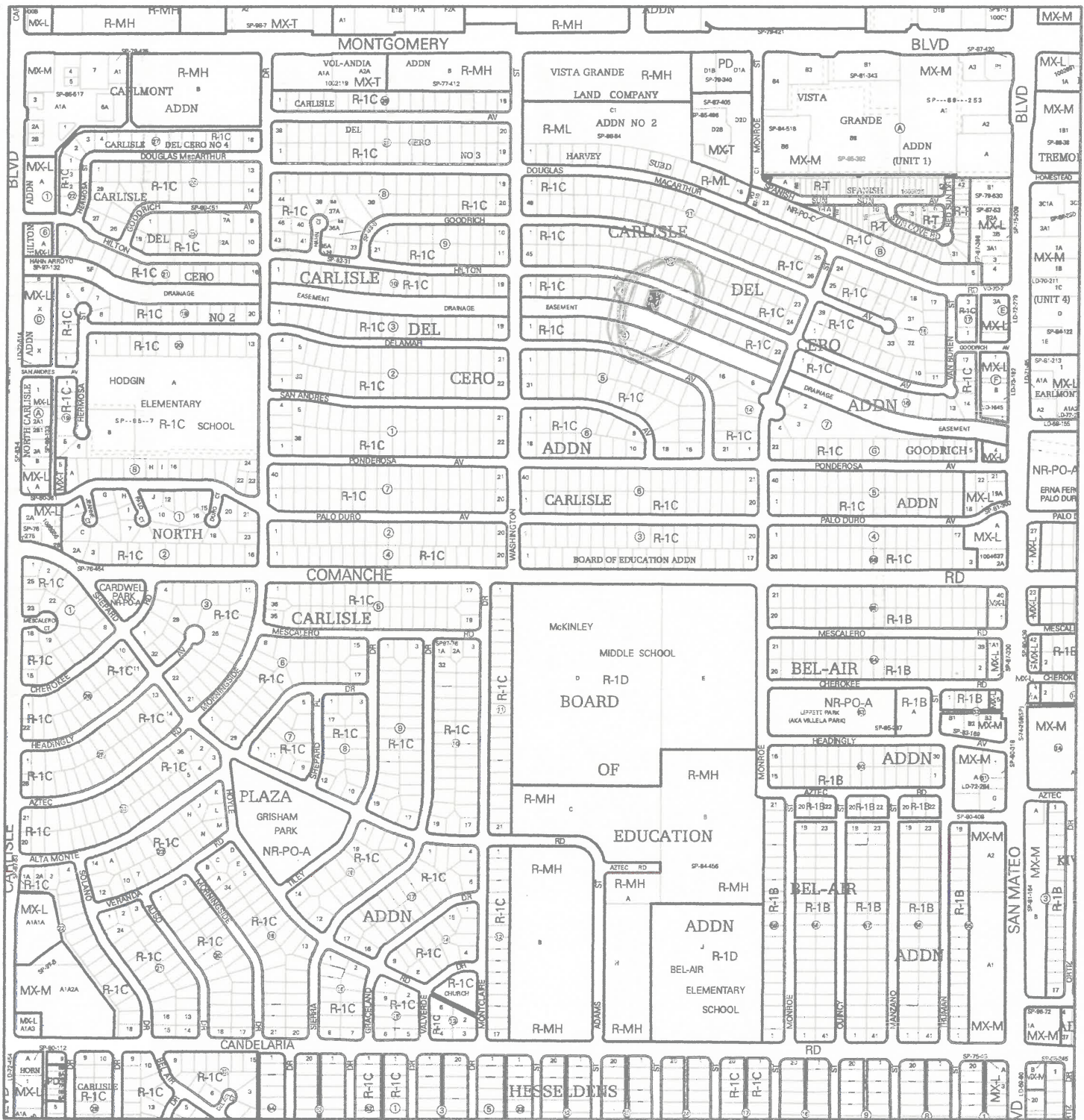
Case Numbers

	-
	-
	-

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

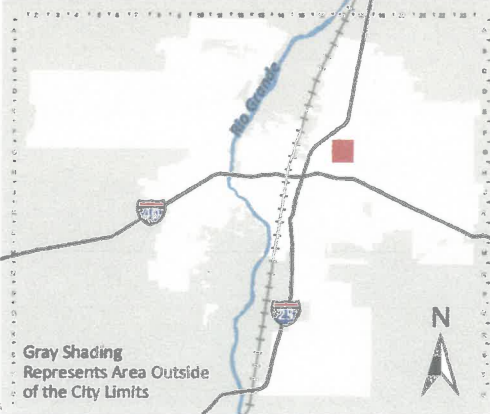










IDO Zoning information as of May 17, 2018

The Zone Districts and Overlay Zones are established by the Integrated Development Ordinance (IDO).

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

N

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

Bernalillo County Parcels

I want to...

Description

UPC: 101706033539210839

Owner: MEJIAS JUAN A

Owner Address: 4600 HILTON AVE NE
ALBUQUERQUE NM 87110-1143

Situs Address: 4600 HILTON AV NE ALBUQUERQUE
NM 87110

Legal Description: * 11 13CARLISLE DEL CERO
Acres: 0.1791

Details

UPC

101706033539210839

Owner

MEJIAS JUAN A

Owner Address

4600 HILTON AVE NE

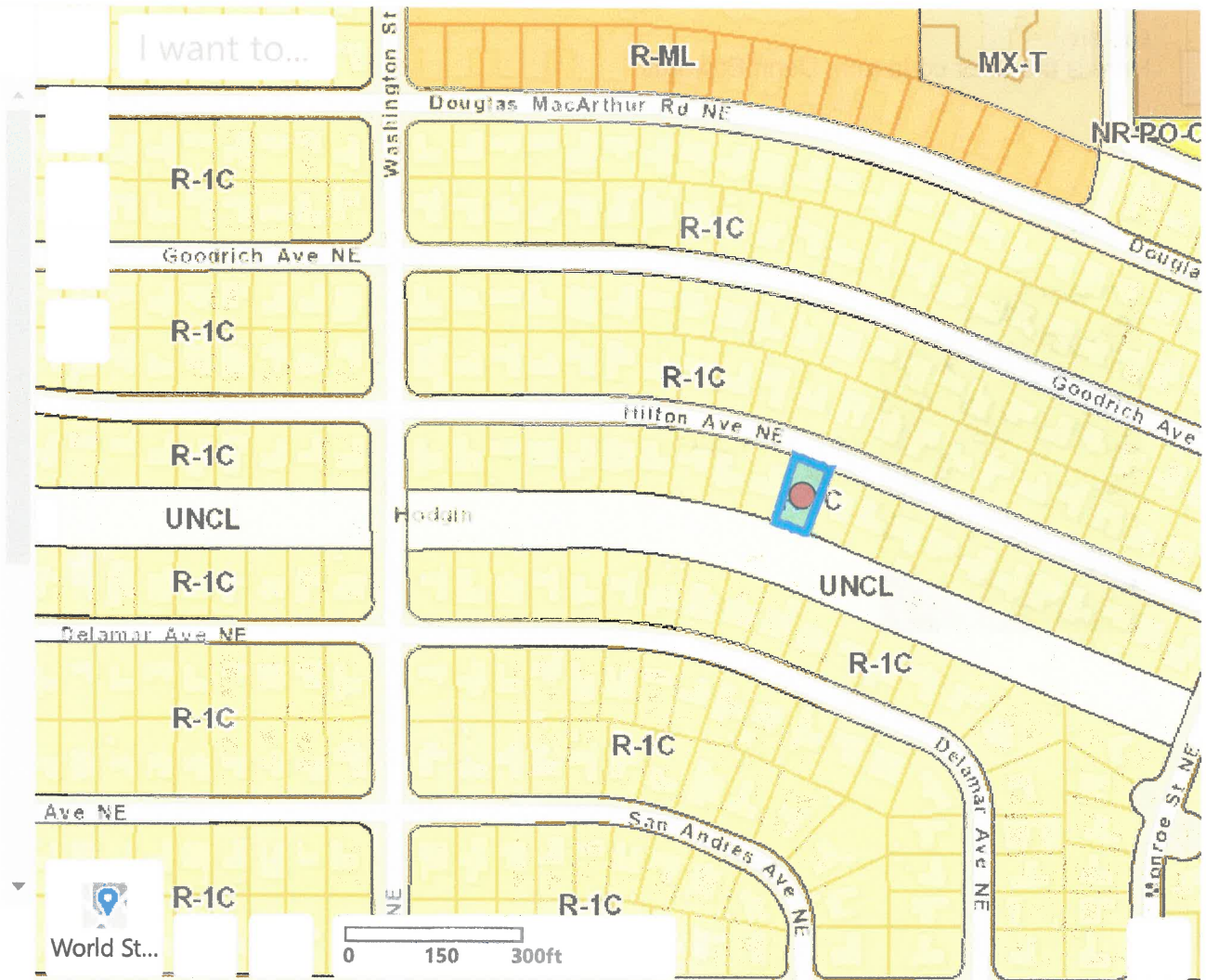
Owner Address 2



Layers



Bernalillo County Parcels



Letter of Authorization

To: DRB
Date: _____
Project # _____
ZHE# _____

I, JUAN A. MEJIAS hereby authorize Gilbert R. Austin to act on my behalf in all matters relating to this application for Special Exception filed for my property located at 4600 HILTON AVE NE
Albuquerque NM 87110

Property Owner (Applicant) Printed Name JUAN A. MEJIAS
Property Owner (Applicant) Signature Juan A. Mejias
Mailing Address 4600 HILTON AVE N.E. 87110-1143

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 austin

Telephone Number

505-263-5322

Email Address

austinscarports@gmail.com

Company Name**Company Address****City****State****ZIP****Legal description of the subject site for this project:**

*11 13 caruisle del cero

Physical address of subject site:

4600 hiltion ave ne alb. nm 87110

Subject site cross streets:

hilton ave ne and washington st ne

Other subject site identifiers:**This site is located on the following zone atlas page:**

g-17-zgilb

Please attach a Zone Atlas Map that clearly indicates where the subject site is located.

No Input



Gilbert Austin <austinscarports@gmail.com>

Public Notice Inquiry_4600 Hilton Ave NE_DRB

1 message

Quevedo, Vicente M. <vquevedo@cabq.gov>

Mon, Oct 29, 2018 at 2:30 PM

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

Gilbert,

See list of associations below and attached regarding your DRB submittal. In addition, we have included web links below that will provide you with additional details about the new Integrated Development Ordinance (IDO) requirements. The web links also include notification templates that you may utilize when contacting each association. Thank you.

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

IDO – Public Notice Requirements & Template: <https://www.cabq.gov/planning/urban-design-development/public-notice>

IDO – Neighborhood Meeting Requirements & Template: <https://www.cabq.gov/planning/urban-design-development/neighborhood-meeting-requirement-in-the-integrated-development-ordinance>

IDO - Administration & Enforcement section: <http://documents.cabq.gov/planning/IDO/IDO-Effective-2018-05-17-Part6.pdf>

Respectfully,

Vicente M. Quevedo, MCRP

Gilbert Austin

From: Gilbert Austin
Sent: Monday, October 29, 2018 9:13 PM
To: cathyintemann@yahoo.com
Cc: Gilbert Austin
Subject: Carport Request
Attachments: 4600 Hilton Ave NE..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: 10/29/18

Hodgin NA
Cathy Intemann

To whom this may concern:

This request is for a meeting to discuss a proposed carport at 4600 Hilton Ave NE. In winter this carport will keep frost off windshield; snow, ice and water off driveway, to provide safe walking for Mr. Majias 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 2nd St. SW
Albuquerque NM 87102
(505)843-6254

Gilbert Austin

From: Gilbert Austin
Sent: Monday, October 29, 2018 9:13 PM
To: kathykleboecker@yahoo.com
Cc: Gilbert Austin
Subject: Carport Request
Attachments: 4600 Hilton Ave NE.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: 10/29/18

Hodgin NA
Kathy Kleyboecker

To whom this may concern:

This request is for a meeting to discuss a proposed carport at 4600 Hilton Ave NE. In winter this carport will keep frost off windshield; snow, ice and water off driveway, to provide safe walking for Mr. Majias 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.

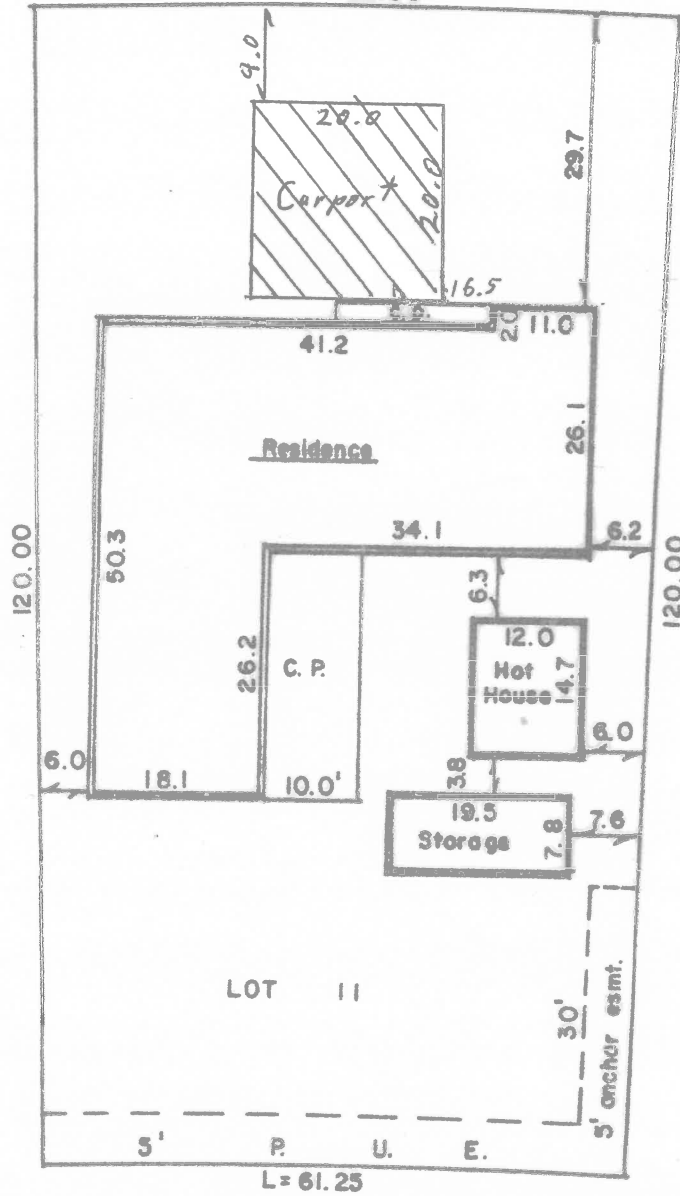
We are required by the Development Review Board prior to applying for a building permit to notify the Neighborhood Association of this project.

Thank you,

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

4600 HILTON AVE. N.E.

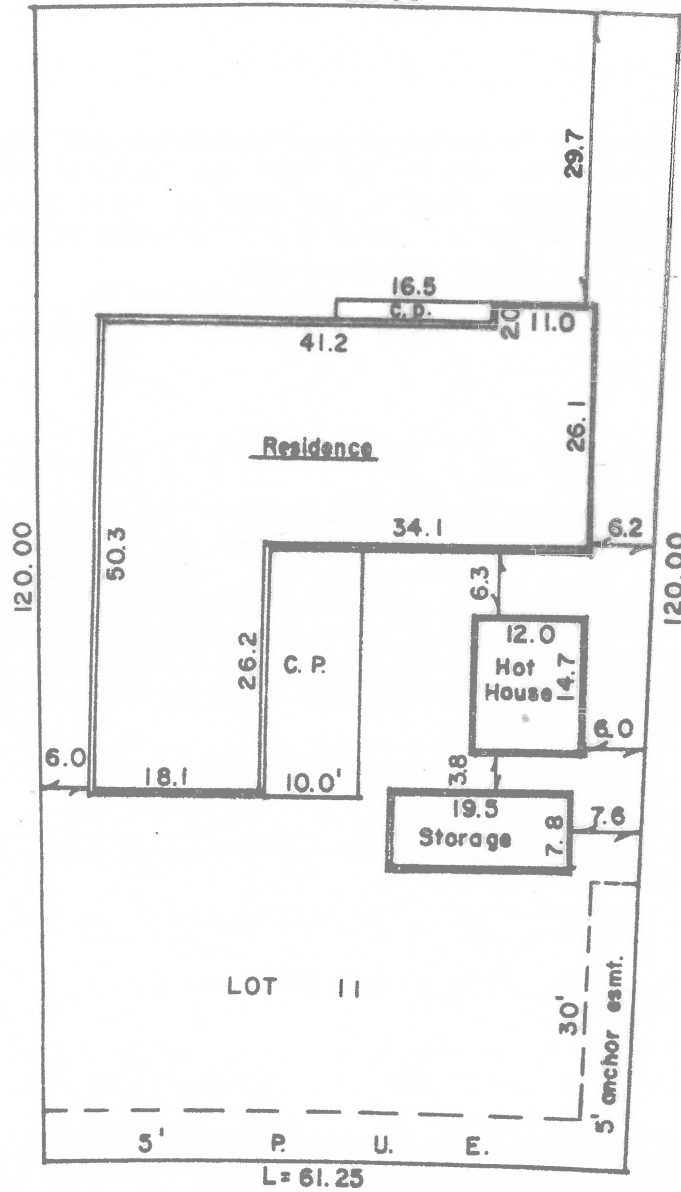
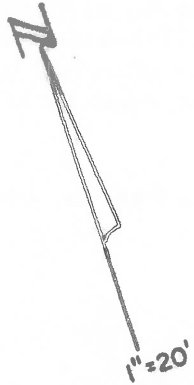
L = 68.03



511 San Mateo, N.E.
Albuquerque, New Mexico
Phone: 256-0853

CERTIFICATE OF SURVEY
4600 HILTON AVE. N.E.

L = 68.03



community walls, driveways, steps, and other improvements subject to confirmation, but not shown on the plat of record, are not covered by this certificate. This certificate does not constitute a boundary or corner survey.

I, Verlon E. Hall, New Mexico Registered Land Surveyor No. 3241, do hereby certify that I have checked the location of the buildings and improvements on the following described real estate:

Lot numbered Eleven (11) in Block numbered Thirteen (13) of Blocks 11, 12, 13 & 14 of CARLISLE DEL CERO, a Subdivision of a Portion of Block 16 and other land of North Carlisle Addition No. 3 to the City of Albuquerque, New Mexico, as the same are shown and designated on the Corrected Plat of said Subdivision, filed in the office of the County Clerk of Bernalillo County, New Mexico, on March 24, 1959.

I further certify that the location of said buildings and improvements on said real estate are as shown on the above drawing and that the location of the utility easements as shown on the plat of the above addition are also as shown on the above drawing and that there are NO encroachments on the above described real estate and the same is true and correct to the best of my belief and knowledge.

IN WITNESS WHEREOF, this certificate is executed at Albuquerque, New Mexico, on this 15th day of October 19 77.



A handwritten signature in cursive script that reads "Verlon E. Hall".

VERLON E. HALL
REGISTERED LAND SURVEYOR
LICENSE NUMBER 3241



Date: 11/17/2018

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 4600 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 22'6" from property line on west side and 9'0" 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 15'0" 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

Gilbert Austin

From: Gilbert Austin
Sent: Saturday, November 17, 2018 8:03 AM
To: kathykleboecker@yahoo.com; cathyintemann@yahoo.com
Subject: Proceeding with carport

Hello,
We are proceeding with submitting an application to the Development Review Board. The meeting will be held at 9:00 am on Dec 5th, 2018 at the Plaza Del Sol, 600 2nd st NW for a variance to allow a carport in the front yard setback at 4600 Hilton Ave NE for Juan H. Mejias. For more information about the project please visit 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 or by phone at (505) 924-3955.

Thank you,

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