

## 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
- ☐ 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	
	-	
	-	
	-	
	-	
Staff Signature:		
Date:		