



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 checked="" 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 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: HEADSTART ENTERPRISES		Phone:
Address: 600 MONTAÑO RO NE		Email:
City: ALBUQUERQUE	State: NM	Zip: 87107
Professional/Agent (if any): ARCH + PLAN LAND USE CONSULTANTS		Phone: 505.980.8365
Address: P.O. BOX 25911		Email: arch.plan@comcast.net
City: ALBUQUERQUE	State: NM	Zip: 87125
Proprietary Interest in Site:		List all owners:

BRIEF DESCRIPTION OF REQUEST

LOT CONSOLIDATION 2 LOTS INTO 1 LOT

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

Lot or Tract No.: A-1 & A-2	Block:	Unit: 1.015.061.465.160.402.41
Subdivision/Addition: GUTHRIE COMMERCE PARK	MRGCD Map No.:	UPC Code: 1.015.061.438.127.402.39
Zone Atlas Page(s): F-15	Existing Zoning: DR-LM	Proposed Zoning:
# of Existing Lots: 2	# of Proposed Lots: 1	Total Area of Site (acres): 7.72±

LOCATION OF PROPERTY BY STREETS

Site Address/Street: 600 MONTAÑO NE	Between: EDITH BLVD	and: MONTBEL LP
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CASE HISTORY (List any current or prior project and case number(s) that may be relevant to your request.)

PR 2019-001983

Signature: Derrick Archuleta	Date: 6.25.2020
Printed Name: DERRICK ARCHULETA	<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 P3: ADMINISTRATIVE DECISIONS AND MINOR AMENDMENTS

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.

☒ INFORMATION REQUIRED FOR ALL ADMINISTRATIVE DECISIONS OR AMENDMENTS

- ☐ 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

☒ ARCHEOLOGICAL CERTIFICATE

- ☐ Archaeological Compliance Documentation Form with property information section completed
- ☐ Only the information above is required unless the City Archaeologist determines that the application does not qualify for a Certificate of No Effect, in which case a treatment plan prepared by a qualified archaeologist that adequately mitigates any archeological impacts of the proposed development must be submitted and reviewed for a Certificate of Approval per the criteria in IDO Section 14-16-6-5(A)(3)(b)

☐ MINOR AMENDMENT TO SITE PLAN – ADMIN, EPC, or DRB

- ☐ Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-4(X)(2)
 - ☐ Three (3) copies of all applicable sheets of the approved Site Plan being amended, folded
 - ☐ Copy of the Official Notice of Decision associated with the prior approval
 - ☐ Three (3) copies of the proposed Site Plan, with changes circled and noted
- Refer to the Site Plan Checklist for information needed on the proposed Site Plan.

Minor Amendments must be within the thresholds established in IDO TABLE 6-4-5. Any amendment beyond these thresholds is considered a Major Amendment and must be processed through the original decision-making body for the request.

☐ MINOR AMENDMENT TO SITE DEVELOPMENT PLAN APPROVED PRIOR TO THE EFFECTIVE DATE OF THE IDO

- ☐ Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-4(Y)(1)(a)
 - ☐ Three (3) copies of all applicable sheets of the approved Site Development Plan being amended, folded
 - ☐ Copy of the Official Notice of Decision associated with the prior approval
 - ☐ Three (3) copies of the proposed Site Development Plan, with changes circled and noted
- Refer to the Site Plan Checklist for information needed on the proposed Site Plan.

Minor Amendments must be within the thresholds established in IDO TABLE 6-4-5. Any amendment beyond these thresholds is considered a Major Amendment and must be processed through the original decision-making body for the request.

☐ ALTERNATIVE SIGNAGE PLAN

- ☐ Proposed Alternative Signage Plan compliant with IDO Section 14-16-5-12(F)(5)
- ☐ Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-5(F)(4)(c)
- ☐ 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
- ☐ Sign Posting Agreement

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: Derrick Archuleta

Date: 6.25.2020

Printed Name: DERRICK ARCHULETA

☐ Applicant or ☒ Agent

FOR OFFICIAL USE ONLY

Project Number:

Case Numbers

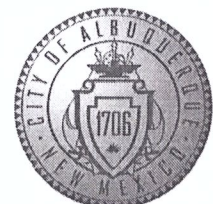
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-

Staff Signature:

Date:



HEADSTART ENTERPRISES, LP
c/o CAR CRAFTERS
600 MONTAÑO RD NE
ALBUQUERQUE NM 87107

June 24, 2020

Jolene Wolfley, Chair
City of Albuquerque
Development Review Board
600 2nd St NW
Albuquerque NM

**RE: OWNER AUTHORIZATION
TRACTS A-1 & A-2, GUTHRIE COMMERCE PARK
PR 2019-001983**

Ms. Wolfley and members of the Board:

Headstart Enterprises is authorizing Derrick Archuleta, ARCH+PLAN Land Use Consultants to serve as agent for Preliminary Final Plat review for a minor subdivision for the above mentioned property.

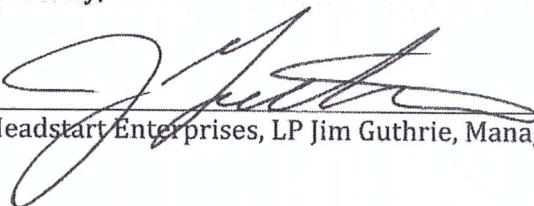
The property owner would like to consolidate existing tracts A-1 and A-2, Guthrie Commerce Park into one tract. Proposed Tract A-1-A is to be 7.4387± net acres on property zoned NR-LM (Light Manufacturing).

The authorization will include, but not limited to:

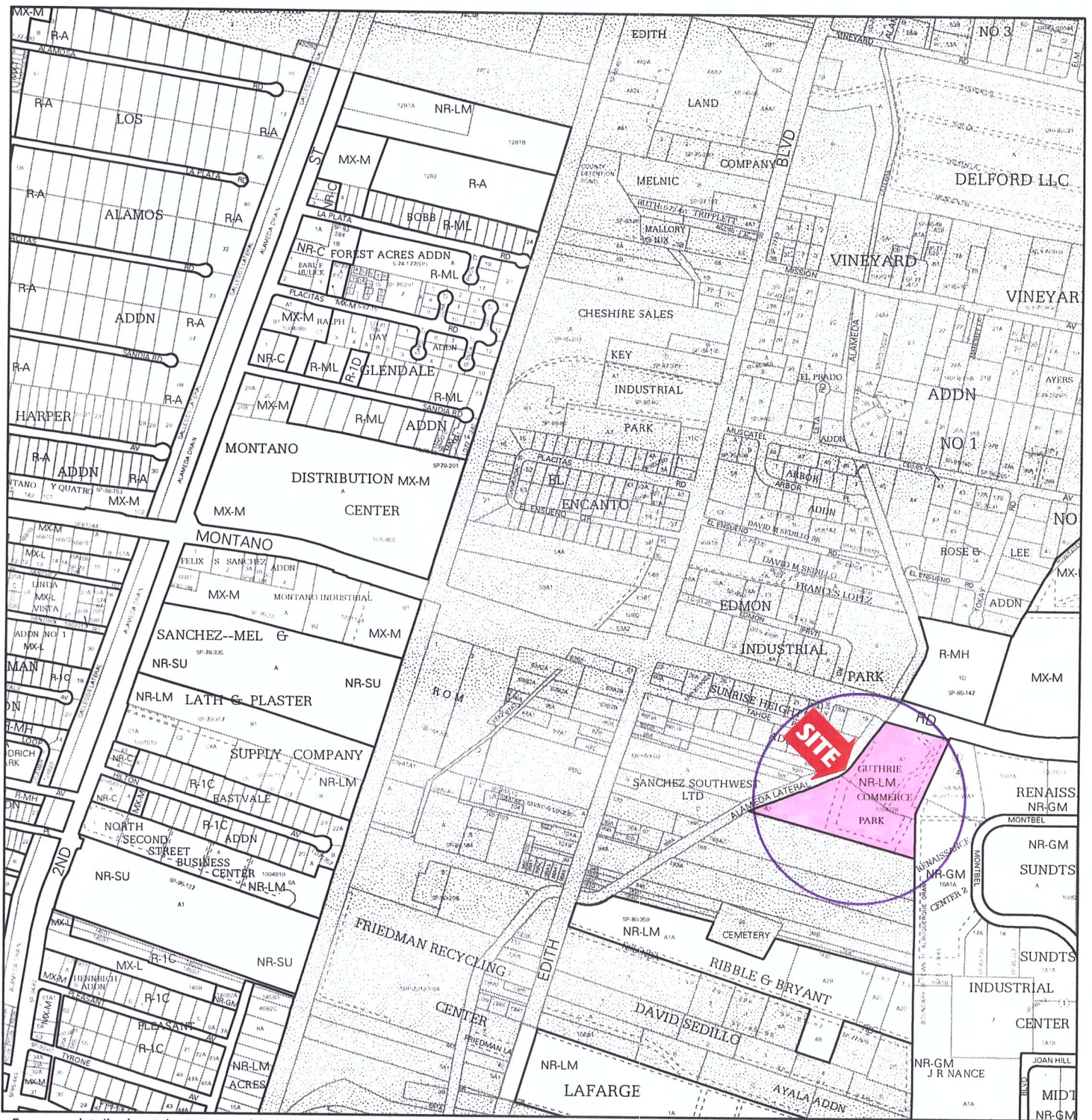
- Preparation of materials for the Development Review Board
- Project management
- Project representation
- Execution of all documents to be submitted to the City of Albuquerque

If you have any questions, please contact me.

Sincerely,

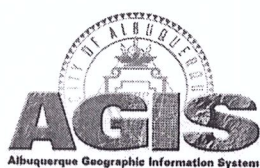


Headstart Enterprises, LP Jim Guthrie, Managing Partner

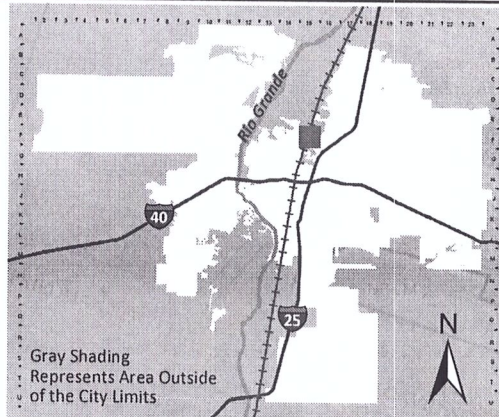


For more details about the Integrated Development Ordinance visit: <http://www.cabq.gov/planning/codes-policies-regulations/integrated-development-ordinance>

IDO Zone Atlas May 2018

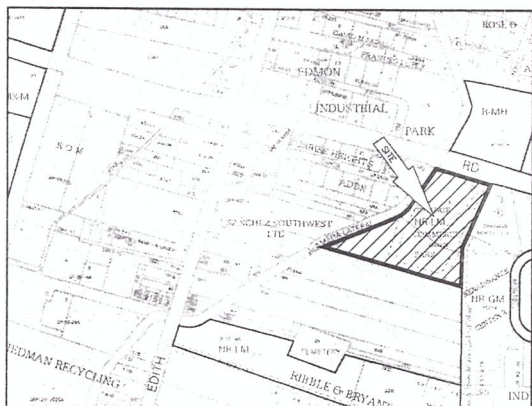


IDO Zoning information as of May 17, 2018
The Zone Districts and Overlay Zones
are established by the
Integrated Development Ordinance (IDO).



Zone Atlas Page:
F-15-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



VICINITY MAP No. F-15-Z

PURPOSE OF PLAT:

THE PURPOSE OF THIS PLAT IS TO COMBINE TRACTS A-1 & A-2, GUTHRIE COMMERCE PARK INTO 1 TRACT AND GRANT ANY EASEMENTS AS SHOWN.

GENERAL NOTES:

- 1: UNLESS NOTED, No. 4 REBAR WITH CAP STAMPED P.S.#11463 WERE SET AT ALL PROPERTY CORNERS.
- 2: THIS PLAT SHOWS ALL EASEMENTS OF RECORD.
- 3: TOTAL AREA OF PROPERTY: 7.7279 ACRES.
- 4: BASIS OF BEARINGS IS THE NEW MEXICO STATE PLANE COORDINATE SYSTEM, CENTRAL ZONE, NAD 1983.
- 5: DISTANCES ARE GROUND, BEARINGS ARE GRID.
- 6: BEARINGS AND DISTANCES SHOWN IN PARENTHESES ARE RECORD.
- 7: DATE OF FIELD WORK: DECEMBER, 2018.
- 8: NO PROPERTY WITHIN THE AREA OF THIS PLAT SHALL AT ANY TIME BE SUBJECT TO A DEED RESTRICTION, COVENANT, OR BINDING AGREEMENT PROHIBITING SOLAR COLLECTORS FROM BEING INSTALLED ON BUILDINGS OR ERECTED ON LOTS OR PARCELS WITHIN THE AREA OF PROPOSED PLAT.
- 9: PLATS USED TO ESTABLISH BOUNDARY.
 - A: PLAT OF TRACTS A-1 AND A-2, GUTHRIE COMMERCE PARK
FILED NOVEMBER 12, 2011 IN BOOK 2011C, PAGE 0126
- 10: THE PROPERTY SHOWN HEREON IS LOCATED WITHIN FEMA ZONE X, WHICH IS NOT CONSIDERED TO BE WITHIN THE 100 YEAR FLOOD PLAIN. FIRM PANEL No. 35001C0119G DATED 09/26/2008 & FIRM PANEL No. 35001C0138H DATED 08/16/2012

LEGAL DESCRIPTION

TRACT LETTERED A-ONE (A-1) AND A-TWO (A-2) OF THE PLAT OF TRACTS A-1 AND A-2, GUTHRIE COMMERCE PARK, CITY OF ALBUQUERQUE, BERNALILLO COUNTY, NEW MEXICO, AS THE SAME ARE SHOWN AND DESIGNATED ON THE PLAT THEREOF, FILED IN THE OFFICE OF THE COUNTY CLERK OF BERNALILLO COUNTY, NEW MEXICO ON NOVEMBER 22, 2011 IN PLAT BOOK 2011C, PAGE 126.

PUBLIC UTILITY EASEMENTS

Public Utility Easements shown on this plat are granted for the common and joint use of:
A. Public Service Company of New Mexico (PNM), a New Mexico corporation, (PNM Electric) for installation, maintenance, and service of overhead and underground electrical lines, transformers, and other equipment and facilities reasonably necessary to provide electrical services.

B. New Mexico Gas Company for installation, maintenance, and service of natural gas lines, valves and other equipment and facilities reasonably necessary to provide natural gas services.

C. QWEST D/B/A CENTURYLINK for the installation, maintenance, and service of such lines, cable, and other related equipment and facilities reasonably necessary to provide communication services.

D. Cable TV for the installation, maintenance, and service of such lines, cable, and other related equipment and facilities reasonably necessary to provide Cable services.

Included, is the right to build, rebuild, construct, reconstruct, locate, relocate, change, remove, replace, modify, renew, operate and maintain facilities for purposes described above, together with free access to, from, and over said easements, with the right and privilege of going upon, over and across adjoining lands of Grantor for the purposes set forth herein and with the right to utilize the right of way and easement to extend services to customers of Grantee, including sufficient working area space for electric transformers, with the right and privilege to trim and remove trees, shrubs or bushes which interfere with the purposes set forth herein. No building, sign, pool (aboveground or subsurface), hot tub, concrete or wood pool decking, or other structure shall be erected or constructed on said easements, nor shall any well be drilled or operated thereon. Property owners shall be solely responsible for correcting any violations of National Electrical Safety Code by construction of pools, decking, or any structures adjacent to or near easements shown on this plat. Easements for electric transformer/switchgears, as installed, shall extend ten (10) feet in front of transformer/switchgear doors and five (5) feet on each side.

Disclaimer.

In approving this plat, Public Service Company of New Mexico (PNM), QWEST D/B/A CENTURYLINK and New Mexico Gas Company (NMGCO) did not conduct a Title Search of the properties shown hereon. Consequently, PNM, QWEST D/B/A CENTURYLINK and NMGCO do not waive or release any easement or easement rights which may have been granted by prior plat, replat or other document and which are not shown on this plat.

FREE CONSENT

THE SUBDIVISION HEREON DESCRIBED IS WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE UNDERSIGNED OWNERS AND PROPRIETOR THEREOF. SAID OWNER / PROPRIETOR DOES HEREBY GRANT ANY AND ALL EASEMENTS AS MAY BE CREATED BY THIS PLAT. THOSE SIGNING AS OWNERS WARRANT THAT THEY HOLD AMONG THEM COMPLETE AND INDEFEASIBLE TITLE IN FEE SIMPLE TO THE LAND SUBDIVIDED.

OWNER: _____ DATE _____

ACKNOWLEDGMENT

STATE OF NEW MEXICO) S.S.
COUNTY OF BERNALILLO)

THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME A NOTARY PUBLIC

THIS _____, DAY OF _____, 20____.

BY: _____ OWNERS NAME _____

MY COMMISSION EXPIRES: _____ BY: _____ NOTARY PUBLIC _____

PLAT OF
TRACT A-1-A
GUTHRIE COMMERCE PARK

WITHIN
ELENA GALLEGOS LAND GRANT AND TOWN OF ALBUQUERQUE GRANT
PROJECTED SECTION 33, TOWNSHIP 11 NORTH, RANGE 3 EAST, N.M.P.M.
CITY OF ALBUQUERQUE
BERNALILLO COUNTY, NEW MEXICO
JANUARY, 2020

PROJECT NUMBER: PR-2019-001983

APPLICATION NUMBER: _____

UTILITY APPROVALS:

PUBLIC SERVICE COMPANY OF NEW MEXICO _____ DATE _____

NEW MEXICO GAS COMPANY _____ DATE _____

QWEST CORPORATION D/B/A CENTURYLINK QC _____ DATE _____

COMCAST _____ DATE _____

CITY APPROVALS:

CITY SURVEYOR _____ DATE _____

*REAL PROPERTY DIVISION (CONDITIONAL) _____ DATE _____

**ENVIRONMENTAL HEALTH DEPARTMENT (CONDITIONAL) _____ DATE _____

TRAFFIC ENGINEERING, TRANSPORTATION DIVISION _____ DATE _____

ABCWUA _____ DATE _____

PARKS AND RECREATION DEPARTMENT _____ DATE _____

AMAFCA _____ DATE _____

CITY ENGINEER _____ DATE _____

DRB CHAIRPERSON, PLANNING DEPARTMENT _____ DATE _____

CODE ENFORCEMENT _____ DATE _____

SURVEYORS CERTIFICATE:

STATE OF NEW MEXICO) S.S.
COUNTY OF BERNALILLO)

I, ANTHONY L. HARRIS, A DULY PROFESSIONAL LICENSED LAND SURVEYOR, UNDER THE LAWS OF THE STATE OF NEW MEXICO, DO HEREBY CERTIFY THAT THE PLAT WAS PREPARED UNDER MY DIRECT SUPERVISION, THAT I AM RESPONSIBLE FOR SAID PLAT AND MEETS THE REQUIREMENTS FOR MONUMENTATION AND SURVEY OF THE ALBUQUERQUE SUBDIVISION ORDINANCE AND IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND MEETS THE MINIMUM REQUIREMENTS FOR LAND SURVEYS AS SET FORTH BY THE STATE OF NEW MEXICO.

GIVEN UNDER MY HAND AND SEAL AT ALBUQUERQUE, NEW MEXICO,
THIS _____ DAY OF _____, 2020

ANTHONY L. HARRIS, P.S. # 11463

THE SURVEY OFFICE, LLC

ALBUQUERQUE, NEW MEXICO PHONE: (505) 998-0303
333 LOMAS BLVD., N.E. 87102 FAX: (505) 998-0305

THIS IS TO CERTIFY THAT TAXES ARE CURRENT AND PAID ON
UPC# _____

PROPERTY OWNER OF RECORD: _____

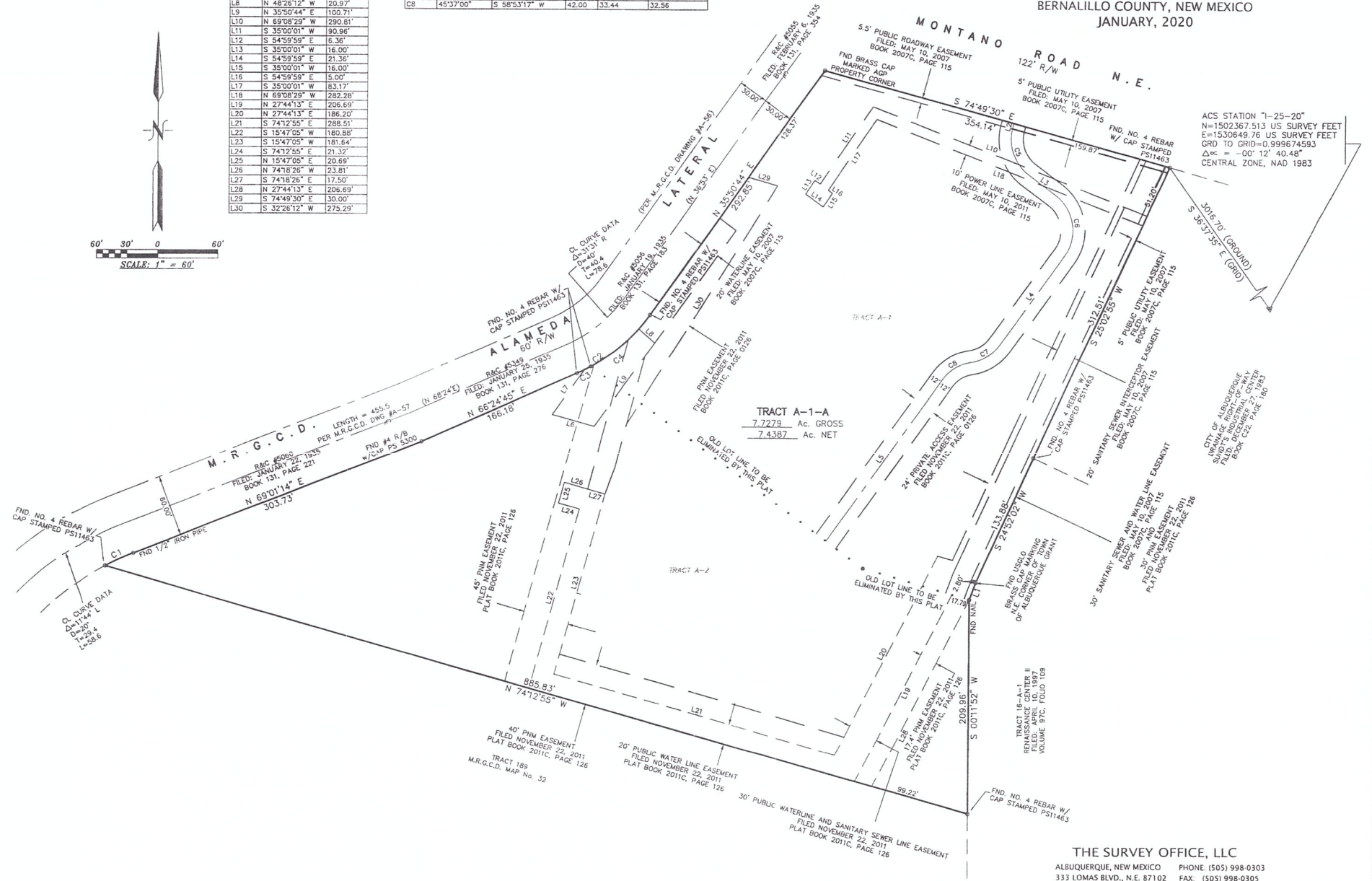
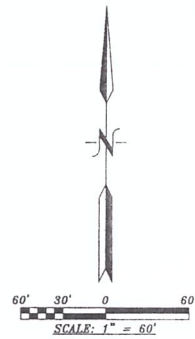
BERNALILLO CO. TREASURER'S OFFICE: _____

PLAT OF
TRACT A-1-A
GUTHRIE COMMERCE PARK

WITHIN
ELENA GALLEGOS LAND GRANT AND TOWN OF ALBUQUERQUE GRANT
PROJECTED SECTION 33, TOWNSHIP 11 NORTH, RANGE 3 EAST, N.M.P.M.
CITY OF ALBUQUERQUE
BERNALILLO COUNTY, NEW MEXICO
JANUARY, 2020

NUMBER	DIRECTION	DISTANCE
L1	S 21°09'20" W	17.31'
L2	S 15°28'11" W	4.04'
L3	S 54°09'16" E	33.53'
L4	S 36°04'47" W	108.34'
L5	S 36°04'47" W	194.93'
L6	N 74°18'23" E	42.61'
L7	N 35°50'44" E	53.96'
L8	N 48°26'12" W	20.97'
L9	N 35°50'44" E	109.71'
L10	N 69°08'29" W	290.61'
L11	S 35°00'01" W	90.96'
L12	S 54°59'59" E	6.36'
L13	S 35°00'01" W	16.00'
L14	S 54°59'59" E	21.36'
L15	S 35°00'01" W	16.00'
L16	S 54°59'59" E	5.00'
L17	S 35°00'01" W	83.17'
L18	N 69°08'29" W	282.28'
L19	N 27°44'13" E	206.69'
L20	N 27°44'13" E	186.20'
L21	S 74°12'55" E	288.51'
L22	S 15°47'05" W	180.88'
L23	S 15°47'05" W	181.64'
L24	S 74°12'55" E	21.32'
L25	N 15°47'05" E	20.69'
L26	N 74°18'26" W	23.81'
L27	S 74°18'26" E	17.50'
L28	N 27°44'13" E	206.69'
L29	S 74°49'30" E	30.00'
L30	S 32°26'12" W	275.29'

NUMBER	DELTA ANGLE	CHORD DIRECTION	RADIUS	ARC LENGTH	CHORD LENGTH
C1	06°47'43"	S 65°46'21" W	256.46	30.42	30.40
C2	30°34'01"	N 51°07'45" E	173.25	92.43	91.34
C3	04°56'37"	N 63°56'26" E	173.25	14.95	14.94
C4	25°37'24"	N 48°39'26" E	173.25	77.48	76.83
C5	69°37'27"	S 19°20'32" E	42.00	31.04	47.95
C6	90°14'03"	N 09°02'15" W	42.00	66.15	59.92
C7	45°37'00"	N 58°53'17" E	42.00	33.44	32.56
C8	45°37'00"	S 58°53'17" W	42.00	33.44	32.56



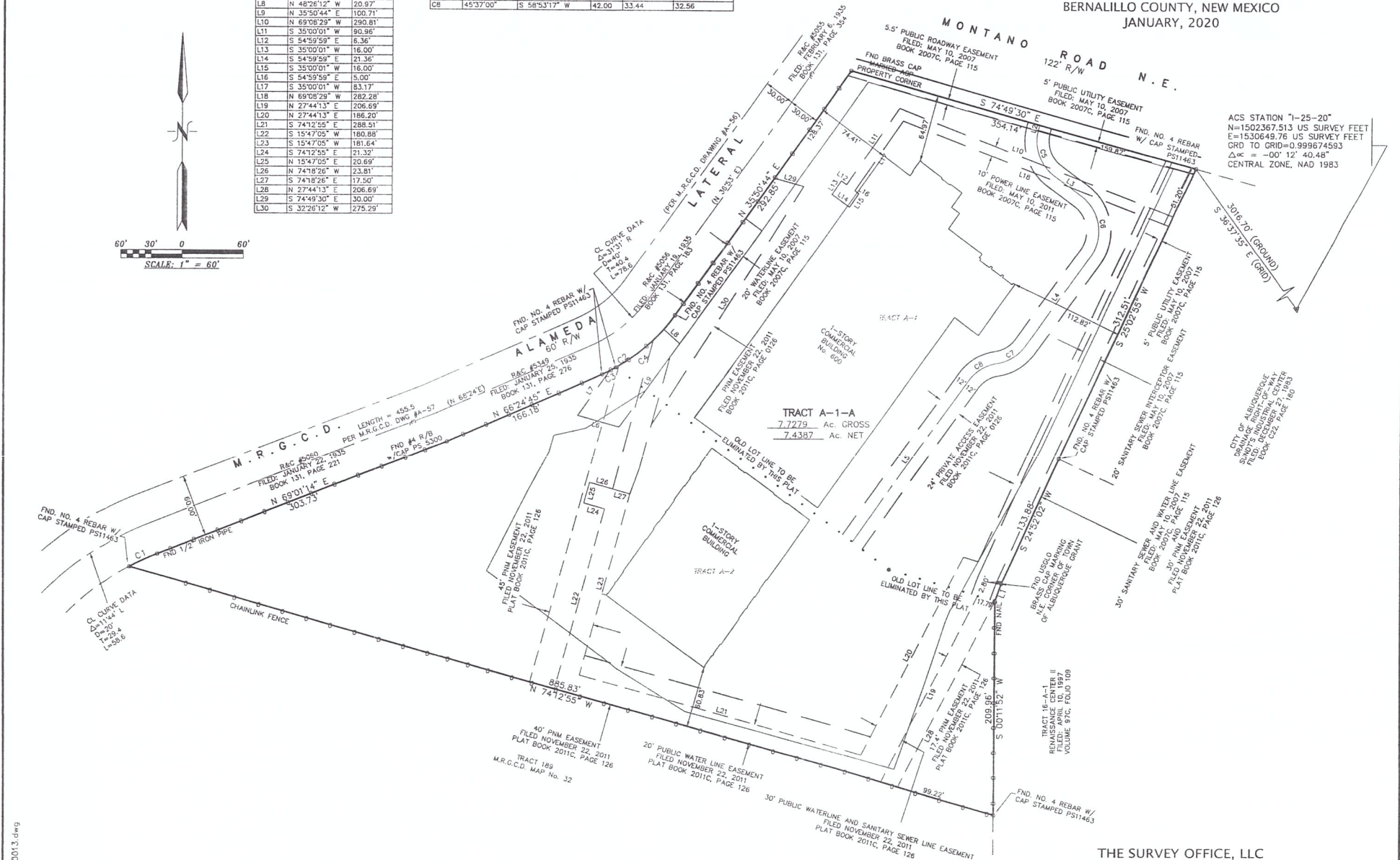
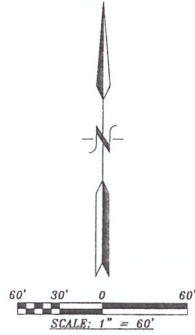
THE SURVEY OFFICE, LLC
ALBUQUERQUE, NEW MEXICO PHONE: (505) 998-0303
333 LOMAS BLVD., N.E. 87102 FAX: (505) 998-0305

SKETCH PLAT OF TRACT A-1-A GUTHRIE COMMERCE PARK

WITHIN
ELENA GALLEGOS LAND GRANT AND TOWN OF ALBUQUERQUE GRANT
PROJECTED SECTION 33, TOWNSHIP 11 NORTH, RANGE 3 EAST, N.M.P.M.
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C5	69°17'27"	S 19°20'32" E	42.00	51.04	47.95
C6	90°14'03"	N 09°02'15" W	42.00	66.15	59.52
C7	45°37'00"	N 58°53'17" E	42.00	33.44	32.56
C8	45°37'00"	S 58°53'17" W	42.00	33.44	32.56



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