



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 checked="" 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 RD NE** Email: _____

City: **ALBUQUERQUE** State: **NM** Zip: _____

Professional/Agent (if any): **ARCH+PLAN LAND USE CONSULTANTS** Phone: **980-8365**

Address: **PO. BOX 25911** Email: **arch.plan@comcast.net**

City: **ALBUQUERQUE** State: **NM** Zip: **87125**

Proprietary Interest in Site: **OWNERS** List all owners: _____

BRIEF DESCRIPTION OF REQUEST

LOT CONSOLIDATION

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: **AR-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**

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

1004228 1002571 1003853 1008564

Signature: *Derrick Archuleta* Date: **1-15-19**

Printed Name: **DERRICK ARCHULETA** Applicant or Agent

FOR OFFICIAL USE ONLY

Case Numbers	Action	Fees
-		
-		
-		

Meeting/Hearing Date: _____ Fee Total: _____

Staff Signature: _____ Date: _____ Project #: _____

FORM S2: SUBDIVISION OF LAND – MINOR ACTIONS

Please refer to the DRB minor case schedule for meeting dates and deadlines. Bring original Mylar of plat with property owner's and City Surveyor's signatures on it to the meeting. Your attendance is required.

A Variance – DRB for the Bulk Transfer of Land requires application on Form V in addition to this FORM S2.

INFORMATION REQUIRED FOR ALL MINOR SUBDIVISION APPLICATIONS

- Interpreter Needed for Hearing? _____ if yes, indicate language: _____
- A Single PDF file of the complete application including all 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. PDF shall be organized with the Development Review Application and this Form S2 at the front followed by the remaining documents in the order provided on this form.
- Zone Atlas map with the entire site clearly outlined and labeled

SKETCH PLAT REVIEW AND COMMENT

- Letter describing, explaining, and justifying the request
- Scale drawing of the proposed subdivision plat (7 copies, folded)
- Site sketch with measurements showing structures, parking, building setbacks, adjacent rights-of-way, and street improvements, if there is any existing land use (7 copies, folded)

MAJOR SUBDIVISION FINAL PLAT APPROVAL

- Proposed Final Plat (7 copies, 24" x 36" folded)
- Design elevations & cross sections of perimeter walls (3 copies)
- Copy of recorded IIA
- Landfill disclosure and EHD signature line on the plat if property is within a landfill buffer
- DXF file and hard copy of final plat data for AGIS submitted and approved

SUBDIVISION OF LAND – MINOR (PRELIMINARY/FINAL PLAT APPROVAL)

- Letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-6(I)
- Sites 5 acres or greater: Archaeological Certificate in accordance with IDO Section 14-16-6-5(A)
- Proposed Preliminary / Final Plat with property owner's and City Surveyor's signatures on the plat prior to submittal. (7 copies, folded)
- Site sketch with measurements showing structures, parking, building setbacks, adjacent rights-of-way, and street improvements (to include sidewalk, curb & gutter with distance to property line noted) if there is any existing land use (7 copies, folded)
- Sidewalk Exhibit and/or cross sections of proposed streets (3 copies, 11" by 17" maximum)
- Signed Form DRWS Drainage Report Grading and Drainage Plan, and Water & Sewer Availability submittal information
- Proposed Infrastructure List, if applicable
- Required notice with content per IDO Section 14-16-6-4(K)(6)
- Office of Neighborhood Coordination inquiry response and proof of emailed notice to applicable Neighborhood Association representatives
- Landfill disclosure and Environmental Health Department signature line on the plat if property is within a landfill buffer
- DXF file and hard copy of final plat data for AGIS submitted and approved

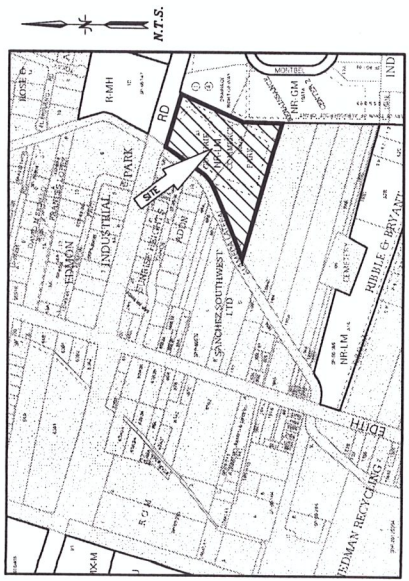
Note: Any application that requires major public infrastructure must be processed as a Subdivision of Land - Major. See Form S1.

MINOR AMENDMENT TO PRELIMINARY PLAT

- Letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-4(X)(2)
- Proposed Amended Preliminary Plat, Infrastructure List, and/or Grading Plan (7 copies, folded)
- Original Preliminary Plat, Infrastructure List, and/or Grading Plan (7 copies, folded)
- Infrastructure List, if applicable

Note: Any application that does not qualify as a Minor Amendment in IDO Section 14-16-6-4(X) must be processed as a Major Amendment. See Form S1.

<p><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></p>	
<p>Signature: </p>	<p>Date: <u>1.15.19</u></p>
<p>Printed Name: <u>DERRICK ARCHULETA</u></p>	<p><input type="checkbox"/> Applicant or <input checked="" type="checkbox"/> Agent</p>
<p>FOR OFFICIAL USE ONLY</p>	
<p>Project Number: _____</p>	<p>Case Numbers</p>
<p>_____</p>	<p style="text-align: center;">-</p>
<p>_____</p>	<p style="text-align: center;">-</p>
<p>_____</p>	<p style="text-align: center;">-</p>
<p>Staff Signature: _____</p>	
<p>Date: _____</p>	



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:
- UNLESS NOTED, No. 4 REBAR WITH CAP STAMPED P.S.#11463 WERE SET AT ALL PROPERTY CORNERS.
 - THIS PLAT SHOWS ALL EASEMENTS OF RECORD.
 - TOTAL AREA OF PROPERTY: 7.7279 ACRES
 - BASIS OF BEARINGS IS THE NEW MEXICO STATE PLANE COORDINATE SYSTEM, CENTRAL ZONE, NAD 1983.
 - DISTANCES ARE GROUND, BEARINGS ARE GRID.
 - BEARINGS AND DISTANCES SHOWN IN PARENTHESIS ARE RECORD.
 - DATE OF FIELD WORK: DECEMBER, 2018.
 - 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
 - PLATS USED TO ESTABLISH BOUNDARY.
 - PLAT OF TRACTS A-1 AND A-2, GUTHRIE COMMERCE PARK FILED NOVEMBER 12, 2011 IN BOOK 2011C, PAGE 0126
 - 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.

PLAT OF
TRACT A-1-A
 WITHIN
GUTHRIE COMMERCE PARK
 ELENA CALLEGOS 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, 2019

PROJECT NUMBER: _____	DATE _____
APPLICATION NUMBER: _____	DATE _____
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 _____
ABQWA _____	DATE _____
PARKS AND RECREATION DEPARTMENT _____	DATE _____
AMATFA _____	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 AND THAT I AM A QUALIFIED LICENSED SURVEYOR UNDER THE REQUIREMENTS FOR MONUMENTATION AND SURVEY AS SET FORTH BY THE STATE OF NEW MEXICO AND IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND MEETS THE MINIMUM REQUIREMENTS FOR LAND SURVEY AS SET FORTH BY THE STATE OF NEW MEXICO.

GIVEN UNDER MY HAND AND SEAL AT ALBUQUERQUE, NEW MEXICO,
 THIS _____ DAY OF _____, 2019

ANTHONY L. HARRIS, P.S. # 11463

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

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.

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 _____
 _____ BY: _____ NOTARY PUBLIC
 MY COMMISSION EXPIRES: _____

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

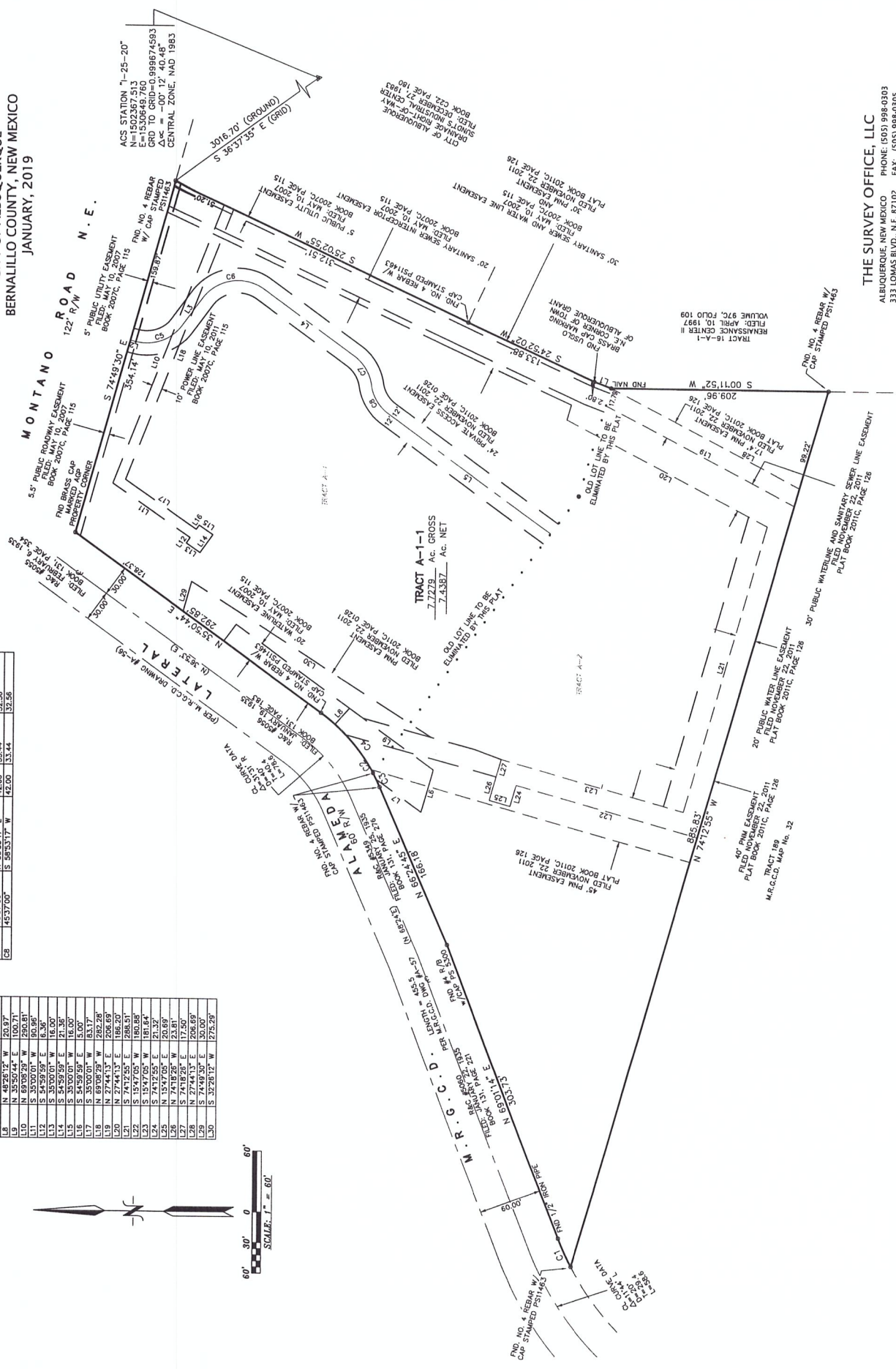
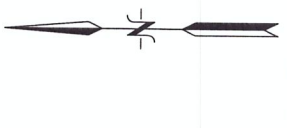
ELENA CALLEGOS LAND GRANT AND TOWN OF ALBUQUERQUE GRANT
PROJECTED SECTION 33, TOWNSHIP 11 NORTH, RANGE 3 EAST, N.M.P.M.
CITY OF ALBUQUERQUE
BERNALILLO COUNTY, NEW MEXICO
JANUARY, 2019

CURVE TABLE

NUMBER	BEARING	ANGLE	CURVE	DIRECTION	RADIUS	ARC LENGTH	CHORD LENGTH
C1	S 85°14'43"	E	S 65°02'		173.25	92.45	91.34
C2	S 30°14'01"	N	S 10°07'45"	E	173.25	92.45	91.34
C3	S 04°55'37"	N	S 63°56'26"	E	173.25	14.95	14.94
C4	S 25°57'24"	N	S 48°39'26"	E	173.25	77.46	76.63
C5	S 09°07'51"	N	S 89°07'51"	E	42.00	31.04	47.95
C6	S 07°40'31"	N	S 05°02'15"	W	42.00	33.44	32.56
C7	S 45°57'00"	N	S 58°53'17"	E	42.00	33.44	32.56
C8	S 45°57'00"	N	S 58°53'17"	W	42.00	33.44	32.56

LINE TABLE

NUMBER	DIRECTION	BEARING	DISTANCE
L1	S	210°02'00"	W 17.31
L2	S	15°28'11"	W 4.04
L3	S	54°09'15"	E 33.53
L4	S	30°14'01"	W 108.34
L5	S	30°14'01"	W 108.34
L6	N	74°18'23"	W 142.61
L7	N	35°50'44"	E 153.96
L8	N	48°25'12"	W 20.97
L9	S	55°00'00"	E 190.81
L10	N	60°09'26"	W 190.81
L11	S	35°00'01"	W 180.96
L12	S	54°59'59"	E 6.36
L13	S	35°00'01"	W 16.00
L14	S	35°00'01"	W 16.00
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	60°09'26"	W 292.28
L19	N	60°09'26"	E 292.28
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 181.84
L24	S	15°47'05"	W 181.84
L25	N	15°47'05"	E 20.89
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	N	27°44'13"	E 206.69
L30	S	32°28'12"	W 273.29



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

WITHIN
GUTHRIE COMMERCE PARK

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

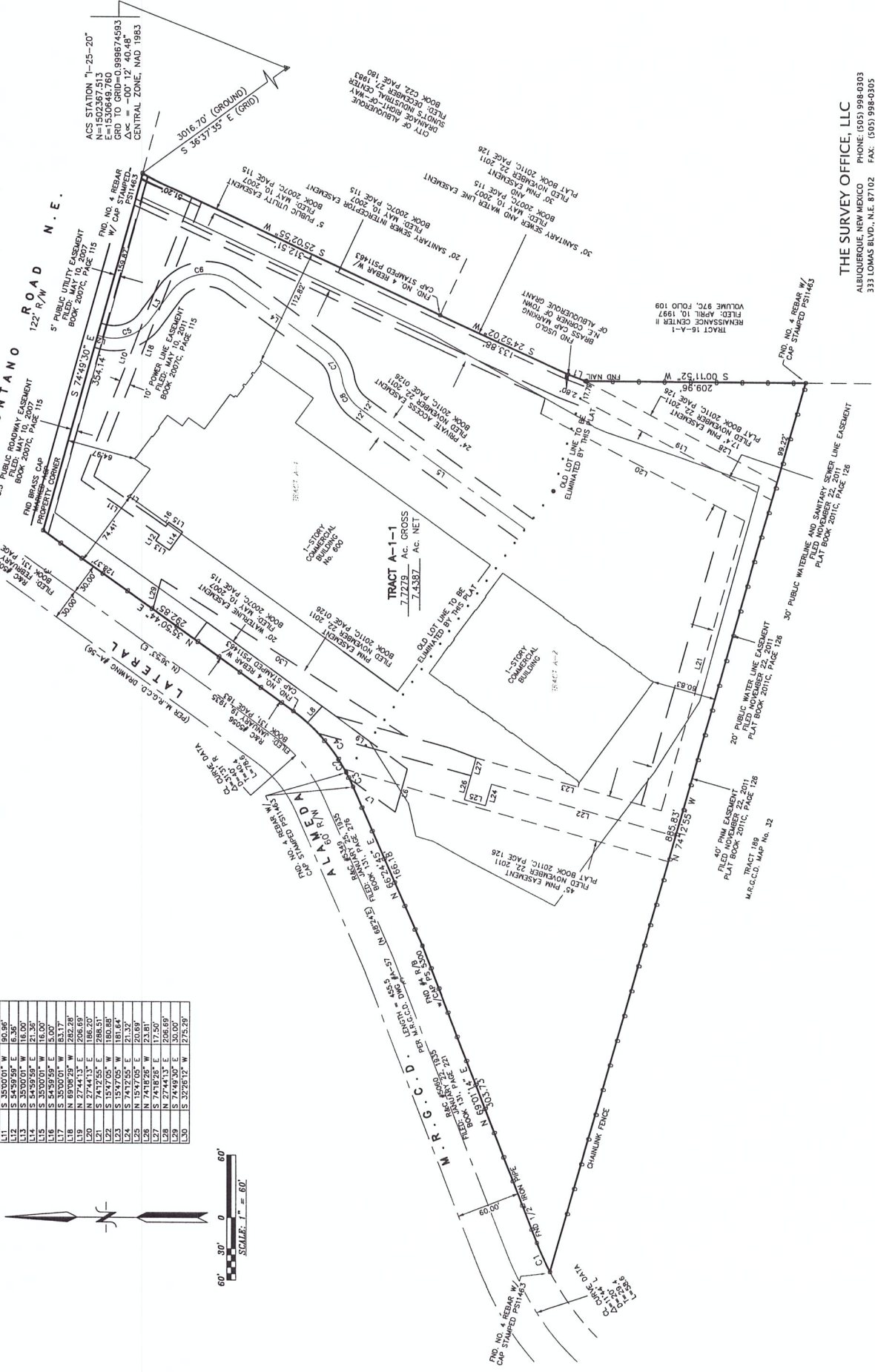
JANUARY, 2019

CURVE TABLE

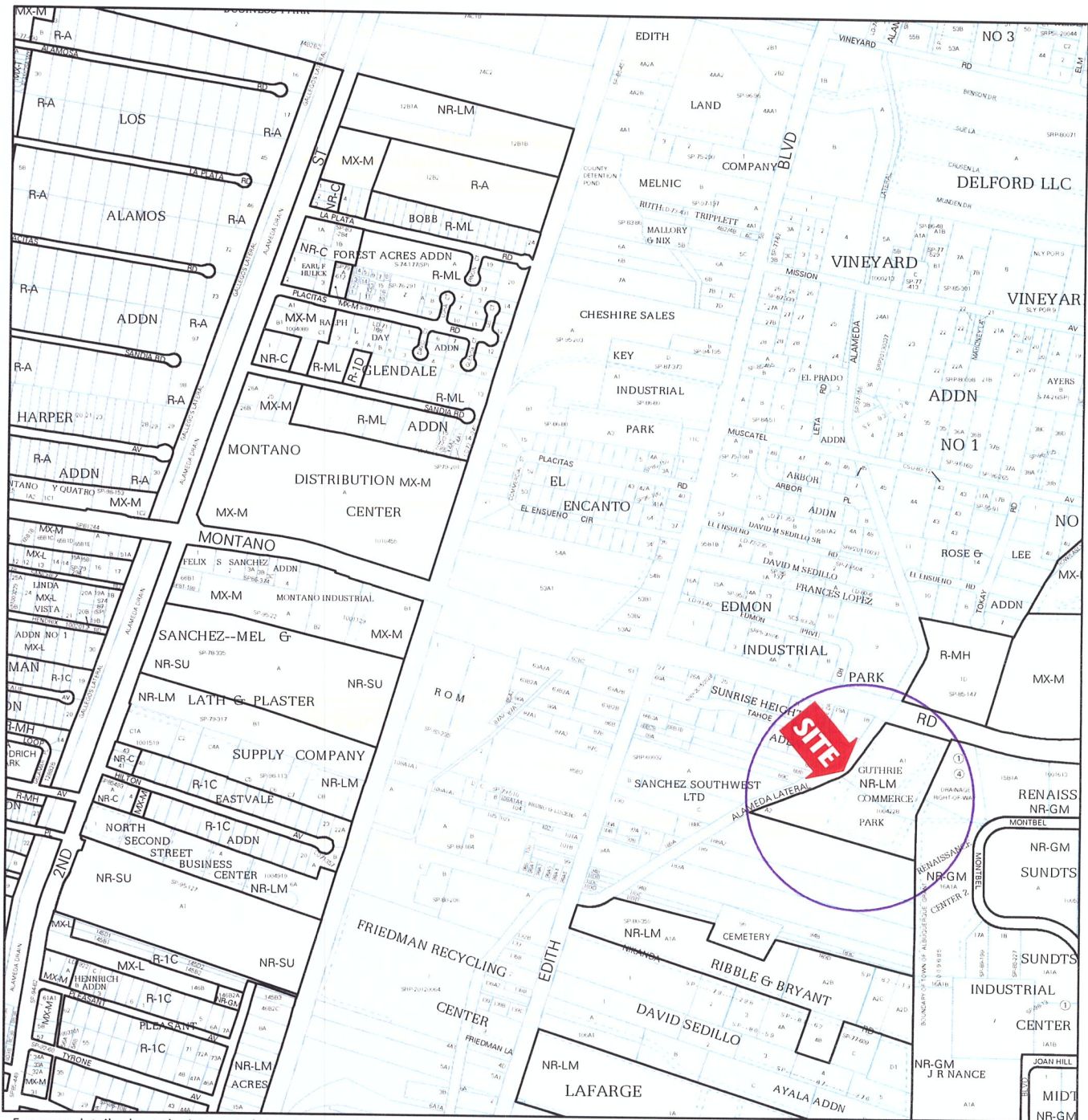
NUMBER	DELTA ANGLE	CHORD DIRECTION	RADIUS	ARC LENGTH	CHORD LENGTH
C1	06°47'43"	S 85°46'21" W	256.48	50.42	30.40
C2	30°34'01"	N 51°07'45" E	173.25	92.43	91.34
C3	15°52'24"	N 48°39'26" E	173.25	71.48	76.83
C4	23°37'24"	N 48°39'26" E	173.25	71.48	76.83
C5	68°37'27"	S 19°20'32" E	42.00	51.04	47.85
C6	99°14'03"	N 09°02'15" W	42.00	66.15	56.52
C7	45°37'00"	N 58°53'17" E	42.00	33.44	32.96
C8	49°37'89"	S 28°53'17" W	42.00	38.44	32.96

LINE TABLE

NUMBER	DIRECTION	DISTANCE
L1	S 21°09'20" W	17.31'
L2	S 12°28'11" W	4.09'
L3	S 15°07'45" E	91.34'
L4	S 36°04'47" W	108.34'
L5	S 36°04'47" W	194.93'
L6	N 74°18'23" W	42.61'
L7	N 48°39'26" E	30.81'
L8	N 48°39'26" E	30.87'
L9	N 35°50'44" E	100.71'
L10	N 69°08'29" W	290.61'
L11	S 35°00'01" W	80.99'
L12	S 35°00'01" W	16.00'
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 54°59'59" E	5.00'
L18	N 69°08'29" W	292.29'
L19	N 27°44'13" E	206.69'
L20	N 27°44'13" E	186.20'
L21	S 74°12'55" E	298.51'
L22	S 74°12'55" E	181.64'
L23	S 15°47'05" W	181.64'
L24	S 74°12'55" E	21.32'
L25	N 15°47'05" E	20.89'
L26	N 74°18'23" W	23.81'
L27	N 74°18'23" W	23.81'
L28	N 27°44'13" E	206.69'
L29	S 74°49'30" E	30.00'
L30	S 32°26'12" W	275.29'



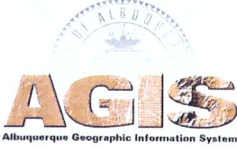
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For more details about the Integrated Development Ordinance visit: <http://www.cabq.gov/planning/codes-policies-regulations/integrated-development-ordinance>

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:
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

**ARCH+PLAN
LAND USE CONSULTANTS
ALBUQUERQUE NM**

January 15, 2019

Kym Dicome, Chair
City of Albuquerque
Development Review Board
600 2nd St NW
Albuquerque NM

RE: TRACT A-1-A, GUTHRIE COMMERCE PARK

Ms. Dicome and members of the Board:

I would like to request Sketch 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 property is currently developed with commercial activity buildings.

The site is located within the Near North Valley Planning Area and governed by the Area of Change of the Albuquerque/Bernalillo County Comprehensive Plan.

Thank you for your time and consideration of the proposed application.

Sincerely,


Derrick Archuleta, MCRP
Principal