

**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? NO 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.**

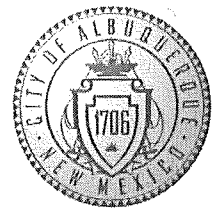
**MINOR AMENDMENT TO PRELIMINARY PLAT**

- \_\_\_ 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.**

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: [Handwritten Signature] Date: 2-4-2019  
 Printed Name: Thomas D. Johnston, PS  Applicant or  Agent

FOR OFFICIAL USE ONLY	
Project Number:	Case Numbers
	-
	-
	-
Staff Signature:	
Date:	



1609 2<sup>ND</sup> Street NW. • Albuquerque, NM 87102 • Phone: (505) 255-2052 • Fax: (505) 255-2887

February 2, 2019

Planning Department  
City of Albuquerque  
PO Box 1293  
Albuquerque, NM 87103

RE: Sketch Plat, Lots 9 10 and 11, Block 1, Terrace Addition

To Whom It May Concern:

I am submitting a request for sketch plat review. My client would like to remove the interior lot lines between three lots and create one lot. The site currently contains three apartment buildings.

Thank you for your time in considering this matter. If you have any questions, please give me a call at the above number.

Regards,

A handwritten signature in black ink on a light-colored rectangular background. The signature is cursive and appears to read "Thomas D. Johnston".

Thomas D. Johnston, PS, PE  
President, Wayjohn Surveying Inc.



Please check the appropriate box and refer to supplemental forms for submittal requirements. All fees must be paid at the time of application.

<b>Administrative Decisions</b>	<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)	<b>Policy Decisions</b>
<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)
<b>Decisions Requiring a Public Meeting or Hearing</b>	<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)	<b>Appeals</b>
<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)

<b>APPLICATION INFORMATION</b>		
Applicant: Susan Fisher		Phone: 505-255-9139
Address: 117 La Pasada De Anacleto		Email: pesceproperties@comcast.net
City: Corrales	State: NM	Zip: 87048
Professional/Agent (if any): Thomas D. Johnston, PS, PE		Phone: 505-255-2052
Address: 1609 2nd Street, NW		Email: info@wayjohn.com
City: Albuquerque	State: NM	Zip: 87102
Proprietary Interest in Site: Land Surveyor	List all owners: Thomas D. Johnston, PS, PE	

<b>BRIEF DESCRIPTION OF REQUEST</b>
To create one lot from three existing lots

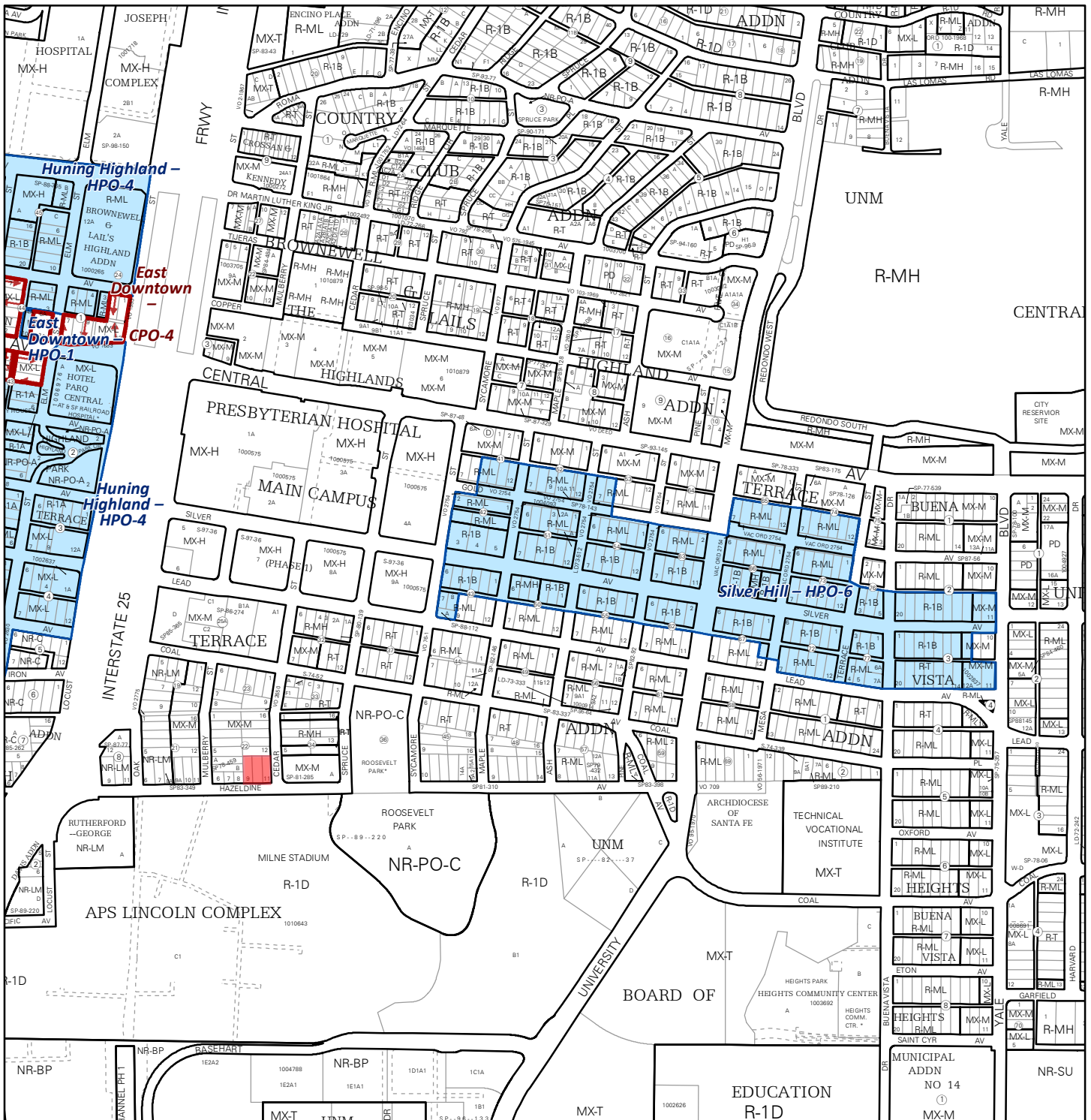
<b>SITE INFORMATION (Accuracy of the existing legal description is crucial! Attach a separate sheet if necessary.)</b>		
Lot or Tract No.: Lots 9, 10 and 11	Block: 22	Unit:
Subdivision/Addition: Terrace Addition	MRGCD Map No.:	UPC Code: 101505714014930803, 101505714113330802
Zone Atlas Page(s): K-15	Existing Zoning: MX-M	Proposed Zoning: MX-M
# of Existing Lots: 3	# of Proposed Lots: one	Total Area of Site (acres): 0.4553

<b>LOCATION OF PROPERTY BY STREETS</b>		
Site Address/Street: 541 & 543 Cedar St. SE	Between: Coal Ave, SE	and: Hazeldine Ave, SE

<b>CASE HISTORY (List any current or prior project and case number(s) that may be relevant to your request.)</b>
1011129

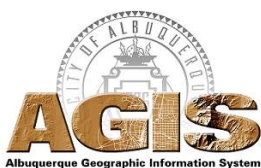
Signature:	Date: 2/1/2019
Printed Name: Thomas D. Johnston	<input type="checkbox"/> Applicant or <input checked="" type="checkbox"/> Agent

<b>FOR OFFICIAL USE ONLY</b>		
Case Numbers	Action	Fees
-		
-		
-		
Meeting/Hearing Date:		Fee Total:
Staff Signature:	Date:	Project #

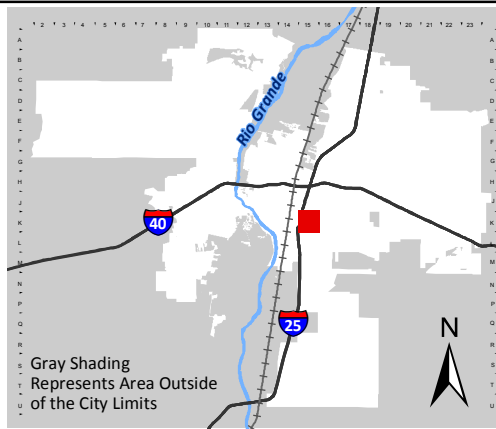


For more details about the Integrated Development Ordinance visit: <http://www.cabq.gov/planning/codes-policies-regulations/integrated-development-ordinance>

# 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:  
**K-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