



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  | Decisions Requiring a Public Meeting or Hearing                                   | Policy Decisions   |
|---|---|--|
| <input type="checkbox"/> Archaeological Certificate (Form P3)                     | <input type="checkbox"/> Site Plan – EPC including any Variances – EPC (Form P1)  | <input type="checkbox"/> Adoption or Amendment of Comprehensive Plan or Facility Plan (Form Z) |
| <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 Historic Designation (Form L)                |
| <input type="checkbox"/> Alternative Signage Plan (Form P3)                       | <input type="checkbox"/> Historic Certificate of Appropriateness – Major (Form L) | <input type="checkbox"/> Amendment of IDO Text (Form Z)  |
| <input type="checkbox"/> Minor Amendment to Site Plan (Form P3)                   | <input type="checkbox"/> Demolition Outside of HPO (Form L)                       | <input type="checkbox"/> Annexation of Land (Form Z)   |
| <input type="checkbox"/> WTF Approval (Form W1)                                   | <input type="checkbox"/> Historic Design Standards and Guidelines (Form L)        | <input type="checkbox"/> Amendment to Zoning Map – EPC (Form Z)                                |
|   | <input type="checkbox"/> Wireless Telecommunications Facility Waiver (Form W2)    | <input type="checkbox"/> Amendment to Zoning Map – Council (Form Z)                            |
|   |   |  |
|   |   | <b>Appeals</b>   |
|   |   | <input type="checkbox"/> Decision by EPC, LC, ZHE, or City Staff (Form A)                      |

### APPLICATION INFORMATION

|                               |        |                         |
|-------------------------------|--------|-------------------------|
| Applicant:                    |        | Phone:                  |
| Address:                      |        | Email:                  |
| City:                         | State: | Zip:                    |
| Professional/Agent (if any):  |        | Phone:                  |
| Address:                      |        | Email:                  |
| City:                         | State: | Zip:                    |
| Proprietary Interest in Site: |        | List <u>all</u> owners: |

### BRIEF DESCRIPTION OF REQUEST

REQUESTING ARCHAEOLOGICAL CERTIFICATE TO INCLUDE IN FUTURE APPLICATION FOR NEW SITE PLAN ADMINISTRATIVE (DFT) FOR HOPE CHRISTIAN HIGH SCHOOL CAMPUS.

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

|                       |                     |                             |
|-----------------------|---------------------|-----------------------------|
| Lot or Tract No.:     | Block:              | Unit:                       |
| Subdivision/Addition: | MRGCD Map No.:      | UPC Code:                   |
| Zone Atlas Page(s):   | Existing Zoning:    | Proposed Zoning:            |
| # of Existing Lots:   | # of Proposed Lots: | Total Area of Site (acres): |

### 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>Elliott Hield</i> | Date:  |
| Printed Name:                   | <input type="checkbox"/> Applicant or <input type="checkbox"/> Agent |

### FOR OFFICIAL USE ONLY

| Case Numbers | Action | Fees | Case Numbers | Action | Fees |
|--------------|--------|------|--------------|--------|------|
|              |        |      |              |        |      |
|              |        |      |              |        |      |
|              |        |      |              |        |      |

|                       |                 |
|-----------------------|-----------------|
| Meeting/Hearing Date: | Fee Total:      |
| Staff Signature:      | Date: Project # |

**FORM P3: ADMINISTRATIVE DECISIONS AND MINOR AMENDMENTS****\_ ARCHAEOLOGICAL CERTIFICATE**

A Single PDF file of the complete application including all 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 to City Staff using other online resources such as Dropbox or FTP. The PDF shall be organized in the number order below.

- \_\_\_ 1) Development Review application form completed, signed, and dated
- \_\_\_ 2) Form P3 with all the submittal items checked/marked
- \_\_\_ 3) Zone Atlas map with the entire site clearly outlined and labeled
- \_\_\_ 4) Letter of authorization from the property owner if application is submitted by an agent
- \_\_\_ 5) Archaeological Compliance Form with property information section completed
- \_\_\_ 6) 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**

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- \_\_\_ 4) Letter of authorization from the property owner if application is submitted by an agent
- \_\_\_ 5) Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-4(Y)(2)
- \_\_\_ 6) The approved Site Plan being amended
- \_\_\_ 7) Copy of the Official Notice of Decision associated with the prior approval
- \_\_\_ 8) The proposed Site Plan, with changes circled and noted

*Refer to the Site Plan Checklist for information need on the proposed Site Plan*

*Minor Amendments be within the thresholds established in IDO Table 6-4-4. 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**

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- \_\_\_ 4) Letter of authorization from the property owner if application is submitted by an agent
- \_\_\_ 5) Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-4(Z)(1)(a)
- \_\_\_ 6) The approved Site Plan being amended
- \_\_\_ 7) Copy of the Official Notice of Decision associated with the prior approval
- \_\_\_ 8) The proposed Site Plan, with changes circled and noted

*Refer to the Site Plan Checklist for information need on the proposed Site Plan*

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

**\_ ACCELERATED EXPIRATION OF SITE PLAN**

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- \_\_\_ 4) Letter of authorization from the property owner if application is submitted by an agent
- \_\_\_ 5) Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-5(C)(3)(b)
- \_\_\_ 6) Site Plan to be Expired

**\_ ALTERNATIVE SIGNAGE PLAN**

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- \_\_\_ 3) Zone Atlas map with the entire site clearly outlined and labeled
- \_\_\_ 4) Letter of authorization from the property owner if application is submitted by an agent
- \_\_\_ 5) Proposed Alternative Signage Plan compliant with IDO Section 14-16-5-12(F)(5)
- \_\_\_ 6) Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-5(C)(3)(b)
- \_\_\_ 7) Sign Posting Agreement
- \_\_\_ 8) Required Content of Notice at Submittal per IDO Section 14-16-6-4(K)(1)
  - \_\_\_ Office of Neighborhood Coordination notice inquiry response
  - \_\_\_ Completed notification form(s), proof of additional information provided in accordance with IDO Section 6-4(K)(1)(b)
  - \_\_\_ Proof of emailed notice to affected Neighborhood Association representatives

**\_ ALTERNATIVE LANDSCAPING PLAN**

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- \_\_\_ 3) Zone Atlas map with the entire site clearly outlined and labeled
- \_\_\_ 4) Letter of authorization from the property owner if application is submitted by an agent
- \_\_\_ 5) Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-5-6(C)(16)
- \_\_\_ 6) Landscape Plan



# HOPE CHRISTIAN SCHOOL

8005 Louisiana Blvd NE  
Albuquerque, NM 87109

November 17, 2023

## Re: Letter of Authorization

I, Donald Swaim, Board of Directors for Hope Christian School authorize ROMA Architecture to submit applications on our behalf to the City of Albuquerque Development Facilitation Team and other city agencies related to the procurement of an Archaeologic Certificate and the approval of a new Site Plan Administrative for the Hope Christian High School Campus, property legal description: HOPE CHRISTIAN SCHOOL BLOCK 12, TEACT A UNIT A NORTH ALBUQUERQUE ACRES.

Thank you,

Signed: Donald Swaim

Donald Swaim  
Board of Directors President  
Hope Christian Schools



**Tim Keller, Mayor**  
**Sarita Nair, CAO**

**City of Albuquerque**  
P.O. Box 1293 Albuquerque, NM 87103  
**Planning Department**  
Alan Varela, Interim Director

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**DATE:**

**SUBJECT:**

**Case Number(s):**

**Agent:**

**Applicant:**

**Legal Description:**

**Zoning:**

**Acreage:**

**Zone Atlas Page(s):**

**CERTIFICATE OF NO EFFECT:**      **Yes**      **No**

**CERTIFICATE OF APPROVAL:**      **Yes**      **No**

**SUPPORTING DOCUMENTATION:**

**SITE VISIT:**

**RECOMMENDATIONS:**

**SUBMITTED BY:**

**SUBMITTED TO:**

\_\_\_\_\_  
Date

**LEGAL DESCRIPTION OF SUBJECT PROPOERTY:**

Hope Christian School, Block 12, Tract A, Unit A, North Albuquerque Acres, as the same is shown and designated of the Plat entitled "PLAT OF HOPE CHRISTIAN SCHOOL, BLOCK 12, TRACT A, UNIT A, NORTH ALBUQUERQUE ACRES, ALBUQUERQUE, BERNALILLO COUNTY, NEW MEXICO", filed in the office of the County Clerk of Bernalillo County, New Mexico, on March 24, 1994, in Volume 94C, folio 97.