



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

SUBDIVISIONS	<input type="checkbox"/> Final Sign off of EPC Site Plan(s) (Form P2)	
<input type="checkbox"/> Major - Preliminary Plat (Form S1)	<input type="checkbox"/> Major Amendment to Site Plan (Form P2)	<input type="checkbox"/> Vacation of Public Right-of-way (Form V)
<input type="checkbox"/> Minor - Preliminary/Final Plat (Form S2)	MISCELLANEOUS APPLICATIONS	<input type="checkbox"/> Vacation of Public Easement(s) DRB (Form V)
<input type="checkbox"/> Major - Final Plat (Form S2)	<input type="checkbox"/> Extension of Infrastructure List or IIA (Form S1)	<input type="checkbox"/> Vacation of Private Easement(s) (Form V)
<input type="checkbox"/> Minor Amendment to Preliminary Plat (Form S2)	<input type="checkbox"/> Minor Amendment to Infrastructure List (Form S2)	PRE-APPLICATIONS
<input type="checkbox"/> Extension of Preliminary Plat (Form S1)	<input type="checkbox"/> Temporary Deferral of SW (Form V2)	<input checked="" type="checkbox"/> Sketch Plat Review and Comment (Form S2)
	<input type="checkbox"/> Sidewalk Waiver (Form V2)	
SITE PLANS	<input type="checkbox"/> Waiver to IDO (Form V2)	APPEAL
<input type="checkbox"/> DRB Site Plan (Form P2)	<input type="checkbox"/> Waiver to DPM (Form V2)	<input type="checkbox"/> Decision of DRB (Form A)

BRIEF DESCRIPTION OF REQUEST

Sketch Plat to dedicate 10' of right-of-way along 4th Street NW

APPLICATION INFORMATION

Applicant: Joe Azar - Azar Properties LLC	Phone: 505-363-5613
Address: 8232 Louisiana Blvd NE Suite C	Email: jag@jagpandz.com
City: Albuquerque State: NM	Zip: 87113
Professional/Agent (if any): JAG Planning + Zoning, LLC	Phone: 505 362 8903
Address: P.O. Box 7857	Email: jag@jagpandz.com
City: Albuquerque, NM State: NM	Zip: 87129
Proprietary Interest in Site: owner	List all owners: Joe Azar

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

Lot or Tract No.: 86	Block:	Unit:
Subdivision/Addition: Los Alamos Addn	MRGCD Map No.:	UPC Code: 101406149339710524
Zone Atlas Page(s): F-14	Existing Zoning: MX-T	Proposed Zoning: No change
# of Existing Lots: 1	# of Proposed Lots: 1	Total Area of Site (Acres): .771

LOCATION OF PROPERTY BY STREETS

Site Address/Street: 4th Street NW Between: Montano and: Osuna

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

PR 2019-002281, PR 2019-003030

Signature: Juanita Garcia	Date: 4/1/2020
Printed Name: Juanita Garcia	<input type="checkbox"/> Applicant or <input checked="" type="checkbox"/> Agent

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Case Numbers	Action	Fees	Case Numbers	Action	Fees
PS-2020-00031	SK	\$50			

Meeting Date: April 15, 2020	Fee Total: \$50
Staff Signature: Vanessa A Segura	Date: 4/1/2020 Project # PR-2019-002281

FORM S2: SUBDIVISION OF LAND – MINOR ACTIONS

Please refer to the DRB minor case schedule for meeting dates and deadlines unless noted differently below. 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 (requires published notice, heard on the DRB Major Case Schedule)

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

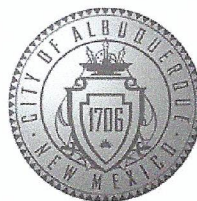
MINOR SUBDIVISION PRELIMINARY/FINAL PLAT APPROVAL

- 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)
- Form DRWS Drainage Report, Grading and Drainage Plan, and Water & Sewer Availability Statement submittal information
- Required notice with content per IDO Section 14-16-6-4(K)(6)
 - Office of Neighborhood Coordination Public Notice Inquiry response
 - Proof of emailed notice to applicable Neighborhood Association representatives
- Proposed Preliminary / Final Plat with property owner's and City Surveyor's signatures on the plat prior to submittal (7 copies, folded)
- Sidewalk Exhibit and/or cross sections of proposed streets (3 copies, 11" by 17" maximum)
- 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)
- Landfill disclosure statement per IDO Section 14-16-5-2(G) if site is within a designated landfill buffer zone
- Proposed Infrastructure List, if applicable
- DXF file and hard copy of final plat data for AGIS submitted and approved

MINOR AMENDMENT TO PRELIMINARY PLAT OR INFRASTRUCTURE LIST

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

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>	
Signature: <u>Juanita Garcia TAG Planning + Zoning</u>	Date: <u>4/1/2020</u>
Printed Name: <u>Juanita Garcia</u>	<input type="checkbox"/> Applicant or <input checked="" type="checkbox"/> Agent
FOR OFFICIAL USE ONLY	
Case Numbers: <u>PS-2020-00031</u>	Project Number: <u>PR-2019-002281</u>
<div style="text-align: right;">  </div>	
Staff Signature: <u>Vanessa A Segura</u>	
Date: <u>4/1/2020</u>	



April 1, 2020

Ms. Jolene Wolfley, Chair
Development Review Board
City of Albuquerque, Planning Department
600 2nd Street NW, Albuquerque NM 87102

Ms. Wolfley and members of the Development Review Board:

JAG Planning & Zoning, agent for Joe Azar, Azar Properties, LLC, respectfully requests your review of a sketch plat.

The applicant intends to develop the subject site and is required to dedicate 10' of the subject site for the future widening of the right-of-way along 4th Street NW. The applicant recently obtained approvals from the Zoning Hearing Examiner for various variances from requirements of the Integrated Development Ordinance (IDO). The current legal description is **LOT 86, LOS ALAMOS ADDITION SUBDIVISION**, consisting of .7771 acres in area and the new legal description will be **LOT 86-A, LOS ALAMOS ADDITION SUBDIVISION**, consisting of .6556 acres. The property is zoned MX-T and has no minimum lot size requirements.

Thank you for your consideration on this matter. I can be reached at (505) 362-8903 or at jag@jagpandz.com.

Sincerely,

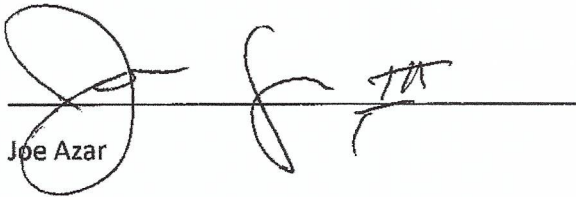
Juanita Garcia
Principal
JAG Planning & Zoning, LLC



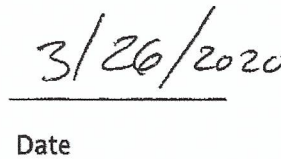
LETTER OF AUTHORIZATION

Property: 321 Sandia Rd NW, Lot 86, Los Alamos Addition, CONT .7083 AC

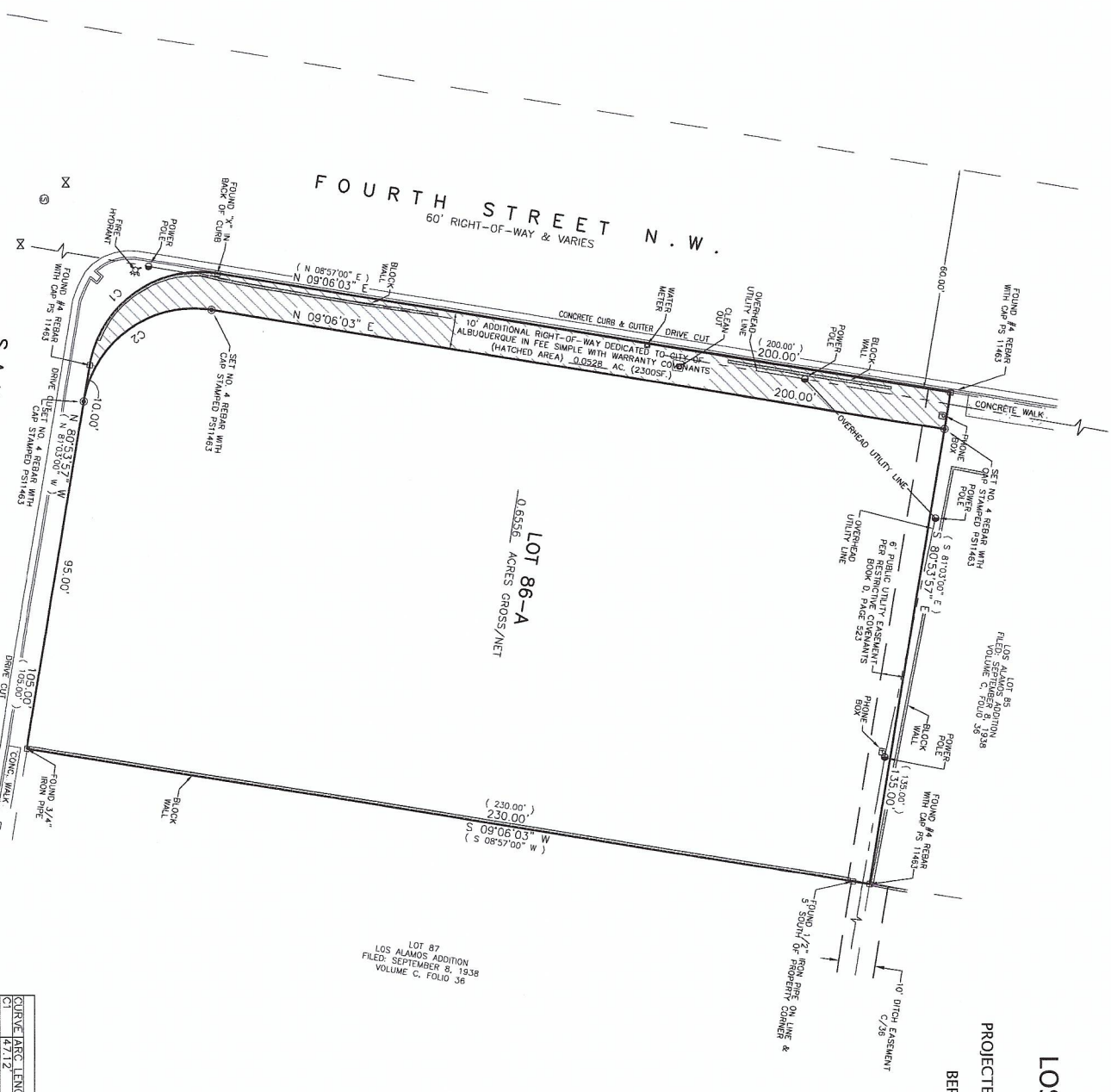
I, the undersigned owner of subject property, hereby designate JAG Planning & Zoning, LLC to be my authorized representative for all subdivision matters associated with this property.



Joe Azar

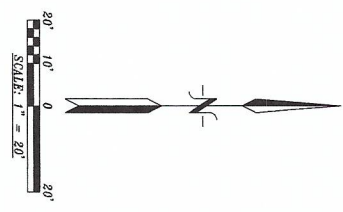


Date



SKETCH PLAT OF
LOT 86-A
 WITHIN
LOS ALAMOS ADDITION
 ELENA CALLEGOS GRANT
 PROJECTED SECTION 32, T.11N., R.3E., N.M.P.M.
 CITY OF ALBUQUERQUE
 BERNALILLO COUNTY, NEW MEXICO
 MARCH, 2020

LOT 87
 LOS ALAMOS ADDITION
 FILED: SEPTEMBER 8, 1938
 VOLUME C, FOLIO 36



CURVE TABLE			
CURVE	ARC LENGTH	RADIUS	DELTA ANGLE
C1	47.12	30.00	90°00'00"
C2	47.12	30.00	90°00'00"

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