



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) |

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| APPLICATION INFORMATION | | |
| Applicant: Vista Oriente, LTD. Co., A New Mexico limited liability company | | Phone: |
| Address: 4700 Montgomery Blvd., NE Suite 200 | | Email: |
| City: Albuquerque | State: NM | Zip: 87109 |
| Professional/Agent (if any): CSI-Cartesian Surveys, Inc. | | Phone: (505)896-3050 |
| Address: P.O. Box 44414 | | Email: cartesianjayson@gmail.com |
| City: Rio Rancho | State: NM | Zip: 87174 |
| Proprietary Interest in Site: | List all owners: | |

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| BRIEF DESCRIPTION OF REQUEST |
| Requesting a certificate of no effect for a proposed subdivision plat for existing 1 lot into 2 new lots. (Site is already developed) |

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| SITE INFORMATION (Accuracy of the existing legal description is crucial! Attach a separate sheet if necessary.) | | |
| Lot or Tract No.: Lot 2 | Block: | Unit: |
| Subdivision/Addition: American Square | MRGCD Map No.: | UPC Code: 101605949430610915 |
| Zone Atlas Page(s): H-16-Z | Existing Zoning: MX-M | Proposed Zoning: MX-M |
| # of Existing Lots: 1 | # of Proposed Lots: 2 | Total Area of Site (acres): 10.5095 |

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|--|------------------------------|-------------------------|
| LOCATION OF PROPERTY BY STREETS | | |
| Site Address/Street: Menaul Blvd. N.E. | Between: Carlisle Blvd. N.E. | and: Bryn Mawr Dr. N.E. |

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| CASE HISTORY (List any current or prior project and case number(s) that may be relevant to your request.) |
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|---------------------------|---|
| Signature: | Date: 4-2-19 |
| Printed Name: Jayson Pyne | <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 all 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 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 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 be scheduled for a public meeting or hearing, if required, or otherwise processed until it is complete.

Signature:  Date: 4-2-19
 Printed Name: Jayson Pyne Applicant or Agent

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



Jeff Jesionowski
Vista Oriente, LTD. Co.
4700 Montgomery Blvd. NE #200
Albuquerque, NM 87109

City of Albuquerque Planning Department
Plaza Del Sol Building
600 Second NW
Albuquerque, NM 87102

RE: Letter of Authorization

To whom it may concern,

I, Jeff Jesionowski, do hereby give Cartesian Surveys Inc., authorization to represent me in regards to the subdivision of Lot 2, American Square, located at 3535 Menaul Boulevard N.E..

Thank You,

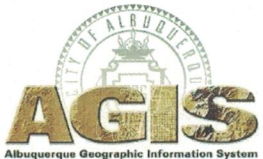
Jeff Jesionowski

Date



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

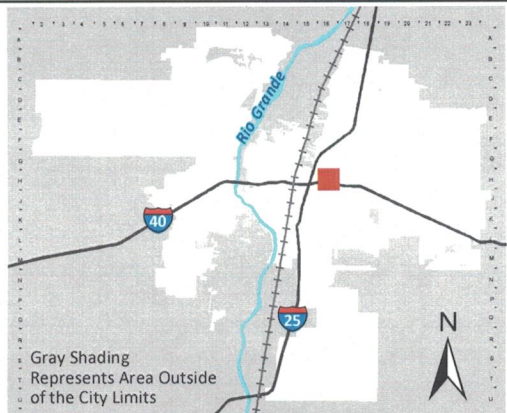
IDO Zone Atlas May 2018



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:
H-16-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



Gray Shading
Represents Area Outside
of the City Limits

