

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? 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>	
<p>Signature: </p>	<p>Date: <u>30 April 2019</u></p>
<p>Printed Name: <u>Kenneth R Cooper</u></p>	<p><input checked="" type="checkbox"/> Applicant or <input type="checkbox"/> Agent</p>
<p>FOR OFFICIAL USE ONLY</p>	
<p>Case Numbers: _____</p>	<p>Project Number _____</p>
<p>Staff Signature: _____</p>	
<p>Date: _____</p>	



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"/> Variance for Carport within setback(s) (Form V)
<input type="checkbox"/> Major – Preliminary Plat (Form P1)	<input type="checkbox"/> Amendment to Site Plan (Form P2)	<input type="checkbox"/> Vacation of Public Right-of-way (Form V)
<input checked="" 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 S1)	<input type="checkbox"/> Extension of Infrastructure List (Form S1)	<input type="checkbox"/> Vacation of Private Easement(s) (Form V)
<input type="checkbox"/> Amendment to Preliminary Plat (Form S2)	<input type="checkbox"/> Amendment to Infrastructure List (Form P1)	PRE-APPLICATIONS
<input type="checkbox"/> Extension of Preliminary Plat (Form S1)	<input type="checkbox"/> Temporary Deferral of SW (Form P2)	<input checked="" type="checkbox"/> Sketch Plat Review and Comment (Form P2)
	<input type="checkbox"/> Sidewalk Waiver (Form V)	
SITE PLANS	<input type="checkbox"/> Variance to IDO (Form V)	APPEAL
<input type="checkbox"/> DRB Site Plan (Form XX)	<input type="checkbox"/> Variance to DPM (Form V)	<input type="checkbox"/> Decision of DRB (Form A)

BRIEF DESCRIPTION OF REQUEST
 Allow replat of 3 lots that are currently undevelopable into 2 new lots that can be re-developed

APPLICATION INFORMATION

Applicant: Ken Cooper		Phone: (520)991-1048
Address: 850 Southeast Cir NW		Email: krcinabg@gmail.com
City: Albuquerque	State: NM	Zip: 87104
Professional/Agent (if any):		Phone:
Address:		Email:
City:	State:	Zip:
Proprietary Interest in Site:	List all owners: Kenneth R Cooper	

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

Lot or Tract No.: Lots 1-3	Block: 4	Unit:
Subdivision/Addition: Anderson Addition #2	MRGCD Map No.:	
Zone Atlas Page(s): J-14	Existing Zoning: R-1A	UPC Code: 1014058081422501
# of Existing Lots: 3	# of Proposed Lots: 2	Proposed Zoning: R-1A R-1A

LOCATION OF PROPERTY BY STREETS

Site Address/Street: 1402 / 8th St NW	Between: Kinley	and: Bellamah
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CASE HISTORY (List any current or prior project and case number(s) that may be relevant to your request.)
 1011926

Signature:	Date: 30 April 2019
Printed Name: Kenneth R. Cooper	<input checked="" 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 #		

Kenneth R. Cooper

30 April 2019

Development Review Board
City of Albuquerque
600 2nd St NW
Albuquerque, NM 87102

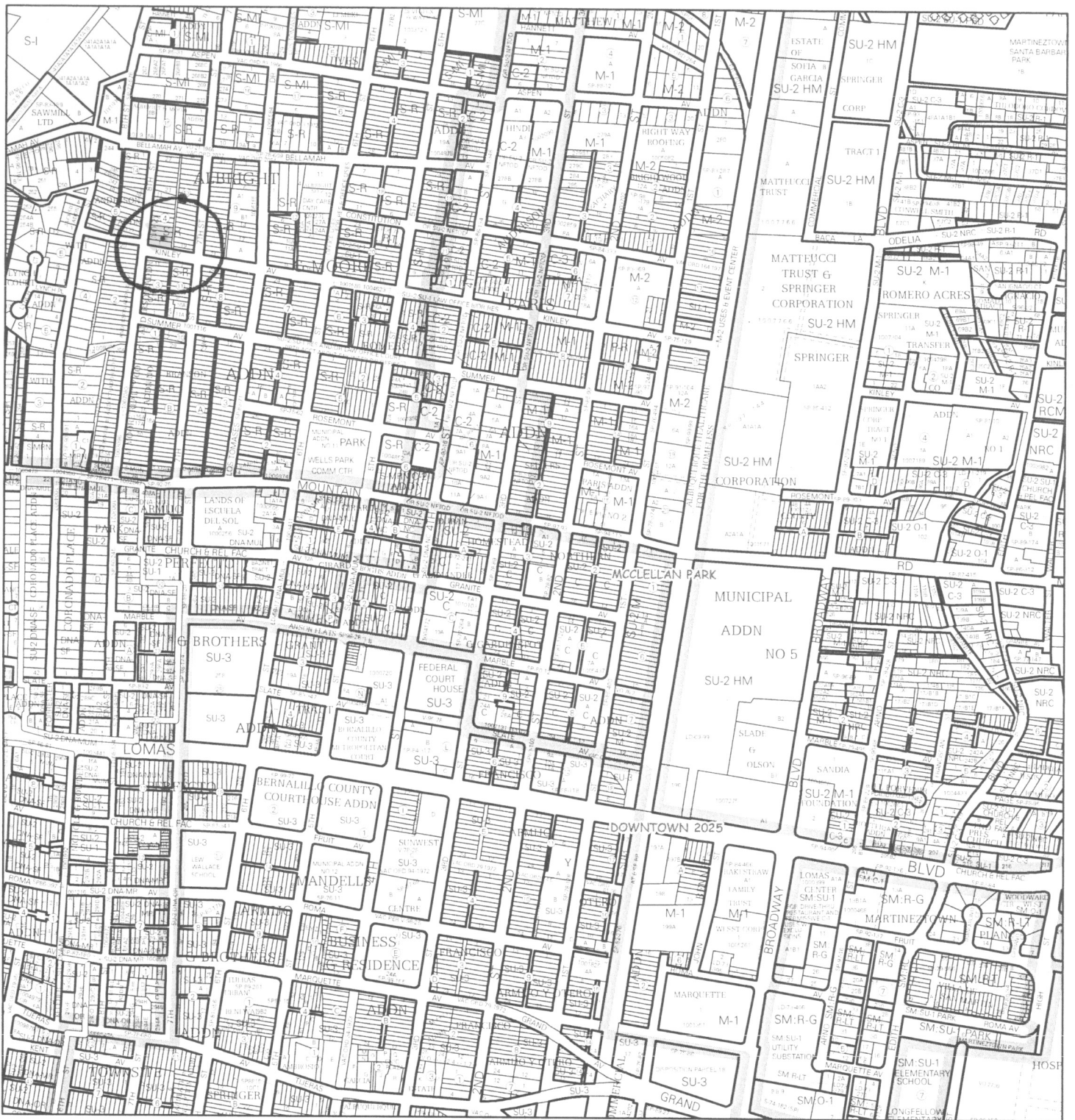
**RE: REQUEST FOR MINOR SUBDIVISION RE-PLAT
1402 8TH ST NW (UPC CODE: 101405803142222501)**

To Whom-It-May-Concern:

I am the owner of the parcel at 1402 8th St NW. The parcel consists of three 27-ft wide by 130-ft-plus deep lots that cannot be re-developed in their present configuration. I am requesting permission to eliminate the existing E-W lot lines and to re-plat the property into two lots suitable for re-development. Both of the lots will conform to the IDO and specifically to lot acreage in relation to the neighborhood average.

Sincerely yours,

A handwritten signature in black ink, appearing to be the initials 'KC' or a similar stylized mark.



For more current information and details visit: <http://www.cabq.gov/gis>

