

# 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](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 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 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**

- 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 for 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 for 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 not be scheduled for a public meeting or hearing, if required, or otherwise processed until it is complete.

Signature: 	Date: 5/7/19
Printed Name: Matt Satches, RHC	<input type="checkbox"/> Applicant or <input checked="" type="checkbox"/> Agent

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



**City of Albuquerque**  
P.O. Box 1293 Albuquerque, NM 87103  
**Planning Department**  
David S. Campbell, Director

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

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**DATE:** 5/7/2019

**SUBJECT:** Albuquerque Archaeological Ordinance - Compliance Documentation

**Case Number(s):**

**Agent:** Bohannan Huston, Inc.  
**Applicant:** Titan Development  
**Legal Description:** Tract 11 Avalon Subdivision Unit 5  
**Zoning:** NR-BP  
**Acreage:** +/- 16.7 Acres  
**Zone Atlas Page(s):** K-9

**CERTIFICATE OF NO EFFECT:**  Yes  No

**CERTIFICATE OF APPROVAL:**  Yes  No

**SUPPORTING DOCUMENTATION:**

**SITE VISIT:**

**RECOMMENDATIONS:**

**SUBMITTED BY:**

**SUBMITTED TO:**

Russell Brito, Planning Manager  
City of Albuquerque Planning Department

\_\_\_\_\_  
Ethan Kalosky, MA  
Cultural Resource Specialist  
Acting City Archaeologist  
Parametrix

\_\_\_\_\_  
Date



May 7, 2019

City of Albuquerque  
Planning Department  
P.O. Box 1293  
Albuquerque, NM 87102

Albuquerque Bernalillo County Water Utility Authority  
One Civic Plaza NW  
Albuquerque, NM 87102

Re: Authorization for Submittal of Preliminary Plat / Easement Vacation / Archaeological Certificate  
Tract 11 Avalon Subdivision Unit 5

To Whom It May Concern:

Titan Development authorizes Bohannon Huston, Inc. to act as its agent to obtain information, submit and process entitlements, permits and all related applications for the property known as Tract 11 Avalon Subdivision Unit 5.

Please feel free to let me know if you should have any questions or required any additional information regarding the submittal.

Thank you,

A handwritten signature in blue ink, appearing to read "Brian Patterson". The signature is stylized and includes a large, sweeping flourish above the name.

Titan Development