



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 checked="" 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: 6531 Paradise, LLC		Phone: 505-585-5700
Address: 5600 Eubank Blvd NE, Suite 200		Email: mattsreeves@gmail.com
City: Albuquerque	State: NM	Zip: 87111
Professional/Agent (if any): Peter Butterfield		Phone: 505 514 1364
Address: 13013 Glenwood Hills Ct		Email: peterbutterfield@Q.com
City: Albuquerque	State: NM	Zip: 87111
Proprietary Interest in Site: none	List <u>all</u> owners:	

**BRIEF DESCRIPTION OF REQUEST**

Minor amendment to a pre-IDO DRB site development plan approval to relocate the dumpster, remove loading area, add 3 new parking stalls, relocate 2 motorcycle stalls, add landscaping and increase area of existing patio by an additional 263 s.f.

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

Lot or Tract No.: G2C	Block: 000	Unit:
Subdivision/Addition: Ventana Square at Ventana Ranch	MRGCD Map No.:	UPC Code:
Zone Atlas Page(s): B-10-Z	Existing Zoning: MX-M	Proposed Zoning:
# of Existing Lots:	# of Proposed Lots:	Total Area of Site (acres): .7161

**LOCATION OF PROPERTY BY STREETS**

Site Address/Street: 6531 Paradise Blvd NE	Between: Universe Blvd	and: Paradise
--------------------------------------------	------------------------	---------------

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

1000390, 1002346

Signature: <i>peter butterfield</i>	Date: 5/12/21
Printed Name: Peter Butterfield	<input type="checkbox"/> Applicant or <input checked="" type="checkbox"/> Agent

**FOR OFFICIAL USE ONLY**

Case Numbers	Action	Fees	Case Numbers	Action	Fees
SI-2021-00783	AA				

Meeting/Hearing Date:	Fee Total:
Staff Signature:	Date: Project # PR-2019-002664

**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

**ALTERNATIVE LANDSCAPE PLAN**

- Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-5-6(C)(16)
- Landscape Plan

<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>		
Signature: <i>peter butterfield</i>	Date: 5/12/21	
Printed Name: Peter Butterfield	<input type="checkbox"/> Applicant or <input checked="" type="checkbox"/> Agent	
<b>FOR OFFICIAL USE ONLY</b>		
Project Number:	Case Numbers	
PR-2019-002664	SI-2021-00783	
	-	
	-	
Staff Signature:		
Date:		

## Letter of Authorization

May 13, 2021

To whom it may concern:

I hereby authorize Peter Butterfield to act on behalf of and represent 6531 Paradise, LLC in pursuit of a minor site plan amendment and any other approvals required for the property located at 6531 Paradise Blvd NW, Albuquerque, NM 87114. This authorization is effective May 13, 2021.

If you have any questions or concerns regarding this matter, please feel free to contact me at 505-585-5700 or email me at [mattsreeves@gmail.com](mailto:mattsreeves@gmail.com).

Kind regards,



Matt Reeves  
6531 Paradise, LLC



# **peter butterfield architect**


• 505 514 1364 • 13013 Glenwood Hills Ct. NE • Albuquerque New Mexico 87111 •

May 14, 2021

RE: Minor Amendment to Site Plan DRB approval 10000290  
Lot G2C  
Subdivision Ventana Square at Ventana Ranch

To Whom It May Concern

We are requesting a Minor Amendment to a site plan per IDO 6-4(Z)(1)(a). The applicant is reducing the paved area 891 s.f. of an existing paved area of 16,060 square feet for a total change of 5.5%. Additionally the trash enclosure is being relocated from a location near the main entry door, an additional 515 square feet of landscape is being added and an existing sitting porch is being enlarged by 260 s.f.



Peter Butterfield, Architect



# CITY OF ALBUQUERQUE INVOICE

**PETER BUTTERFIELD**

**13013 GLENWOOD HILLS CT NE**

Reference NO: SI-2021-00783

Customer NO: CU-30896925

<b>Date</b>	<b>Description</b>	<b>Amount</b>
5/25/21	Application Fee (Manual)	\$50.00

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Due Date: **5/25/21**                      Total due for this invoice:                      **\$50.00**

Options to pay your Invoice:

1. Online with a credit card: <http://posse.cabq.gov/posse/pub/lms/Default.aspx>
2. In person: Plaza Del Sol, 600 2nd St. NW, Albuquerque, NM 87102

PLEASE RETURN THE BOTTOM PORTION OF THIS INVOICE NOTICE WITH PAYMENT



**City of Albuquerque**  
PO Box 1293  
Albuquerque, NM 87103

**Date:** 5/25/21  
**Amount Due:** \$50.00  
**Reference NO:** SI-2021-00783  
**Payment Code:** 130  
**Customer NO:** CU-30896925

PETER BUTTERFIELD  
13013 GLENWOOD HILLS CT NE  
ALBUQUERQUE, NM 87111



130 0000SI202100783000993551135534385000000000000050000CU30896925