

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>	
Signature:	Date:
Printed Name:	<input type="checkbox"/> Applicant or <input type="checkbox"/> Agent
FOR OFFICIAL USE ONLY	
Case Numbers:	Project Number
Staff Signature:	
Date:	

City of Albuquerque



DEVELOPMENT REVIEW BOARD APPLICATION

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 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 or IIA (Form S1)	<input type="checkbox"/> Vacation of Private Easement(s) (Form V)
<input type="checkbox"/> 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 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 proposed elimination of 2 lot lines which divide property into 3 lots. I would like to re-plat the property so it is clearly considered as one single lot

APPLICATION INFORMATION		
Applicant: Szu-Han Ho	Phone: 505.977.5457	
Address: 1402 Los Tomases DR NW	Email: sz@szuhanho.net	
City: Albuquerque	State: NM	Zip: 87102
Professional/Agent (if any):	Phone:	
Address:	Email:	
City:	State:	Zip:
Proprietary Interest in Site:	List all owners:	

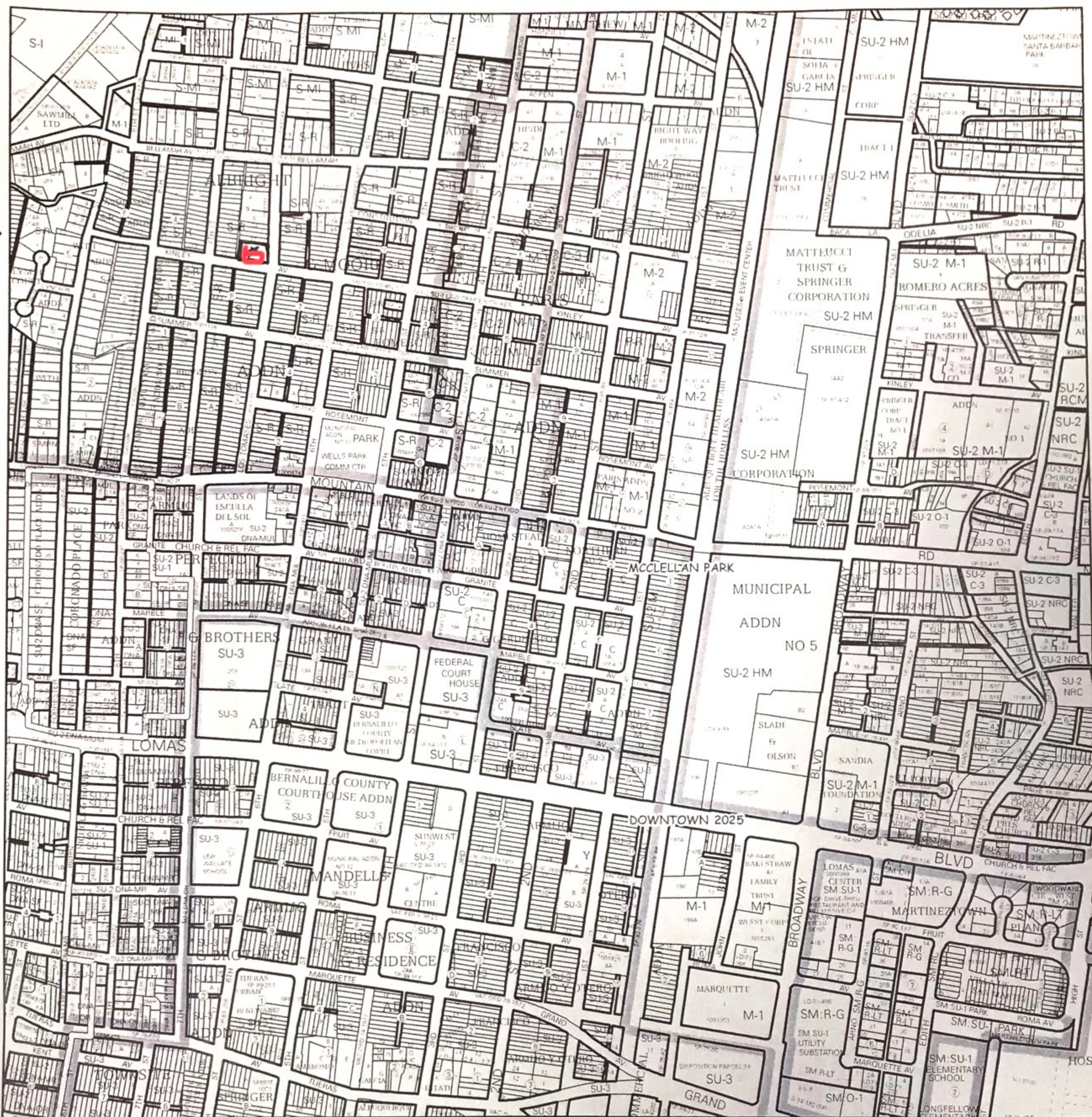
SITE INFORMATION (Accuracy of the existing legal description is crucial! Attach a separate sheet if necessary.)		
Lot or Tract No.: 13, 14, 15	Block: 12	Unit:
Subdivision/Addition: Albright-Moore Addition	MRGCD Map No.:	UPC Code: 101405813141422604
Zone Atlas Page(s): J-14-Z	Existing Zoning: R-1A	Proposed Zoning: R-1A
# of Existing Lots: 3	# of Proposed Lots: 1	Total Area of Site (Acres): 0.23 acres
LOCATION OF PROPERTY BY STREETS corner of Kinley Ave + Los Tomases DR NW		
Site Address/Street: 1402 Los Tomases DR NW	Between:	and:

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


Signature:	Date: 8/27/19
Printed Name: Szu-Han Ho	<input checked="" type="checkbox"/> Applicant or <input type="checkbox"/> Agent

FOR OFFICIAL USE ONLY					
Case Numbers	Action	Fees	Case Numbers	Action	Fees
PS-2019-00079	Sk	\$50			

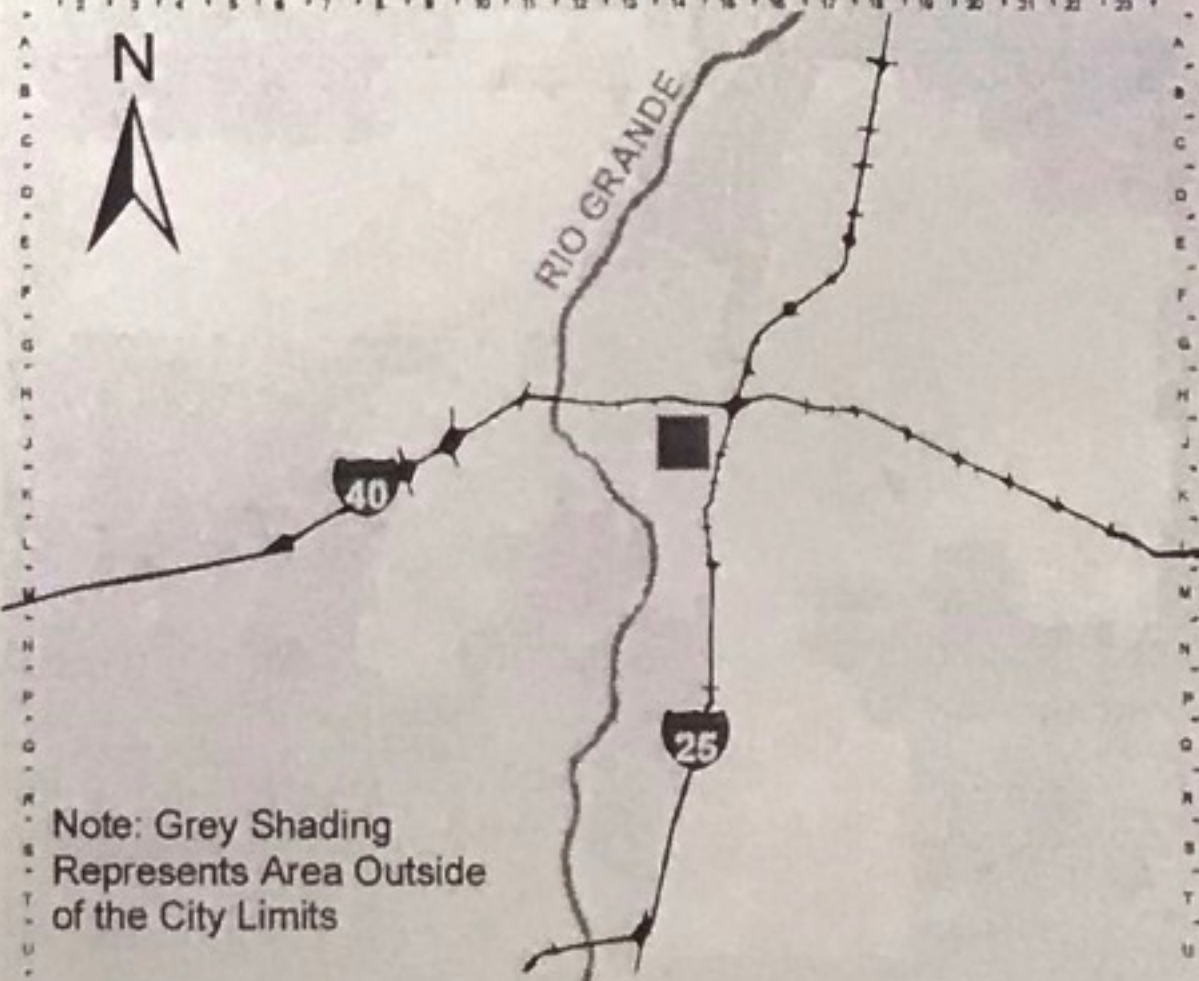
Meeting Date: September 11, 2019	Fee Total: \$50
Staff Signature:	Date: 8-27-19
	Project # PR-2019-002791



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



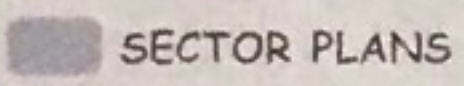
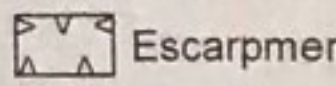
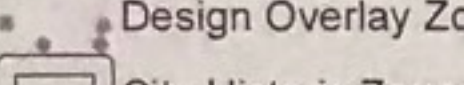
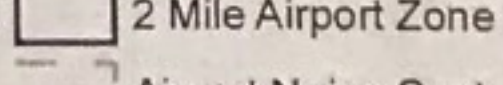
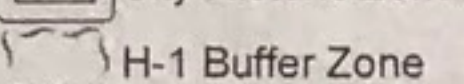
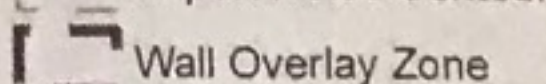
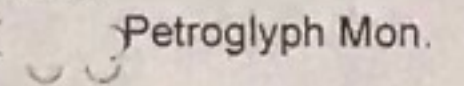
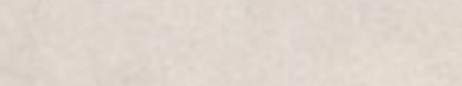
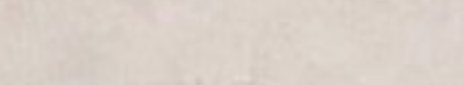
Map amended through: 9/2/2014



Note: Grey Shading Represents Area Outside of the City Limits

Zone Atlas Page:
J-14-Z

Selected Symbols

 SECTOR PLANS	 Escarpment
 Design Overlay Zones	 2 Mile Airport Zone
 City Historic Zones	 Airport Noise Contours
 H-1 Buffer Zone	 Wall Overlay Zone
 Petroglyph Mon.	

0 750 1,500 Feet

SZU-HAN HO

szuhanho.net | sz@szuhanho.net | 505.977.5457

August 26, 2019

To Whom it May Concern,

I am submitting this sketch plat for review by the committee. My property is located at 1402 Los Tomases DR NW in the Sawmill/Wells Park Neighborhood. The main house is my residence, and I am planning to build an artist studio where an existing adobe shed sits in the backyard. This lot was originally platted as 3 separate city lots in 1921. I have been advised by the Zoning/Planning Departments that I need to re-plat the lot so it exists as one single large lot.

With this sketch plat, I am proposing to eliminate the two lot lines that run along the length of the property, in order for the property to be considered one single lot.

Please find attached a one-page drawing which includes:

- 1) Existing Site Plan of the subdivision plat (7 copies), with existing structures.
- 2) Proposed Site Plan with elimination of 2 existing lot lines, with proposed artist studio.

Please do not hesitate to contact me with any questions or comments. Thank you for your time.

Sincerely,

A handwritten signature in black ink, appearing to read 'Szu-Han Ho', written over a horizontal line.

Szu-Han Ho

EXISTING AND PROPOSED SITE PLAN

