



## DEVELOPMENT FACILITATION TEAM (DFT) APPLICATIONS

Effective 12/15/2022

**Please check the appropriate box(es) and refer to supplemental forms for submittal requirements. All fees must be paid at the time of application.**

<b>MISCELLANEOUS APPLICATIONS</b>	<input type="checkbox"/> Extension of Infrastructure List or IIA (Form S3)
<input type="checkbox"/> Site Plan Administrative DFT (Forms P & P2)	<b>PRE-APPLICATIONS</b>
<input type="checkbox"/> Final EPC Sign-off for Master Development/Site Plans - EPC (Form P2)	<input checked="" type="checkbox"/> Sketch Plat Review and Comment (Form S3)
<input checked="" type="checkbox"/> Amendment to Infrastructure List (Form S3)	<input type="checkbox"/> Sketch Plan Review and Comment (Form S3)
<input type="checkbox"/> Temporary Deferral of S/W (Form S3)	<b>APPEAL</b>
<input type="checkbox"/> Extension of IIA: Temp. Def. of S/W (Form S3)	<input type="checkbox"/> Administrative Decision (Form A)

### BRIEF DESCRIPTION OF REQUEST

Proposed Subdivision of Tract C, (approximately 6.7675 ac), Cottonwood Pointe into 3 parcels (C1, C2 and C3). The site is home to an office building that is currently occupied. The site has an approved Site Development Plan for the eastern portion of the site, fronting Eagle Ranch Road. The owner plans to develop this site in the very near future, subject to the proposed subdivision. The western portion of the site is planned to be developed in the future.

The purpose of the subdivision is to subdivide the site into 3 parcels to accommodate Phases 1, 2 and 3.

### APPLICATION INFORMATION

Applicant/Owner: Eagle Vista, LLC Attn. Lance D. Sigmon		Phone: (505) 363-3502
Address: 9201 Montgomery Blvd., NE, Bldg 1		Email: lance@allensigmon.com
City: Albuquerque	State: New Mexico	Zip: 87111-2468
Professional/Agent (if any): WHPacific, Inc. / Rick Beltramo		Phone: (505) 948-7194
Address: 6501 Americas Parkway, NE Suite 400		Email: rick.beltramo@nv5.com
City: Albuquerque	State: New Mexico	Zip: 87110
Proprietary Interest in Site: Consultant	List <u>all</u> owners: Eagle Vista, LLC ???	

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

Lot or Tract No.: Tract C	Block: NA	Unit: NA
Subdivision/Addition: Plat of Tracts A, B & C Cottonwood Pointe	MRGCD Map No.: NA	UPC Code: 101306530811840440
Zone Atlas Page(s): B-13	Existing Zoning: NR-BP	Proposed Zoning NR-BP
# of Existing Lots: 1	# of Proposed Lots: 3	Total Area of Site (Acres): 6.7675

### LOCATION OF PROPERTY BY STREETS

Site Address/Street: 9651 EAGLE RANCH BLVD NW 4 | Between: Irving Blvd. | and: Westside Drive

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

PR-2019-002874

I certify that the information I have included here and sent in the required notice was complete, true, and accurate to the extent of my knowledge.

**Signature:**  **Date:** March 14, 2023

**Printed Name:** Rick Beltramo

Applicant or  Agent

02

- \_\_\_ 4) Letter of authorization from the property owner if application is submitted by an agent
- \_\_\_ 5) Letter describing, explaining, and justifying the deferral or extension
- \_\_\_ 6) Drawing showing the sidewalks subject to the proposed deferral or extension

**INFRASTRUCTURE LIST EXTENSION OR AN INFRASTRUCTURE IMPROVEMENTS AGREEMENT (IIA) EXTENSION**

A Single PDF file of the complete application including all 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 to City Staff using other online resources such as Dropbox or FTP. The PDF shall be organized in the number order below.

- \_\_\_ 1) DFT Application form completed, signed, and dated
- \_\_\_ 2) Form S3 with all the submittal items checked/marked
- \_\_\_ 3) Zone Atlas map with the entire site clearly outlined and labeled
- \_\_\_ 4) Letter of authorization from the property owner if application is submitted by an agent
- \_\_\_ 5) Letter describing, explaining, and justifying the request per IDO Section 14-16-6-4(X)(4)
- \_\_\_ 6) Preliminary Plat or Site Plan
- \_\_\_ 7) Copy of DRB approved Infrastructure List
- \_\_\_ 8) Copy of recorded IIA

**SKETCH PLAT OR SKETCH PLAN REVIEW AND COMMENT**

A Single PDF file of the complete application including all 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 to City Staff using other online resources such as Dropbox or FTP. The PDF shall be organized in the number order below.

- X \_\_\_ 1) DFT Application form completed, signed, and dated
- X \_\_\_ 2) Form S3 with all the submittal items checked/marked
- X \_\_\_ 3) Zone Atlas map with the entire site clearly outlined and labeled
- X \_\_\_ 5) Letter describing, explaining, and justifying the request
- X \_\_\_ 6) Scale drawing of the proposed subdivision plat or Site Plan
- X \_\_\_ 7) Site sketch with measurements showing structures, parking, building setbacks, adjacent rights-of-way, and street improvements, if there is any existing land use

X 8) SITE DEV. PLAN

X 9) FALSE I INFRASTRUCTURE LIST



March 14, 2023

Mr. David S. Campbell  
Development Hearing Officer  
and  
Mr. Ronald R. Bohannon  
Development Hearing Officer

Planning Department  
City of Albuquerque  
600 Second St., NW  
Albuquerque, New Mexico 87102

**Re: TRACT C COTTONWOOD POINTE SUBDIVISION  
SKETCH PLAT REVIEW  
Justification Letter for Subdivision Request**

Mr. David S. Campbell, Mr. Ronald R. Bohannon,

This letter describes, explains, and justifies the request to subdivide Tract C, Cottonwood Pointe Subdivision (6.7675 acres) into 3 parcels. Tract C is located on Eagle Ranch Road, between Irving Blvd. and Westside Drive. An existing office building has been constructed on Tract C as Phase 1 of the development. A portion of Tract C has Site Development Plan approval (see exhibit attached) and is Phase 2. Phase 2 fronts Eagle Ranch Road. The remaining portion of Tract C fronts Irving Blvd. and is planned for future development as Phase 3. The owner desires to build Phase 2 in the near future but needs to separate the uses into separate tracts before starting construction.

Under Phase 1 Access, Drainage, Water and Sanitary Sewer have been extended thru the site to mostly accommodate Phase 1 and future Phases 2 and 3 development. Phase 1 also provided most of the easements necessary to accommodate future Phases 2 and 3. Additional easements will be required with the proposed plat action.

An approved drainage management plan is on file supporting Phases 1 and 2 and accommodating runoff from future Phase 3. A grading plan intended for building permit is also approved for Phase 2. Additional cross lot drainage easements will be required with the proposed plat action.

Water and sewer improvements appear to adequate to serve future Phases 2 and 3. Phases 2 and 3 will need to expand their respective onsite systems. But the shared infrastructure is complete.

Public access for Phases 1, 2 and 3 are accommodated by the concept plat attached. Phases 1 has all the access necessary to support Phase 1. Phase 2 will take access directly from Eagle Ranch Road. Future Phase 3 will take access directly from Irving Blvd. Cross lot access from Tracts 1, 2 and 3 is provided throughout the site via the private drive located along the north boundary.

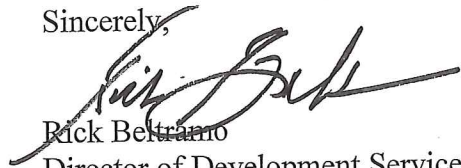
Based on IDO Part 14-16-6(K)(1), Applicability, it appears that the proposed plat qualifies as a Minor Subdivision. No vacation actions are planned. It is requested that Sketch Plat review consider this status.

It looks possible that each phase should be able to build site specific improvements without needing additional easements (other than Phase 2 proposed plat) or improvements on one of the other tracts. The only public improvements known at this time is public sidewalk on Eagle Ranch Road (Phase 2 requirement) or Irving Blvd. (Phase 3 requirement at Site Plan / Building Permit). An Infrastructure List supporting the proposed plat may only be required to include Eagle Ranch Road SW.

An existing Subdivision Improvements Agreement (SIA) is in place supporting Phase 1 that includes constructing sidewalk on Eagle Ranch Road. The sidewalk has yet to be constructed. Minimal additional Public or Private infrastructure will be required for Phase 2. If possible the owner would prefer to retire the existing IL and place a new IL that accepts the Phase 1 improvements and provides a new financial guarantee for Phases 2 and 3 in lieu of the current financial guarantee.

Thank you for your consideration of the request.

Sincerely,



Rick Beltramo  
Director of Development Services  
WH Pacific, Inc.

cc: Lance D. Sigmon, Principal, Allen Sigmon Real Estate group, LLC  
Charlene Mutz, Allen Sigmon Real Estate group, LLC  
John Gallegos, CSTi, Inc.  
Rick Bennett, Architect

**PLAT OF  
LOTS C1, C2, AND C3  
COTTONWOOD POINTE SUBDIVISION**  
BEING A REPLAT OF TRACT C, COTTONWOOD POINTE SUBDIVISION  
WITHIN PROJECTED SECTION 07, T 11 N, R 3 E, N.M.P.M.  
TOWN OF ALBUQUERQUE GRANT  
CITY OF ALBUQUERQUE  
BERNALILLO COUNTY, NEW MEXICO  
NOVEMBER 2022

**LEGAL DESCRIPTION:**

A CERTAIN PARCEL OF LAND SITUATED WITHIN THE TOWN OF ALAMEDA GRANT IN PROJECTED SECTION 7, TOWNSHIP 11 NORTH, RANGE 3 EAST, NEW MEXICO PRINCIPAL MERIDIAN, CITY OF ALBUQUERQUE, BERNALILLO COUNTY, NEW MEXICO, BEING AND COMPRISING OF TRACT C, COTTONWOOD POINTE SUBDIVISION, AS IS SHOWN AND DESIGNATED ON THE PLAT THEREOF, FILED IN THE BERNALILLO COUNTY CLERK'S OFFICE ON MARCH 13, 2001, IN BOOK 2001/C, PAGE 77. SAID TRACT CONTAINS 6.771 ACRES, MORE OR LESS.

**PURPOSE OF PLAT:**

THE PURPOSE OF THIS PLAT IS TO SUBDIVIDE TRACT C INTO 3 LOTS, C1, C2 AND C3 AND TO GRANT EASEMENTS FOR GROSS LOT DRAINAGE AND PRIVATE ACCESS.

**BLANKET EASEMENTS CREATED BY THIS PLAT:**

CROSS LOT DRAINAGE EASEMENT ALLOWING LOTS C1 AND C2 TO DRAIN ACROSS LOT C3.  
CROSS LOT DRAINAGE EASEMENT ALLOWING LOT C1 TO DRAIN ACROSS LOT C2.

**SOLAR COLLECTION NOTE:**

PER SECTION 14-14-4-7 OF THE SUBDIVISION ORDINANCE

NO PROPERTY WITHIN THE AREA OF THIS PLAT SHALL AT ANY TIME BE SUBJECT TO DEED RESTRICTION, COVENANT OR BUILDING AGREEMENT PROHIBITING SOLAR COLLECTORS FROM BEING INSTALLED ON BUILDING OR BEING LOCATED ON THE LOTS OR PARCELS WITHIN THE AREA OF THIS PLAT, IF THE FOREGOING REQUIREMENT SHALL BE A CONDITION TO THE APPROVAL OF THIS PLAT.

**FREE CONSENT AND DEDICATION:**

THE UNDERSIGNED OWNER(S) AND PROPRIETOR(S) OF THE LAND HEREIN DESCRIBED AND BEING COMPRISED OF TRACTS SHOWN HEREON AND HEREBY CONSENT TO THE SUBDIVISION OF THE PROPERTY AS SHOWN AND THE SAME IS WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE UNDERSIGNED OWNER(S) AND/OR PROPRIETOR(S) AND SAID OWNER(S) AND/OR PROPRIETOR(S) WARRANT THAT THEY HOLD AMONG THEM COMPLETE AND INDEFEASIBLE TITLE IN FEE SIMPLE TO THE PARCEL(S) HEREIN DESCRIBED AND HEREBY GRANT ALL EASEMENTS AND DEDICATE ALL RIGHT-OF-WAY OF WAY TO THE CITY OF ALBUQUERQUE IN FEE SIMPLE TITLE WITH WARRANTY COVENANTS, SAID OWNER(S) AND/OR PROPRIETOR(S) DO HEREBY REPRESENT THAT THEY ARE SO AUTHORIZED TO ACT.

I, THE UNDERSIGNED OWNER DO HEREBY SET MY HAND THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

EAGLE VISTA, LLC, A NEW MEXICO LIMITED LIABILITY COMPANY  
5201 MONTGOMERY BLVD, NE BLDG 51  
ALBUQUERQUE, NM 87111-2468

**ACKNOWLEDGMENT:**

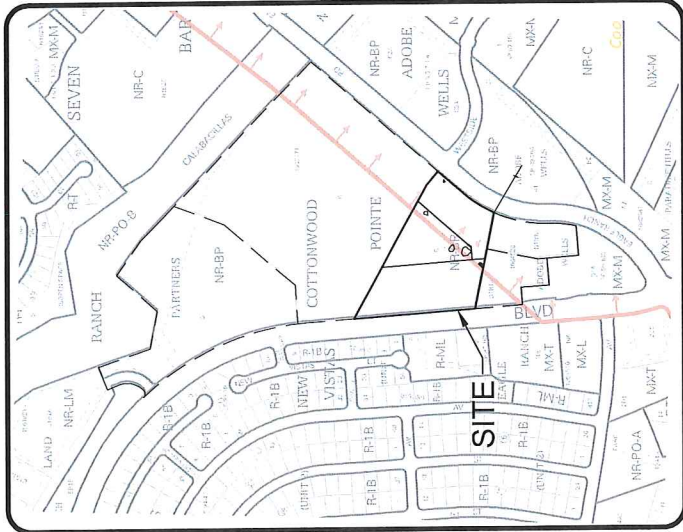
(STATE OF NEW MEXICO) ) ss.  
(COUNTY OF BERNALILLO)

THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022, BY \_\_\_\_\_

NOTARY PUBLIC: \_\_\_\_\_  
MY COMMISSION EXPIRES: \_\_\_\_\_

THIS IS TO CERTIFY THAT TAXES ARE CURRENT AND PAID ON  
UNIFORM PROPERTY CODE # \_\_\_\_\_

BERNALILLO COUNTY TREASURER'S OFFICE: \_\_\_\_\_



**VICINITY MAP (NOT SCALE)**

**DOCUMENTS USED:**

- BOOK 9910, PAGE 7532 (UNDERGROUND EASEMENT- PNM ELECTRIC- 07/27/1999)
- BOOK 2001/C, PAGE 77 (PLAT- TRACTS A, B AND C, COTTONWOOD POINT- 03/13/2001)
- BOOK A21, PAGE 8526 (MAINTENANCE AGREEMENT- AMAFCA- 10/09/2001)
- BOOK A25, PAGE 7525 (RATIFICATION OF PLAT- COTTONWOOD POINT- 04/08/2001)
- BOOK 2017/107330 (PERMANENT EASEMENT- CITY SIDEWALK- 11/08/2017)
- BOOK 2017/107334 (PRIVATE FACILITY DRAINAGE COVENANT- TEMPORARY EROSION CONTROL POND- 11/08/2017)
- BOOK 2017/107333 (PRIVATE FACILITY DRAINAGE COVENANT- 3 PERMANENT FIRST FLUSH PONDS- 11/08/2017)
- BOOK 2017/108226 (PERMANENT EASEMENT- PNM ELECTRIC- 11/13/2017)

**NOTES:**

- BEARINGS ARE GRID BASED—NEW MEXICO STATE PLANE CENTRAL ZONE (NAD 1983)
- ALL DISTANCES SHOWN ARE GROUND DISTANCES.
- ALL BOUNDARY CORNERS IDENTIFIED AS "SET" ARE 5/8" REBAR WITH CAP OR NAIL WITH WASHER, STAMPED "PS 21082", AND DEPICTED AS NOTED UNLESS OTHERWISE INDICATED.
- BEARINGS AND DISTANCES IN ( ) ARE RECORD
- U.C.L.S. LOG NUMBER 00120712160376

**SUBDIVISION DATA:**

DR# \_\_\_\_\_  
ZONE ATLAS INDEX NO. B413  
DATE OF FIELD SURVEY: JULY, 2021  
TOTAL NO. OF TRACTS EXISTING 01  
TOTAL NO. OF LOTS CREATED 03  
TOTAL NO. OF EASEMENTS CREATED 03  
TOTAL ACRES 6.771

**SHEET INDEX**

PAGE 1 COVER  
PAGE 2 SUBDIVISION PLAT

PROJECT NUMBER: _____	DATE
CITY APPROVALS:	DATE
CITY SURVEYOR _____	DATE
TRAFFIC ENGINEERING, TRANSPORTATION DIVISION _____	DATE
UTILITIES DEVELOPMENT _____	DATE
PARKS AND RECREATION DEPARTMENT _____	DATE
A.M.A.F.C.A. _____	DATE
CITY ENGINEER _____	DATE
DRB CHAIRPERSON, PLANNING DEPARTMENT _____	DATE
REAL PROPERTY DIVISION _____	DATE
UTILITY APPROVALS:	DATE
PNM ELECTRIC SERVICES _____	DATE
NEW MEXICO GAS SERVICES _____	DATE
QUEST CORPORATION (D.B.A. CENTURY LINK CO) _____	DATE
COMCAST _____	DATE
NEW MEXICO UTILITIES, INC. _____	DATE

**SURVEYOR'S CERTIFICATE:**

I, DAVID P. ACOSTA, NEW MEXICO PROFESSIONAL SURVEYOR NO. 21082, DO HEREBY CERTIFY THAT THIS PLAT AND THE ACTUAL SURVEY ON THE GROUND UPON WHICH IT IS BASED WAS PERFORMED BY ME OR UNDER MY DIRECT SUPERVISION; MEETS THE MINIMUM REQUIREMENTS FOR MONUMENTATION AND SURVEYS OF THE CITY OF ALBUQUERQUE SUBDIVISION ORDINANCE. SHOWS ALL EASEMENTS ON SUBJECT TRACT(S) AS SHOWN ON THE PLAT OF RECORD OR MADE KNOWN TO ME BY THE OWNER(S). UTILITY COMPANIES OR OTHER PARTIES EXPRESSING AN INTEREST; MEETS THE MINIMUM REQUIREMENTS FOR SURVEYING IN NEW MEXICO AS ADOPTED BY THE NEW MEXICO BOARD OF PROFESSIONAL ENGINEERS AND SURVEYORS EFFECTIVE MAY 1, 2007; AND THAT THIS SURVEY IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

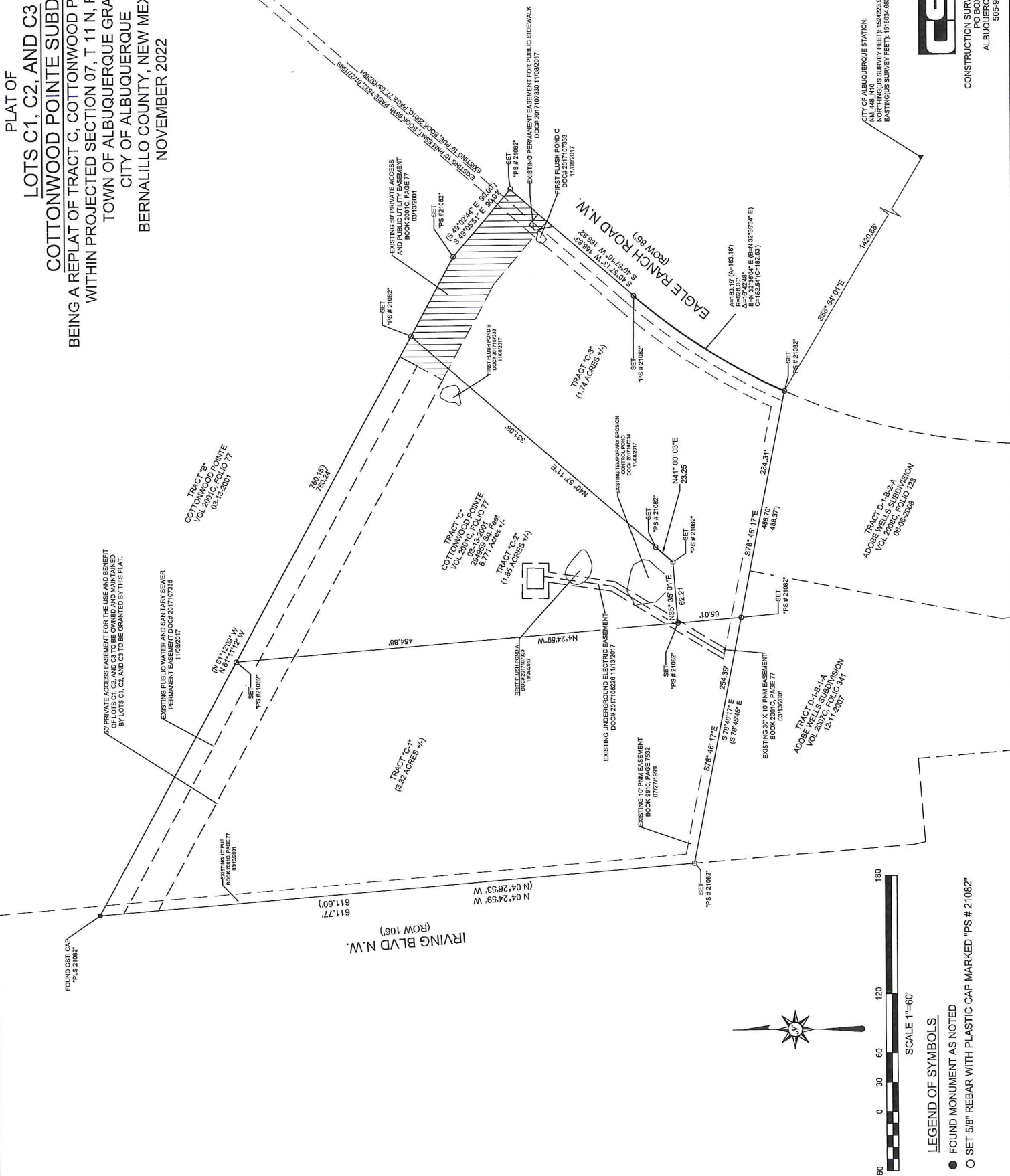
DAVID P. ACOSTA, NEW MEXICO PROFESSIONAL SURVEYOR NO. 21082  
  
 12-13-2022  
 DATE



CONSTRUCTION SURVEY TECHNOLOGIES, INC  
 100 PO BOX 6303  
 ALBUQUERQUE, NM 87193  
 505-917-8821

06

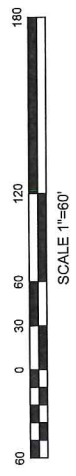
PLAT OF  
**LOTS C1, C2, AND C3**  
**COTTONWOOD POINTE SUBDIVISION**  
 BEING A REPLAT OF TRACT C, COTTONWOOD POINTE SUBDIVISION  
 WITHIN PROJECTED SECTION 07, T 11 N, R 3 E, N.M.P.M.  
 TOWN OF ALBUQUERQUE GRANT  
 CITY OF ALBUQUERQUE  
 BERNALILLO COUNTY, NEW MEXICO  
 NOVEMBER 2022



CITY OF ALBUQUERQUE STATION:  
 NORTHING SURVEY FEET: 154223.837  
 EASTING SURVEY FEET: 1518034.682



CONSTRUCTION SURVEY TECHNOLOGIES, INC  
 P.O. BOX 85395  
 ALBUQUERQUE, NM 87193  
 505-917-8921



**LEGEND OF SYMBOLS**

- FOUND MONUMENT AS NOTED
- SET 5/8" REBAR WITH PLASTIC CAP MARKED "PS # 21082"







Date Submitted 6-14-17  
 Date Site Plan Approved \_\_\_\_\_  
 Date Preliminary Plat Approved \_\_\_\_\_  
 Date Preliminary Plat Expires \_\_\_\_\_  
 DRB Project No. 1000771  
 DRB Application No. 17 DRB 70030

FIGURE 12

INFRASTRUCTURE LIST

EXHIBIT "A"  
 TO SUBDIVISION IMPROVEMENTS AGREEMENT  
 DEVELOPMENT REVIEW BOARD (D.R.B.) REQUIRED INFRASTRUCTURE LIST

EAGLE RANCH RETAIL  
 PROPOSED NAME OF ~~DEVELOPER~~ SITE DEVELOPMENT PLAN  
 TRACT C, COTTONWOOD POINT SUBDIVISION  
 EXISTING LEGAL DESCRIPTION PRIOR TO PLATTING ACTION

Following is a summary of PUBLIC/PRIVATE Infrastructure required for the above development. This listing is not necessarily a complete listing. During the SIA process and/or in the review of the construction drawings, if the DRC Chair determines that apparatus items and/or unforeseen items have not been included in the infrastructure listing, the DRC Chair may include those items in the listing and related financial guarantee. Likewise, if the DRC Chair determines that apparatus or non-essential items can be deleted from the listing, those items may be deleted as well as the related portions of the financial guarantees. All such revisions require approval by the DRC Chair, the User Department and agent/owner. If such approvals are obtained, these revisions to the listing will be incorporated administratively. In addition any unforeseen items which arise during construction which are necessary to complete the project and which normally are the Subdivider's responsibility will be required as a condition of project acceptance and close out by the City.

Financially Guaranteed DRC #	Constructed Under DRC #	Size	Type of Improvement	Location	From	To	Construction Certification	
							Inspector	City Enst Engineer
		8 INCH	PUBLIC WATERLINE	20' WATER EASEMENT	IRVING BLVD NW	735' SOUTHEAST TO EXIST 8" WATER	/	/
		6' WIDE	PUBLIC SIDEWALK	IRVING BLVD NW	SOUTH PROP LINE	NORTH PROP LINE	/	/
		5' WIDE	PUBLIC SIDEWALK	EAGLE RANCH RD NW	SOUTH PROP LINE	NORTH PROP LINE	/	/
							/	/
							/	/
							/	/
							/	/
							/	/
							/	/
							/	/

ORIGINAL

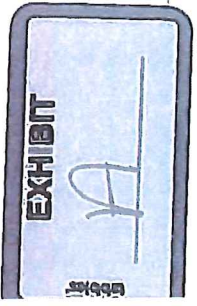


EXHIBIT B PAGE 1 I.L.

The items listed below are on the CCIP and approved for Impact Fee credits. Signatures from the Impact Fee Administrator and the City User Department is required prior to DRE approval of this listing. The items listed below are subject to the standard SIA requirements.

Financially Guaranteed DRC #	Constructed Under DRC #	Size	Type of Improvement	Location	From	To	Construction Certification		Approval of Creditable Items:	Date
							Inspector	P.E.		

**NOTES**

If the site is located in a floodplain then the financial guarantee will not be released until the LOMR is approved by FEMA.  
 Street lights per City requirements.

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

**AGENT / OWNER** DEVELOPMENT REVIEW BOARD MEMBER APPROVALS

**RICK BENNETT**  
 NAME (print)  
**RBA ARCHITECTURE PC**  
 FIRM  
 SIGNATURE - date

*[Signature]* 6-14-17  
 DRB CHAIR - date  
*[Signature]* 6/14/17  
 TRANSPORTATION DEVELOPMENT J date  
*[Signature]* 6/14/17  
 UTILITY DEVELOPMENT - date  
*[Signature]* 6/14/17  
 CITY ENGINEER - date

\_\_\_\_\_ PARKS & RECREATION - date  
 \_\_\_\_\_ AMAFCA - date  
 \_\_\_\_\_ - date  
 \_\_\_\_\_ - date

**DESIGN REVIEW COMMITTEE REVISIONS**

REVISION	DATE	DRC CHAIR	USER DEPARTMENT	AGENT / OWNER