



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>SUBDIVISIONS</b>	<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 type="checkbox"/> Minor – Preliminary/Final Plat (Form S2)	<b>MISCELLANEOUS APPLICATIONS</b>	<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)	<b>PRE-APPLICATIONS</b>
<input type="checkbox"/> Extension of Preliminary Plat (Form S1)	<input type="checkbox"/> Temporary Deferral of SW (Form V2)	<input checked="" type="checkbox"/> Sketch Plat Review and Comment (Form S2)
	<input type="checkbox"/> Sidewalk Waiver (Form V2)	
<b>SITE PLANS</b>	<input type="checkbox"/> Waiver to IDO (Form V2)	<b>APPEAL</b>
<input type="checkbox"/> DRB Site Plan (Form P2)	<input type="checkbox"/> Waiver to DPM (Form V2)	<input type="checkbox"/> Decision of DRB (Form A)
<b>BRIEF DESCRIPTION OF REQUEST</b>		
Review and comment on subdivision of lot into 2 lots		

<b>APPLICATION INFORMATION</b>		
Applicant: Clearbrook Investments, Inc.		Phone:
Address: 8801 Jefferson St. N.E., #A		Email: scotth@stillbrooke.com
City: Albuquerque	State: NM	Zip: 87113
Professional/Agent (if any): Ron Hensley / THE Group		Phone: 505-410-1622
Address: 300 Branding Iron Rd. S.E.		Email: ron@thegroup.cc
City: Rio Rancho, NM	State: NM	Zip: 87124
Proprietary Interest in Site: None		List all owners:
<b>SITE INFORMATION (Accuracy of the existing legal description is crucial! Attach a separate sheet if necessary.)</b>		
Lot or Tract No.: Lot 31, Tract 1	Block: 16	Unit: 3
Subdivision/Addition: NORTH ALBUQUERQUE ACRES	MRGCD Map No.:	UPC Code: 102006502406930202
Zone Atlas Page(s): B-20	Existing Zoning: R1-D	Proposed Zoning: MX-M
# of Existing Lots: 1	# of Proposed Lots: 2	Total Area of Site (Acres): 0.8864
<b>LOCATION OF PROPERTY BY STREETS</b>		
Site Address/Street: 8321 GLENDALE	Between: BARSTOW	and: VENTURA
<b>CASE HISTORY (List any current or prior project and case number(s) that may be relevant to your request.)</b>		

Signature: <i>Ron Hensley</i>		Date: 4/21/20
Printed Name: RON HENSLEY / THE GROUP		<input type="checkbox"/> Applicant or <input checked="" type="checkbox"/> Agent
<b>FOR OFFICIAL USE ONLY</b>		
Case Numbers	Action	Fees
PS-2020-00041	SK	\$50
Meeting Date: April 29, 2020		Fee Total: \$50
Staff Signature: <i>Vanessa A Segura</i>		Date: 4/21/2020
		Project # PR-2020-003661

## 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](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. 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

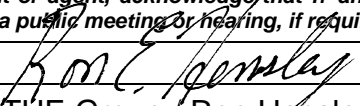

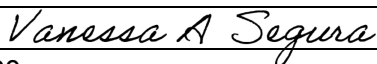
### ☐ MINOR SUBDIVISION PRELIMINARY/FINAL PLAT APPROVAL

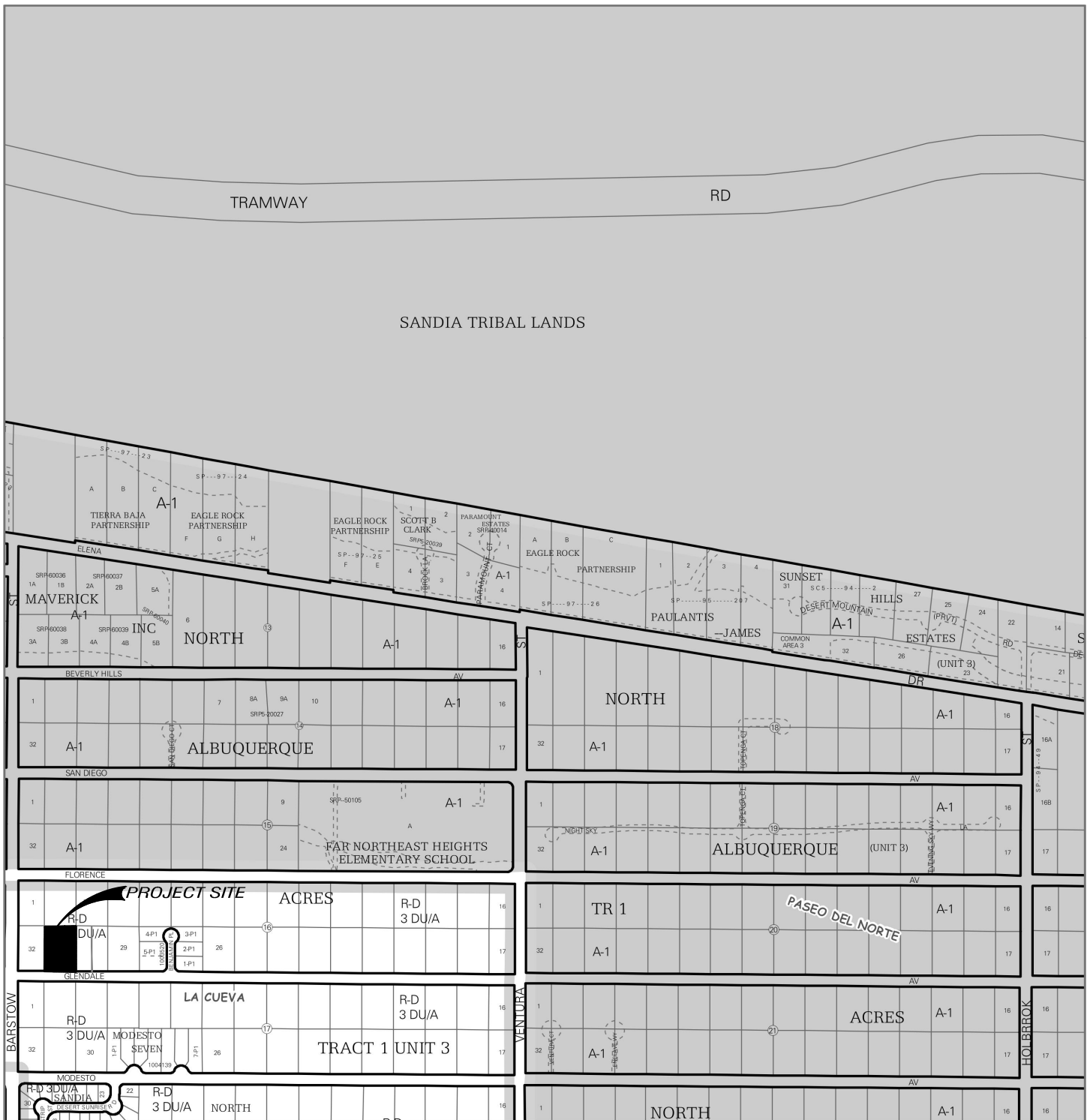
- ☐ Letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-6(I)
- ☐ Sites 5 acres or greater: Archaeological Certificate in accordance with IDO Section 14-16-6-5(A)
- ☐ Form DRWS Drainage Report, Grading and Drainage Plan, and Water & Sewer Availability Statement 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

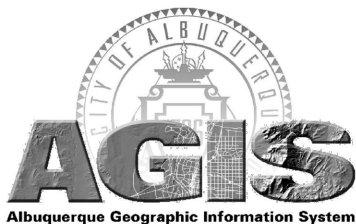
- ☐ Letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-4(X)(2)
- ☐ Original Preliminary Plat, Infrastructure List, and/or Grading Plan (7 copies, folded)
- ☐ Proposed Amended Preliminary Plat, Infrastructure List, and/or Grading Plan (7 copies, folded)

**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.**

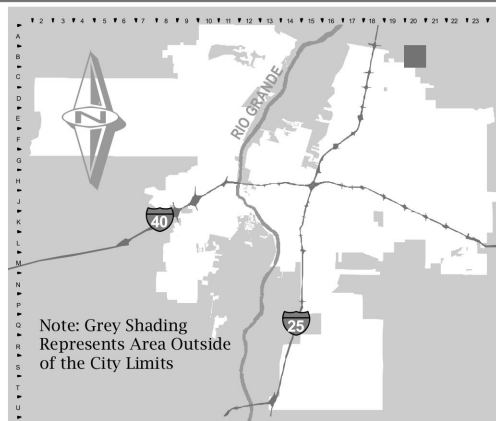
<b>I, the applicant or agent, acknowledge that if any required information is not submitted with this application, the application will not be scheduled for a public meeting or hearing, if required, or otherwise processed until it is complete.</b>		
Signature: 	Date: 4/21/20	
Printed Name: THE Group / Ron Hensley	<input type="checkbox"/> Applicant or <input checked="" type="checkbox"/> Agent	
<b>FOR OFFICIAL USE ONLY</b>		
Case Numbers: PS-2020-00041	Project Number: PR-2020-003661	
		
		Staff Signature: 
		Date: 4/21/2020



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



Map amended through: 6/5/2009



Zone Atlas Page:

**B-20-Z**

Selected Symbols

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

0 750 1,500 Feet



**T**he **H**ENSLEY **E**NGINEERING **G**ROUP

April 21, 2020

DRB Chair

City of Albuquerque

PO Box 1293

Albuquerque, NM 87103

Re: 8321 Glendale – Sketch Plat

Attached Sketch Plat submittal for a subdivision located within zone atlas pages B-20.

The subdivision is a replat of “Lot 31, Block 16, Tract 1, Unit 3 North Albuquerque Acres” and is located at 8321 Glendale Ave. near Barstow St. The plat would create 2 lots from the existing lot.

As agent for the owners, we are requesting comment on the City requirements to approve the proposed subdivision. Please contact me at 410-1622 or via email if you have any questions or comments.

Sincerely,

Ron E. Hensley P.E.

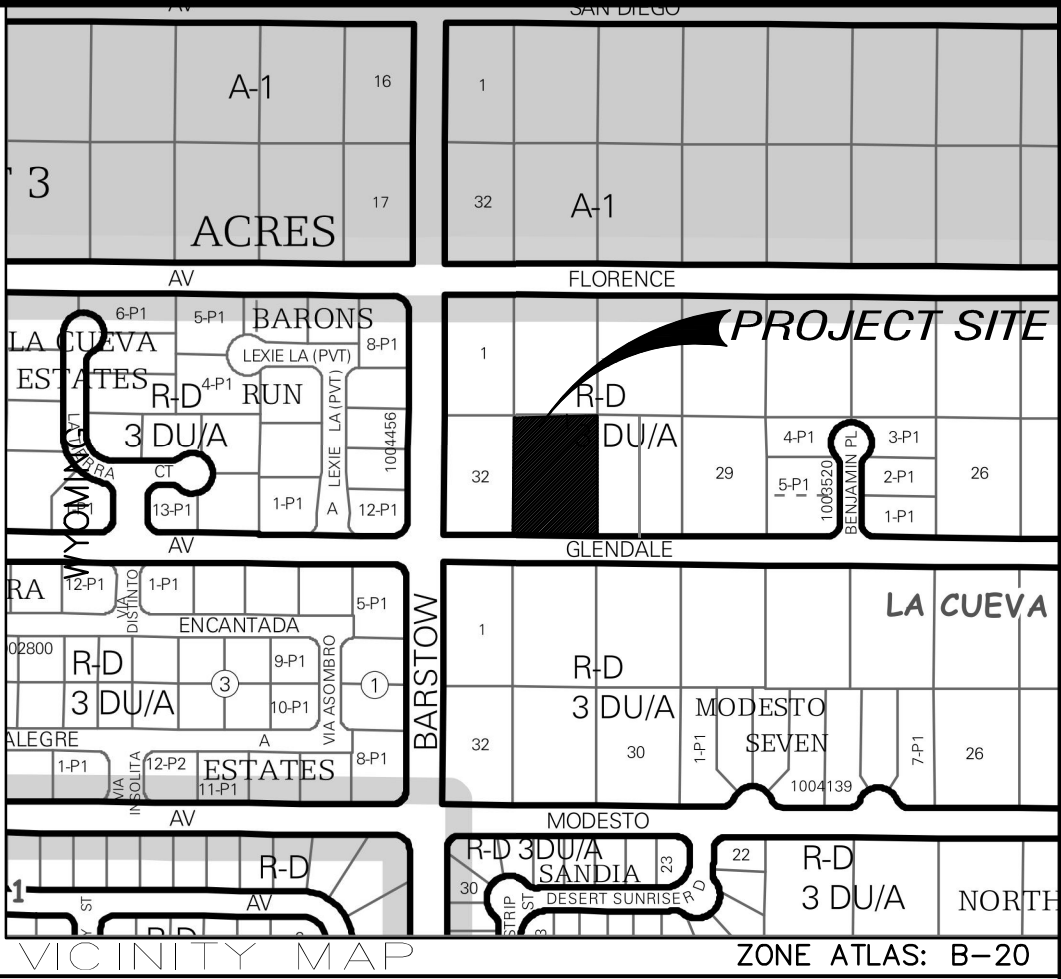
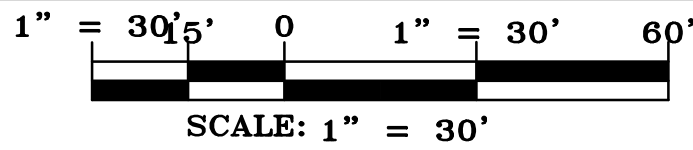
[ron@thegroup.cc](mailto:ron@thegroup.cc)





LOT 31A  
19196.58 SQ FT  
0.44 ACRES

LOT LOT 31B  
19134.69 SQ FT  
0.44 ACRES



**LEGAL DESCRIPTION**  
**GLENDALE SUBDIVISION**  
(REPLAT OF LOT 3, BLOCK 16, TRACT 1, UNIT 3)  
**WITHIN NORTH ALBUQUERQUE ACRES**  
**CITY OF ALBUQUERQUE**  
**BERNALILLO COUNTY, NEW MEXICO**

SCALE: NONE

**8321 GLENDALE**  
**SKETCH PLAT**

**THE Group**  
300 Branding Iron Rd. SE  
Rio Rancho, New Mexico 87124  
Phone: (505) 410-1622