

**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
- n/a Copy of the Official Notice of Decision associated with the prior approval **NOD could not be located**
- 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

<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>	
<p>Signature: </p>	<p>Date: <b>May 8, 2020</b></p>
<p>Printed Name: <b>Laura Anderson, AIA, NCARB</b></p>	<p><input type="checkbox"/> Applicant or <input checked="" type="checkbox"/> Agent</p>
<p><b>FOR OFFICIAL USE ONLY</b></p>	
<p>Project Number: <b>PR-2020-003775</b></p>	<p>Case Numbers: <b>SI-2020-00285</b></p>
<p>Staff Signature:</p>	
<p>Date:</p>	



# DEVELOPMENT REVIEW APPLICATION

Effective 4/17/19

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: <b>City of Albuquerque Fire Department</b>		Phone: <b>(505) 768-3530</b>
Address: <b>4901 Prospect Ave NE / 2510 Quincy St NE</b>		Email: <b>jessevaldez@cabq.gov</b>
City: <b>Albuquerque</b>	State: <b>NM</b>	Zip: <b>87110</b>
Professional/Agent (if any): <b>Studio Southwest Architects, Attn: Laura Anderson</b>		Phone: <b>(505) 843-9639</b>
Address: <b>2101 Mountain Rd NW</b>		Email: <b>Landerson@studioswarch.com</b>
City: <b>Albuquerque</b>	State: <b>NM</b>	Zip: <b>87104</b>
Proprietary Interest in Site:	List <u>all</u> owners:	

### BRIEF DESCRIPTION OF REQUEST

**Expansion of parking spaces from 27 spaces to 31 spaces and new fencing for added security. See Letter of Justification.**

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

Lot or Tract No.: <b>1 LT1-B-7 BLK VIDAS ADD, BEING REPLAT OF PORTION LT1-B-2 BLK 1 CONT</b>		
Subdivision/Addition:	MRGCD Map No.:	UPC Code: <b>101705944620441501</b>
Zone Atlas Page(s): <b>H-17-Z</b>	Existing Zoning: <b>NR-SU</b>	Proposed Zoning:
# of Existing Lots:	# of Proposed Lots:	Total Area of Site (acres): <b>1.24</b>

### LOCATION OF PROPERTY BY STREETS

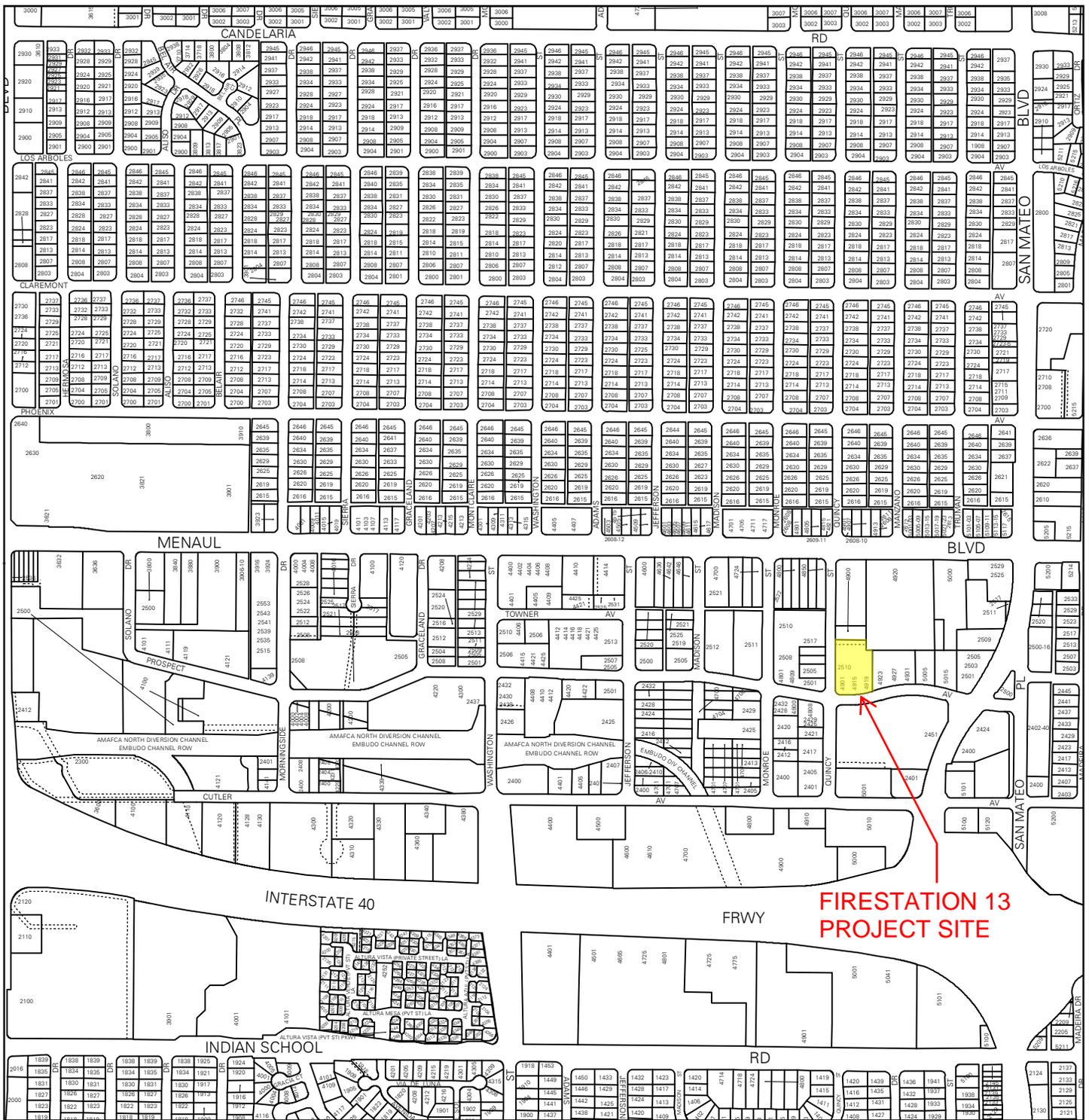
Site Address/Street: **Prospect /Quincy** Between: **Menaul** and: **Cutler**

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

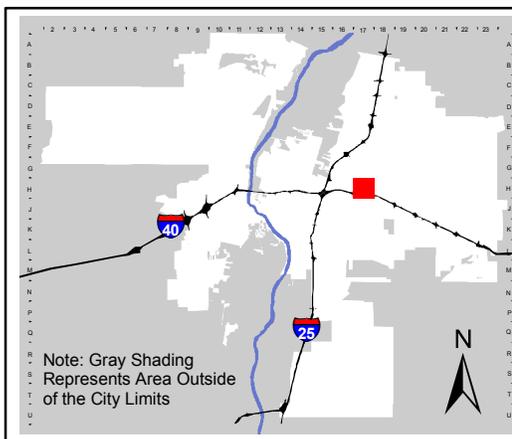
Signature: 	Date: <b>May 8, 2020</b>
Printed Name: <b>Laura Anderson, AIA, NCARB</b>	<input type="checkbox"/> Applicant or <input checked="" type="checkbox"/> Agent

### FOR OFFICIAL USE ONLY

Case Numbers	Action	Fees	Case Numbers	Action	Fees
<b>SI-2020-00285</b>	<b>AA</b>				
Meeting/Hearing Date:			Fee Total:		
Staff Signature:		Date:	Project # <b>PR-2020-003775</b>		



For more current information and details visit: [www.cabq.gov/gis](http://www.cabq.gov/gis)

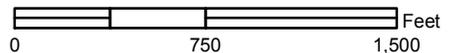
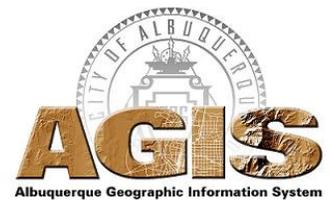


Address Map Page:

**H-17-Z**

Map Amended through:  
3/17/2017

These addresses are for informational purposes only and are not intended for address verification.



Notice of Decision could not be located.



# City of Albuquerque

Department of Municipal Development

Timothy M Keller, Mayor

## Interoffice Memorandum

May 12, 2020

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**To:** Maggie Gould, [mgould@cabq.gov](mailto:mgould@cabq.gov)  
City of Albuquerque – Administrative Amendment  
600 2<sup>nd</sup> ST NW  
Albuquerque NM 87102

**From:** Jesse Valdez, DMD Project Manager

**Subject:** Letter of Authorization

To Whom it May Concern:

We, City of Albuquerque, hereby authorize our agent Studio Southwest Architects to complete and submit the documents requested by the Administrative Amendment Office for the City of Albuquerque Fire Station 13 Parking Lot Expansion and Fencing.

Respectfully,

*Jesse Valdez*

Jesse Valdez  
Construction Project Manager

**c:**



May 8, 2020

Maggie Gould, [mgould@cabq.gov](mailto:mgould@cabq.gov)  
 City of Albuquerque – Administrative Amendment  
 600 2<sup>nd</sup> ST NW  
 Albuquerque NM 87102

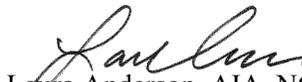
RE: Letter of Justification

To Whom it May Concern:

Studio Southwest Architects is submitting a Development Review Application for the City of Albuquerque Fire Department’s Fire Station 13 Parking Lot Expansion and Fencing project. Also, the NOD could not be located online so is not included in this application. The scope of work consists of increasing the existing parking lots from 27 total existing spaces to 31 total spaces (17 spaces on the north parking area and 10 spaces on the south parking area), with reserved spaces dedicated to the City of Albuquerque satellite parking. Two existing parking spaces will be removed from the north parking area to install the gate operator system for the new Slider Gate bringing the parking spaces to 15. 6 spaces will be added to the south parking area bringing it to 16 total spaces. The expansion of the south parking lot will consist of removing unused gravel at two sides of the parking area to add paving for the 6 new parking spaces and replacing the existing sidewalk. The existing handicap space will remain in the south parking area but will be aligned with the existing spaces near the building. The scope also includes expanding the existing 6’ fence boundary line to encompass the southwest area of the site for added security around the new parking spaces. Also included is revised 6’ fencing at the North Parking Lot for the installation of a new electrical access control gate. The COA Zoning Department has issued a Small Wall/Fence Permit (CEP-2020-000599) for the 6’ fencing portion of work.

	<b>Total Site: 1.242 acres (54,101.52 sq. ft.)</b>	<b>Existing Parking and sidewalk 25,444 sq. ft.</b>
<b>New Parking spaces: 3,311 sq. ft.</b>	0.061% increase	13% increase

Respectfully,



2020.05.08 15:53:11-06'00'  
 Laura Anderson, AIA, NCARB, ICC  
 Senior Architect

Cc: Del Dixon, Senior Principal Architect

File: \\sswafs2\projects\1913 coa city-wide arch sves\1913.05 fire station 13 parking lot expansion and fencing\80-archived submittals\administrative amendment docs\letter of justification.docx