



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 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"/> Alternative Landscaping Plan (Form P3)	<input type="checkbox"/> Wireless Telecommunications Facility Waiver (Form W2)	<input type="checkbox"/> Amendment to Zoning Map – Council (Form Z)
		Appeals
		<input type="checkbox"/> Decision by EPC, DHO, LC, ZHE, or City Staff (Form A)

APPLICATION INFORMATION

Applicant:		Phone:
Address:		Email:
City:	State:	Zip:
Professional/Agent (if any):		Phone:
Address:		Email:
City:	State:	Zip:
Proprietary Interest in Site:	List <u>all</u> owners:	

BRIEF DESCRIPTION OF REQUEST

--

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


Lot or Tract No.:	Block:	Unit:
Subdivision/Addition:	MRGCD Map No.:	UPC Code:
Zone Atlas Page(s):	Existing Zoning:	Proposed Zoning:
# of Existing Lots:	# of Proposed Lots:	Total Area of Site (acres):

LOCATION OF PROPERTY BY STREETS

Site Address/Street:	Between:	and:
----------------------	----------	------

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

--

Signature: 	Date:
Printed Name:	<input type="checkbox"/> Applicant or <input type="checkbox"/> Agent

FOR OFFICIAL USE ONLY

Case Numbers	Action	Fees	Case Numbers	Action	Fees

Meeting/Hearing Date:	Fee Total:
Staff Signature:	Date: Project #

FORM P3: ADMINISTRATIVE DECISIONS AND MINOR AMENDMENTS**_ ARCHAEOLOGICAL CERTIFICATE**

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 to City Staff using other online resources such as Dropbox or FTP. *The PDF shall be organized in the number order below.*

- ___ 1) Development Review application form completed, signed, and dated
- ___ 2) Form P3 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) Archaeological Compliance Form with property information section completed
- ___ 6) 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

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 to City Staff using other online resources such as Dropbox or FTP. *The PDF shall be organized in the number order below.*

- ___ 1) Development Review application form completed, signed, and dated
- ___ 2) Form P3 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) Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-4(Y)(2)
- ___ 6) The approved Site Plan being amended
- ___ 7) Copy of the Official Notice of Decision associated with the prior approval
- ___ 8) The proposed Site Plan, with changes circled and noted

Refer to the Site Plan Checklist for information need on the proposed Site Plan

Minor Amendments be within the thresholds established in IDO Table 6-4-4. 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

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 to City Staff using other online resources such as Dropbox or FTP. *The PDF shall be organized in the number order below.*

- ___ 1) Development Review application form completed, signed, and dated
- ___ 2) Form P3 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) Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-4(Z)(1)(a)
- ___ 6) The approved Site Plan being amended
- ___ 7) Copy of the Official Notice of Decision associated with the prior approval
- ___ 8) The proposed Site Plan, with changes circled and noted

Refer to the Site Plan Checklist for information need on the proposed Site Plan

Minor Amendments be within the thresholds established in IDO Table 6-4-4. Any amendment beyond these thresholds is considered a Major Amendment and must be processed through the original decision-making body for the request

_ ACCELERATED EXPIRATION OF SITE PLAN

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 to City Staff using other online resources such as Dropbox or FTP. *The PDF shall be organized in the number order below.*

- ___ 1) Development Review application form completed, signed, and dated
- ___ 2) Form P3 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) Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-5(C)(3)(b)
- ___ 6) Site Plan to be Expired

_ ALTERNATIVE SIGNAGE PLAN

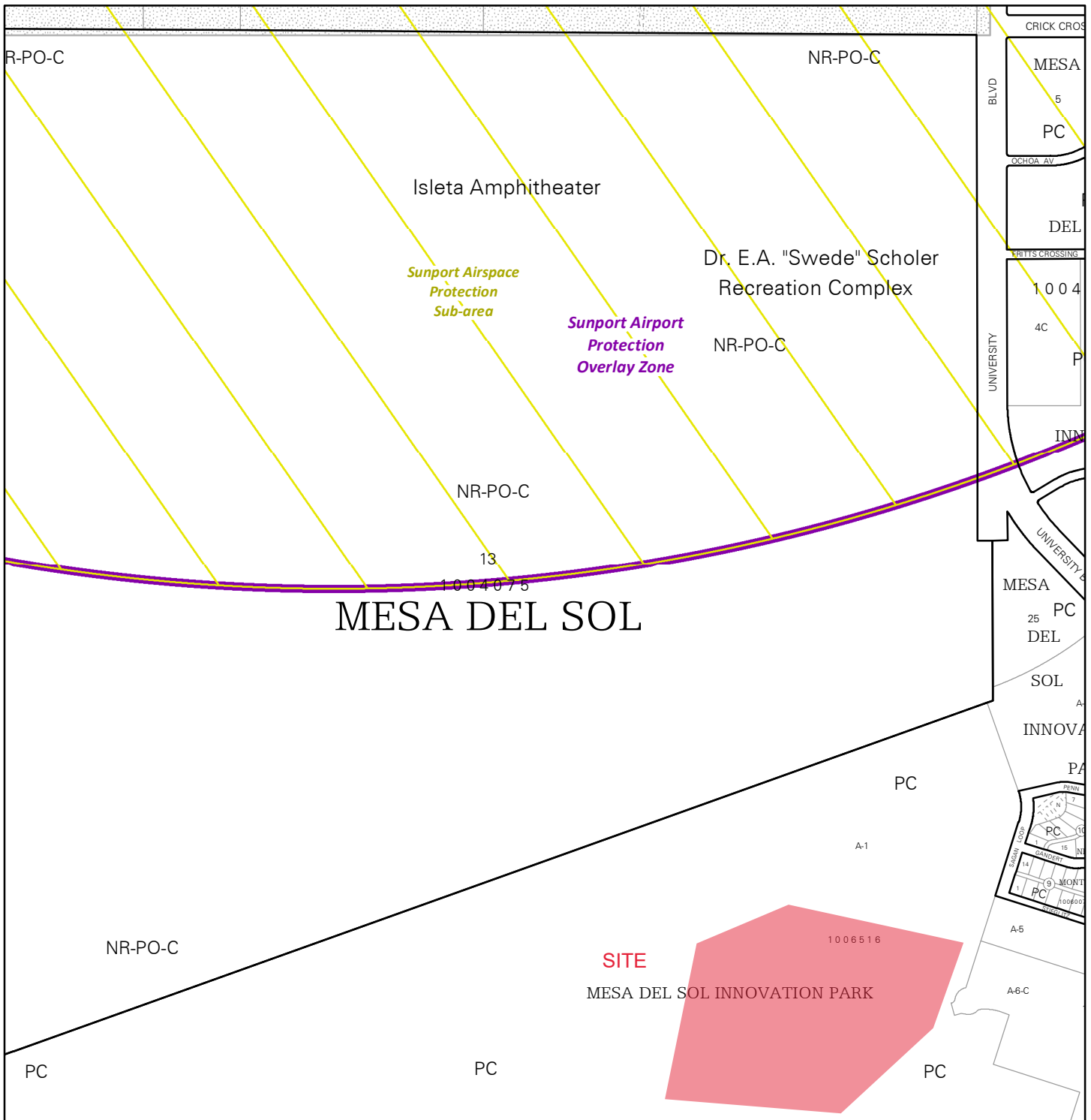
A Single PDF file of the complete application including all documents being submitted must be emailed to PLNDRS@cabq.gov prior to making a submittal. Zipped files or those over 9 MB cannot be delivered via email, in which case the PDF must be provided to City Staff using other online resources such as Dropbox or FTP. The PDF shall be organized in the number order below.

- 1) Development Review application form completed, signed, and dated
- 2) Form P3 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) Proposed Alternative Signage Plan compliant with IDO Section 14-16-5-12(F)(5)
- 6) Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-5(C)(3)(b)
- 7) Sign Posting Agreement
- 8) Required Content of Notice at Submittal per IDO Section 14-16-6-4(K)(1)
 - Office of Neighborhood Coordination notice inquiry response
 - Completed notification form(s), proof of additional information provided in accordance with IDO Section 6-4(K)(1)(b)
 - Proof of emailed notice to affected Neighborhood Association representatives

_ ALTERNATIVE LANDSCAPING PLAN


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 to City Staff using other online resources such as Dropbox or FTP. The PDF shall be organized in the number order below.

- 1) Development Review application form completed, signed, and dated
- 2) Form P3 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) Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-5-6(C)(16)
- 6) Landscape Plan

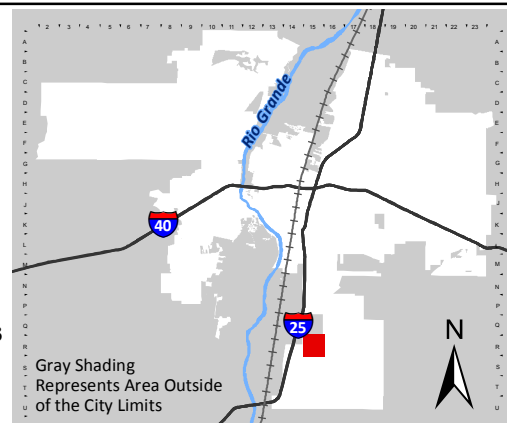


For more details about the Integrated Development Ordinance visit: <http://www.cabq.gov/planning/codes-policies-regulations/integrated-development-ordinance>

IDO Zone Atlas May 2018











IDO Zoning information as of May 17, 2018
The Zone Districts and Overlay Zones are established by the Integrated Development Ordinance (IDO).



Gray Shading Represents Area Outside of the City Limits

Zone Atlas Page:
R-15-Z

-  Easement
-  Escarpment
-  Petroglyph National Monument
-  Areas Outside of City Limits
-  Airport Protection Overlay (APO) Zone
-  Character Protection Overlay (CPO) Zone
-  Historic Protection Overlay (HPO) Zone
-  View Protection Overlay (VPO) Zone

0 250 500 1,000 Feet

DHO

City of Albuquerque
600 2nd Street NW
Albuquerque, NM 87102

RE: Agent Authorization Letter – DHO Processing Montage Unit 6

Dear Development Hearing Officer:

Please find this letter as Authorization for the DHO action of the Preliminary Plat and all subsequent Platting and subdividing, and site plan approvals of Tract A-1-A-3 and A-1-A-4 Mesa del Sol Innovation Park.

These actions will be represented by the following entities:

SC3 Development, LLC – Ron Brown or other designated members.

Huitt-Zollars, Inc – Scott Eddings or other designated members.

Questa Del Oro, LLC – Tim McNaney or other designated members.

Feel free to contact me if you have any questions or concerns.

Questa Del Oro, LLC

Respectfully,

By:



Tim McNaney, Member
Questa Del Oro, LLC

SC3 DEVELOPMENT

Mr. Steve Chavez
SC3 Development
4020 Vassar Drive Northeast Suite H,
Albuquerque, New Mexico, 87107

August 2nd, 2023

Development Hearing Officer (DHO)
City of Albuquerque
600 2nd St NW
Albuquerque, NM 87102

Re: Preliminary Plat Montage Unit Six

Scott Eddings of Huitt-Zollars is authorized to represent Mesa del Sol Development LLC in the application to replat Tract A-1-A-4 into Tracts A-1-A-4-A and A-1-A-4-B for the purposes of extending Dibenkorn through Tract A-1-A-4.

MDS Investments, LLC

Respectfully,

By: 
Steven B Chavez, Authorized Signatory



City of Albuquerque
P.O. Box 1293 Albuquerque, NM 87103
Planning Department
Alan Varela, Director

Tim Keller, Mayor
Sarita Nair, CAO

DATE: 8/17/23

SUBJECT: Albuquerque Archaeological Ordinance - Compliance Documentation

Case Number(s): PR-2021-005745/AKA PR-2020-004138/PS-2023-00140-Sketch Plat
Agent: Scott Eddings, Huitt-Zollars, Inc
Applicant: Cuesta Del Oro, LLC & MDS Investments, LLC
Legal Description: Tracts A-1-A-3 and A-1-A-4
Zoning: PC
Acreage: 22.0366
Zone Atlas Page(s): R-15

CERTIFICATE OF NO EFFECT: Yes No

CERTIFICATE OF APPROVAL: Yes No

SUPPORTING DOCUMENTATION:

SITE VISIT:

RECOMMENDATIONS:

SUBMITTED BY:

SUBMITTED TO:

Jay Rodenbeck, Planning Manager
COA Planning Development Services

Date



DEVELOPMENT FACILITATION TEAM

Planning Comments

HEARING DATE: 8/16/23 -- **AGENDA ITEM:** DFT #8

Project Number: PR-2021-005745 AKA PR-2020-004138

Application Number: PS-2023-00140

Project Name: Montage Unit 6 (MdS)

Request: The sketch plat reference below is incorrect for Montage 6. It is reflecting Montage 5 info.
Sketch Plat: Subdivision of an existing tract into 172 lots, 10 alley tracts, and 23 parcels

**These are preliminary Planning comments. Additional reviews and/or revised comments may be needed for any modifications and/or supplemental submittals.*

COMMENTS: The info highlighted below is correctly reflected for Montage 6

- This Sketch Plat proposal features a request for a subdivision of two existing tracts (Tract A-1-A-3 and A-1-A-4 of the Mesa del Sol Innovation Park) into 88 lots, 2 tracts, and 2 parcels (Montage Unit 6). The Applicant has also concurrently submitted a Major Preliminary Plat application submittal for this proposed platting action, and this review will incorporate preliminary comments on the Major Preliminary Plat as well (in addition to the Sketch Plat).
- The Preliminary Plat submittal features a required Sensitive Lands Analysis sheet submittal per Section 5-2 of the IDO, and notes that the site does not have any sensitive land features. However, no analysis is provided in the sheet per 5-2(C)(2). The Applicant must provide more detail/analysis regarding how the site does not have any sensitive land features. Photos should document the existing site conditions. See this link for guidance on the requirements. [Sensitive lands analysis form \(cabq.gov\)](https://documents.cabq.gov/planning/sensitive-lands-analysis-form)
- The Sidewalk Exhibit included in the Preliminary Plat submittal depicts the deferred construction of some of the sidewalks. An application for a Temporary Deferral of Sidewalk Construction must be submitted for administrative review and approval prior to the DHO approval of the Preliminary Plat. Application forms for applying for a Temporary Deferral of Sidewalk Construction can be obtained at the following links:

https://documents.cabq.gov/planning/development-facilitation-team/DFT_Application.pdf

**(See additional comments on next page(s))*



DEVELOPMENT FACILITATION TEAM REVIEW SHEET

CASES FOR REVIEW AND COMMENT FOR:

August 16, 2023

Join Zoom Meeting:

<https://cabq.zoom.us/j/89785314995>

Meeting ID: 897 8531 4995

Dial by your location

+1 346 248 7799 US (Houston)

Find your local number: <https://cabq.zoom.us/u/kceqFf3L0L>

DFT - CASES FOR REVIEW AND COMMENT

Comments due – August 15

1. PR-2023-008957

PS-2023-00127 – SKETCH PLAT

REQUEST: LOT CONSOLIDATION OF LOTS 11, 12 AND 14A INTO ONE NEW LOT

LOCATION: 621-625 JAMES AVE NW between HARWOOD LATERAL and 6TH ST

IDO 2021

ZONING: R-1B

2. PR-2023-008998

PS-2023-00133– SKETCH PLAT

REQUEST: ADJUSTMENT TO BUILDING ENVELOPE EASEMENT [2] OUTSIDE OF THE EXISTING BUILDING ON THE SUBJECT PROPERTY

LOCATION: 13724 APACHE PLUME PL NE between ELENA GALLEGOS PL NE and SANDIA FOOTHILLS

IDO 2021

ZONING: R-1D

3. **PR-2023-008999**

PS-2023-00134 - SKETCH PLAT

REQUEST: SUPPORT OF FUTURE DEVELOPMENT FOR COMMERCIAL AND RESIDENTIAL AREA SOUTH AND WEST OF CITY CENTER AREA, AND THE EMPLOYMENT CENTER EAST OF UNIVERSITY BLVD AND SOUTH OF UNM LAND. ANTICIPATING SUBMITTING THIS PACKAGE AS A BULK PLAT.

LOCATION: BETWEEN UNIVERSITY BLVD and STRYKER RD

IDO 2022

ZONING: PC

4. **PR-2022-006568**

PS-2023-00136 - SKETCH PLAT

REQUEST: SUBDIVIDE 2 LOTS INTO 8 LOTS, RIGHT-OF-WAY DEDICATION

LOCATION: 9200 WILSHIRE AE NE between VENTURA and HOLBROOK

IDO 2022

ZONING: R1-C

5. **PR-2020-003324**

PS-2023-00137 - SKETCH PLAT

REQUEST: INCORPORATE VACATED EASEMENT ON NORTHERN BLVD NE INTO 2112 GARCIA ST NE, OFFICIALLY UPDATE PLAT FOR DESIRED FUTURE IMPROVEMENTS

LOCATION: 2112 GARCIA ST NE between MENAUL and NORTHEASTERN

IDO 2022

ZONING: R-1B

6. **PR-2022-006724**

PS-2023-00138 - SKETCH PLAT

REQUEST: SKETCH PLAT REVIEW FOR TEMPORARY STAGE INSTALLMENT

LOCATION: 9201 PAN AMERICAN FWY NE between SAN DIEGO AVE NE and MODESTO AVE NE

IDO 2022

ZONING: NR-LM

7. **PR-2021-005745**

PS-2023-00139 - SKETCH PLAT (MONTAGE 5)

REQUEST: SKETCH PLAT REVIEW FOR SINGLE FAMILY RESIDENTIAL COMMUNITY ON TRACTS A-1-A-3 & A-1-A-4, MESA DEL SOL INNOVATION PARK

LOCATION: DIEBENKORN between SAGAN LOOP and DEKOONING LOOP

IDO 2022

ZONING: PC

Montage 5 should reflect **Tract: A-1-A-2**

Location should reflect: Diebenkorn between Dekooning and Stryker



8. **PR-2021-005745**

PS-2023-00140 – SKETCH PLAT (MONTAGE 6)

REQUEST: SKETCH PLAT REVIEW FOR SINGLE FAMILY RESIDENTIAL COMMUNITY ON TRACTS A-1-A-3 & A-1-A-4, MESA DEL SOL INNOVATION PARK

LOCATION: DIEBENKORN between SAGAN LOOP and DEKOONING LOOP

IDO 2022

ZONING: PC

9. **PR-2018-001213**

PS-2023-001959 - SKETCH PLAT

REQUEST: 16,000 +/- SF INDOOR VOLLEYBALL FACILITY CONSISTING OF 4 REGULATION COURTS WITH LIMITED SEATING, ADMINSTRATIVE AREA, STORAGE AREA AND ASSOCIATED REST ROOM, MECHANICAL AND SPRINKLER RISER AREA. A SINGLE ACCESS ENTRY POINT IS PROPOSED AT THE EXISTING ACCESS EASEMENT ALONG THE WESTERN PORTION OF THE PROPERTY ALONG VENICE AVE.

LOCATION: 5801 Venice between PAN AMERICAN WEST FWY and SAN MATEO

IDO 2022

ZONING: NR-LM

10. **PR-2023-008086**

SI-2023-01123 - EPC SITE PLAN FINAL SIGN-OFF

REQUEST: *SECOND SUBMITTAL*

LOCATION: 8041 VENTURA ST NE between PALOMAS AVE and PASEO DEL NORTE NE

IDO 2021

ZONING: MX-L
