



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 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 checked="" 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		

APPLICATION INFORMATION		
Applicant: KYLE FLAMING	Phone: 469 270-3758	
Address: 5900 S. LAKE FOREST DR. # 380	Email: kflaming@jmcivileng.com	
City: McKINNEY	State: TX	Zip: 75070
Professional/Agent (if any): JM CIVIL ENGINEERING	Phone:	
Address: same as above	Email:	
City:	State:	Zip:
Proprietary Interest in Site: CIVIL ENGINEER CONSULTANT	List all owners:	

SITE INFORMATION (Accuracy of the existing legal description is crucial! Attach a separate sheet if necessary.)		
Lot or Tract No.: LOT C.	Block: 7	Unit:
Subdivision/Addition: BOYO'S ADDITION	MRGCD Map No.:	UPC Code:
Zone Atlas Page(s): F-18	Existing Zoning: MX-L	Proposed Zoning:
# of Existing Lots: 1	# of Proposed Lots: TBD	Total Area of Site (Acres):

LOCATION OF PROPERTY BY STREETS		
Site Address/Street: 6201 MONTGOMERY BLVD NE	Between: SAN PEDRO	and: LOUISIANA

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

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: 4.7.2021
Printed Name: KYLE FLAMING	<input checked="" type="checkbox"/> Applicant or <input type="checkbox"/> Agent

FOR OFFICIAL USE ONLY					
Case Numbers	Action	Fees	Case Numbers	Action	Fees
Meeting Date:				Fee Total:	
Staff Signature:	Date:		Project #		

FORM S2: SUBDIVISION OF LAND – MINOR ACTIONS

Please refer to the DRB minor case schedule for meeting dates and deadlines. Bring original Mylar or paper copy of plat with property owner's and City Surveyor's signatures on it to the meeting. Your attendance is required.

SKETCH PLAT REVIEW AND COMMENT

- 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
 - 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

- 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
 - Proposed Final Plat (7 copies, 24" x 36" folded)
 - Design elevations & cross sections of perimeter walls (3 copies)
 - Copy of recorded IIA
 - Landfill disclosure and EHD signature line on the plat if property is within a landfill buffer
 - DXF file and hard copy of final plat data for AGIS submitted and approved

SUBDIVISION OF LAND – MINOR (PRELIMINARY/FINAL PLAT APPROVAL)


- 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
 - Letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-6(K)
 - Sites 5 acres or greater: Archaeological Certificate in accordance with IDO Section 14-16-6-5(A)
 - Proposed Preliminary / Final Plat with property owner's and City Surveyor's signatures on the plat prior to submittal. (7 copies, folded)
 - 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)
 - Sidewalk Exhibit and/or cross sections of proposed streets (3 copies, 11" by 17" maximum)
 - Signed Form DRWS Drainage Report Grading and Drainage Plan, and Water & Sewer Availability submittal information
 - Proposed Infrastructure List, if applicable
 - Required notice with content per IDO Section 14-16-6-4(K)
 - Office of Neighborhood Coordination inquiry response and proof of emailed notice to applicable Neighborhood Association representatives
 - Landfill disclosure and Environmental Health Department signature line on the plat if property is within a landfill buffer
 - DXF file and hard copy of final plat data for AGIS submitted and approved

Note: Any application that requires major public infrastructure must be processed as a Subdivision of Land - Major. See Form S1.

MINOR AMENDMENT TO PRELIMINARY PLAT

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

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.

<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>	
Signature: <u>Kyle Flaming</u>	Date: <u>4.7.2021</u>
Printed Name: <u>KYLE FLAMING</u>	<input checked="" type="checkbox"/> Applicant or <input type="checkbox"/> Agent
FOR OFFICIAL USE ONLY	
Project Number: _____	Case Numbers: _____
Staff Signature: _____	
Date: _____	

April 7th , 2021

**City of Albuquerque
Planning Department
Development Review Board
Plaza del Sol Building
600 Second NW
Albuquerque, NM 87102**

RE: Take Five Oil Change, 6201 Montgomery Blvd. NE, NE corner of Montgomery Blvd NE & San Pedro NE in Albuquerque, NM.

To Whom It May Concern,

On behalf of the owner and developer, I would like to make a formal request for a Sketch Plat Review on the above subject site. This is a proposed 0.3 Acre carved out from Lot C of Boyd's addition. Existing building will be demolished and build a Take 5 Oil Change with 3 bays. The site is zoned MX-L.

Your review and acceptance of this Letter of Intent is appreciated. Should you have any questions or require any additional information, please do not hesitate to contact me.

Sincerely,



Kyle Flaming, P.E.

