



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

|   |   |  |
|---|---|--|
| <b>Administrative Decisions</b>   | <input type="checkbox"/> Historic Certificate of Appropriateness – Major (Form L) | <input type="checkbox"/> Wireless Telecommunications Facility Waiver (Form W2)                 |
| <input checked="" type="checkbox"/> Archaeological Certificate (Form P3)          | <input type="checkbox"/> Historic Design Standards and Guidelines (Form L)        | <b>Policy Decisions</b>  |
| <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 Comprehensive Plan or Facility Plan (Form Z) |
| <input type="checkbox"/> Alternative Signage Plan (Form P3)                       | <input type="checkbox"/> Site Plan – EPC including any Variances – EPC (Form P1)  | <input type="checkbox"/> Adoption or Amendment of Historic Designation (Form L)                |
| <input type="checkbox"/> WTF Approval (Form W1)                                   | <input type="checkbox"/> Site Plan – DRB (Form P2)                                | <input type="checkbox"/> Amendment of IDO Text (Form Z)  |
| <input type="checkbox"/> Minor Amendment to Site Plan (Form P3)                   | <input type="checkbox"/> Subdivision of Land – Minor (Form S2)                    | <input type="checkbox"/> Annexation of Land (Form Z)   |
| <b>Decisions Requiring a Public Meeting or Hearing</b>                            | <input type="checkbox"/> Subdivision of Land – Major (Form S1)                    | <input type="checkbox"/> Amendment to Zoning Map – EPC (Form Z)                                |
| <input type="checkbox"/> Conditional Use Approval (Form ZHE)                      | <input type="checkbox"/> Vacation of Easement or Right-of-way (Form V)            | <input type="checkbox"/> Amendment to Zoning Map – Council (Form Z)                            |
| <input type="checkbox"/> Demolition Outside of HPO (Form L)                       | <input type="checkbox"/> Variance – DRB (Form V)                                  | <b>Appeals</b>   |
| <input type="checkbox"/> Expansion of Nonconforming Use or Structure (Form ZHE)   | <input type="checkbox"/> Variance – ZHE (Form ZHE)                                | <input type="checkbox"/> Decision by EPC, LC, DRB, ZHE, or City Staff (Form A)                 |

|   |   |                                  |
|---|---|----------------------------------|
| <b>APPLICATION INFORMATION</b>                        |   |                                  |
| Applicant: Group Orion, LLC                           |   | Phone:                           |
| Address: 1455 Pennsylvania Avenue NW                  |   | Email:                           |
| City: Washington                                      | State: DC   | Zip: 20004                       |
| Professional/Agent (if any): Consensus Planning, Inc. |   | Phone: (505) 764-9801            |
| Address: 302 8th Street NW                            |   | Email: vos@consensusplanning.com |
| City: Albuquerque                                     | State: NM   | Zip: 87102                       |
| Proprietary Interest in Site: Future Lessee           | List <u>all</u> owners: City of Albuquerque Aviation Department |                                  |

**BRIEF DESCRIPTION OF REQUEST**

Requesting Archaeological Certificate for Site Plan - EPC application. Certificate of No Effect was issued for most of the subject property in 2014, which is attached to this application.

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

|   |                               |  |
|---|-------------------------------|--|
| Lot or Tract No.: Tract A-1 and Tract A-1-B                       | Block:                        | Unit:  |
| Subdivision/Addition: Sunport Municipal Addition and Airport Park | MRGCD Map No.:                | UPC Code: 101605420230220101<br>101605517538920120 |
| Zone Atlas Page(s): M-16  | Existing Zoning: NR-SU        | Proposed Zoning: No Change                         |
| # of Existing Lots: 2   | # of Proposed Lots: No Change | Total Area of Site (acres): ±125 acres             |

**LOCATION OF PROPERTY BY STREETS**

|   |                           |                   |
|---|---------------------------|-------------------|
| Site Address/Street: 2200 Sunport Blvd and 2540 Alamo Ave | Between: Gibson Boulevard | and: Sunport Blvd |
|---|---------------------------|-------------------|

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

Project #1000270; Staff Recommendation for new PR# to be assigned.

|                                    |   |
|------------------------------------|---|
| Signature:                         | Date: 9/18/20   |
| Printed Name: Michael J. Vos, AICP | <input type="checkbox"/> Applicant or <input checked="" type="checkbox"/> Agent |

**FOR OFFICIAL USE ONLY**

| Case Numbers | Action | Fees |
|--------------|--------|------|
| -            |        |      |
| -            |        |      |
| -            |        |      |

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

**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
  - Copy of the Official Notice of Decision associated with the prior approval
  - 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: 9/18/20</p>   |  |
| <p>Printed Name: Michael J. Vos, AICP</p>  | <p><input type="checkbox"/> Applicant or <input checked="" type="checkbox"/> Agent</p> |  |
| <p><b>FOR OFFICIAL USE ONLY</b></p>  |  |  |
| <p>Project Number:</p>   | <p>Case Numbers</p>  |  |
| <p> </p>   | <p>-</p>   |  |
| <p> </p>   | <p>-</p>   |  |
| <p> </p>   | <p>-</p>   |  |
| <p>Staff Signature:</p>  |  |  |
| <p>Date:</p>   |  |  |

**Group Orion, LLC**

August 17, 2020

Dan Serrano, Chairperson  
Environmental Planning Commission  
600 Second Street NW  
Albuquerque, NM 87102

RE: Letter of Authorization

Dear Chairman Serrano:

The purpose of this letter is to provide Consensus Planning, Bohannon Huston Inc., Molzen-Corbin & Associates, and Davis Partnership Architects to act as our Agents on behalf of Group Orion for all requests related to the entitlement services for approval for a Site Plan – EPC on a 124-acre portion of the City of Albuquerque property legally described as “Tract A-1 Plat of Tracts A-1 & A-2 Sunport Municipal Addition Containing 2286.0091 Acres”.

Entitlement services shall include, but not limited to, general correspondence and meetings related to platting, site planning, and permitting; representation before the City of Albuquerque Environmental Planning Commission and Development Review Board; and all related application submittals.

Sincerely,

GROUP ORION

Signature: James Gorman

Printed Name: James Gorman

Title: Vice President - Administration



August 14, 2020

Dan Serrano, Chairperson  
Environmental Planning Commission  
600 Second Street NW  
Albuquerque, NM 87102

RE: Letter of Authorization

Dear Chairman Serrano:

The purpose of this letter is to provide Consensus Planning, Bohannon Huston Inc., Molzen-Corbin & Associates, and Davis Partnership Architects to act as our Agents on behalf of the City of Albuquerque Aviation Department (property owner) for all requests related to the entitlement services for approval for a Site Plan – EPC on a 124-acre portion of the City of Albuquerque property legally described as “Tract A-1 Plat of Tracts A-1 & A-2 Sunport Municipal Addition Containing 2286.0091 Acres”.

Entitlement services shall include, but not limited to, general correspondence and meetings related to platting, site planning, and permitting; representation before the City of Albuquerque Environmental Planning Commission and Development Review Board; and all related application submittals.

Sincerely,

CITY OF ALBUQUERQUE AVIATION DEPARTMENT

Signature: DocuSigned by:  
*Nyika Allen*  
7F93EEDDB46946A... 8/20/2020 | 12:03 PM PDT

Printed Name: Nyika A. Allen, C.M.

Title: Aviation Director

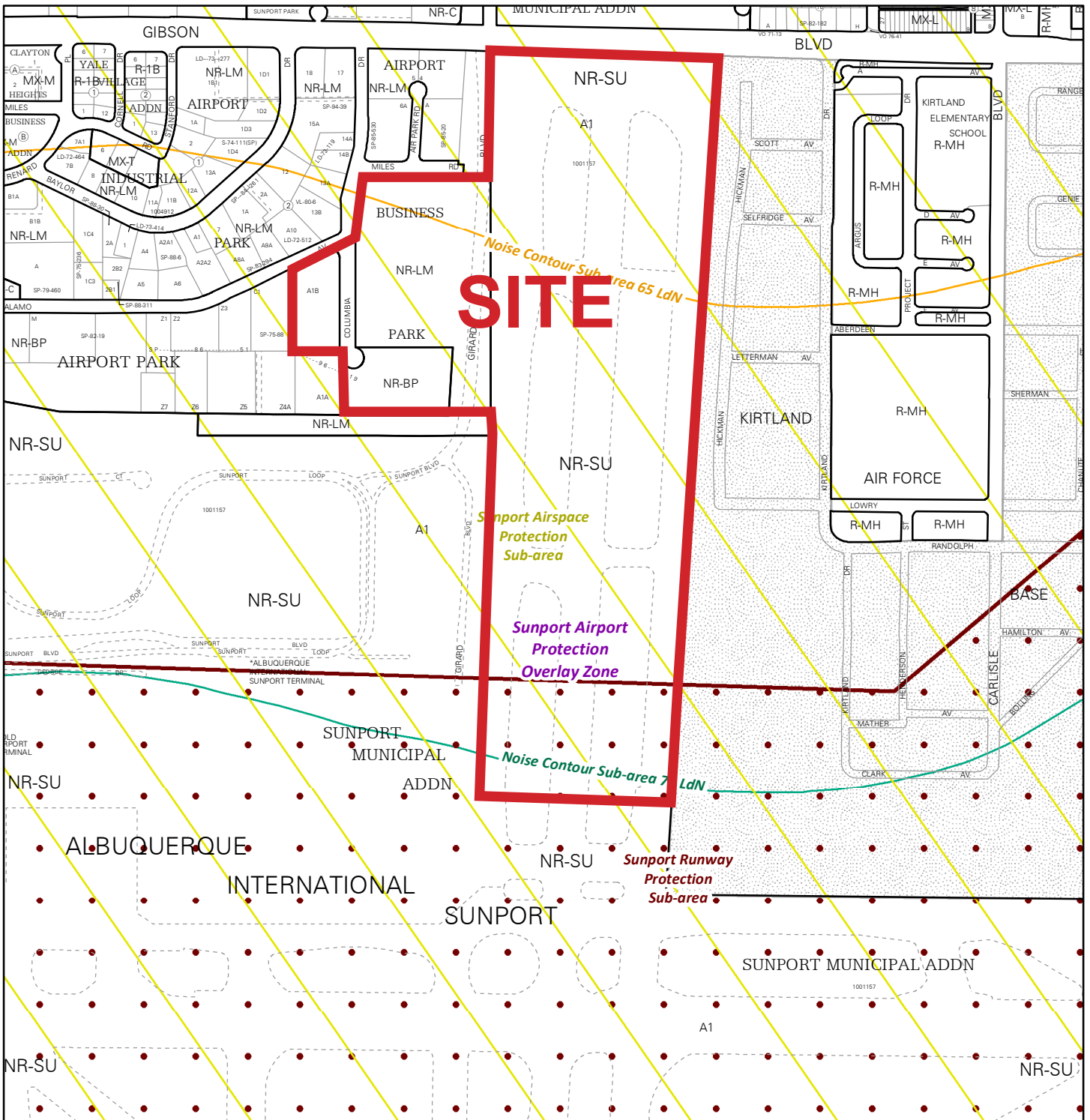
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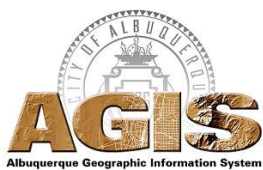




For more details about the Integrated Development Ordinance visit: <http://www.cabq.gov/planning/codes-policies-regulations/integrated-development-ordinance>

## IDO Zone Atlas

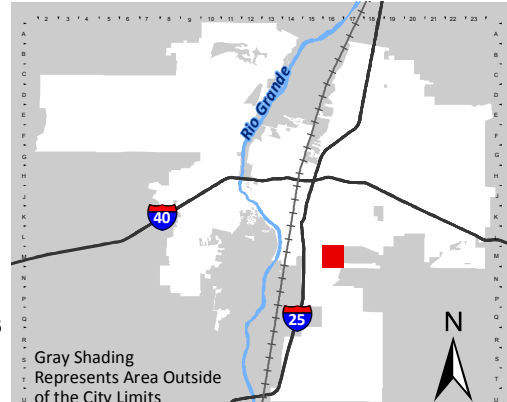
### May 2018



Albuquerque Geographic Information System

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:  
**M-16-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

Feet

0    250    500    1,000



City of Albuquerque  
P.O. Box 1293 Albuquerque, New Mexico 87103  
Planning Department  
Suzanne Lubar, Director

Richard J. Berry, Mayor  
Administrative Officer  
March 17, 2014

Robert J. Perry, Chief

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**SUBJECT: ALBUQUERQUE ARCHAEOLOGICAL ORDINANCE—Compliance  
Documentation**

Project Number(s): 1000270

Case Number(s): 02EPC-01681

Agent: Consensus Planning, Inc.

Applicant: City Aviation

Legal Description: Lot A1, Block 0000, Sunport Municipal Subdivision

Zoning: SU-1 for Airport and Related Facilities

Acreage: 84 +/- acres

Zone Atlas Page: M-16-Z

CERTIFICATE OF NO EFFECT: Yes  No

CERTIFICATE OF APPROVAL: Yes  No

TREATMENT PLAN REVIEW:  
DISCOVERY:

SUPPORTING DOCUMENTATION:  
SITE VISIT: n/a

RECOMMENDATION(S):

- *CERTIFICATE OF NO EFFECT IS ISSUED (ref 0-07-72 Section 4B(2)—  
extensive previous land disturbance).*

*MFSchmader*

Matthew Schmader, PhD  
Superintendent, Open Space Division  
City Archaeologist



**City of Albuquerque**  
P.O. Box 1293 Albuquerque, NM 87103  
**Planning Department**  
Brennon Williams, Director

**Tim Keller, Mayor**  
**Sarita Nair, CAO**

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**DATE:**

**SUBJECT:**

**Case Number(s):**

**Agent:**

**Applicant:**

**Legal Description:**

**Zoning:**

**Acreage:**

**Zone Atlas Page(s):**

**CERTIFICATE OF NO EFFECT:**      **Yes**      **No**

**CERTIFICATE OF APPROVAL:**      **Yes**      **No**

**SUPPORTING DOCUMENTATION:**

**SITE VISIT:**

**RECOMMENDATIONS:**

**SUBMITTED BY:**

**SUBMITTED TO:**

\_\_\_\_\_  
Date