



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>                               |  |  |  |
| vacation of right of way  |  |  |  |

|  |                        |                                       |                              |
|--|------------------------|---------------------------------------|------------------------------|
| <b>APPLICATION INFORMATION</b>   |                        |                                       |                              |
| Applicant: Barbara Mueller   |                        | Phone: 505.321.9099                   |                              |
| Address: 9913 Greene Street NW   |                        | Email: j.soule@comcast.net            |                              |
| City: albuquerque  | State: nm              | Zip: 87114                            |                              |
| Professional/Agent (if any): Rio Grande Engineering  |                        | Phone: 505.321.909                    |                              |
| Address: PO BOX 93924  |                        | Email: david@riograndeengineering.com |                              |
| City: albuquerque  | State: nm              | Zip: 87199                            |                              |
| Proprietary Interest in Site: owner  |                        | List all owners: sole                 |                              |
| <b>SITE INFORMATION (Accuracy of the existing legal description is crucial! Attach a separate sheet if necessary.)</b> |                        |                                       |                              |
| Lot or Tract No.: 22   |                        | Block:                                | Unit:                        |
| Subdivision/Addition: VOLCANO CLIFFS UNIT 6  |                        | MRGCD Map No.:                        | UPC Code: 100906317105030106 |
| Zone Atlas Page(s): D09  | Existing Zoning: RA    | Proposed Zoning RA                    |                              |
| # of Existing Lots: 2  | # of Proposed Lots: 22 | Total Area of Site (Acres): 6.0       |                              |
| <b>LOCATION OF PROPERTY BY STREETS</b>   |                        |                                       |                              |
| Site Address/Street: QUIVIRA DRIVE   |                        | Between: VISTA VIEJA AVE              | and: RETABLO ROAD            |
| <b>CASE HISTORY (List any current or prior project and case number(s) that may be relevant to your request.)</b>       |                        |                                       |                              |

|                              |        |      |   |            |           |
|------------------------------|--------|------|---|------------|-----------|
| <b>Signature:</b>            |        |      | <b>Date:</b>  |            |           |
| Printed Name: DAVID SOULE    |        |      | <input type="checkbox"/> Applicant or <input checked="" type="checkbox"/> Agent |            |           |
| <b>FOR OFFICIAL USE ONLY</b> |        |      |   |            |           |
| Case Numbers                 | Action | Fees | Case Numbers  | Action     | Fees      |
|                              |        |      |   |            |           |
|                              |        |      |   |            |           |
|                              |        |      |   |            |           |
| Meeting 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.

**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)
- 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

**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(Y)(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.*
- 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

**Minor Amendments must 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**

- Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-4(Z)(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.*
- 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

**Minor Amendments must 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 SITE PLAN**

- Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-4(X)(2)(c)
- Site Plan to be Expired
- 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

**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)
  - Office of Neighborhood Coordination notice inquiry response and proof of emailed notice to affected Neighborhood Association representatives
  - Sign Posting Agreement
- 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

**ALTERNATIVE LANDSCAPE PLAN**

- Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-5-6(C)(16)
- Landscape Plan
- 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

**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:</b>    | <b>Date:</b>   |
| <b>Printed Name:</b> | <input type="checkbox"/> Applicant or <input type="checkbox"/> Agent |

| FOR OFFICIAL USE ONLY   |   |
|-------------------------|---|
| Project Number:         | Case Numbers  |
|                         | -   |
|                         | -   |
|                         | -   |
| <b>Staff Signature:</b> |  |
| <b>Date:</b>            |   |



**City of Albuquerque**  
P.O. Box 1293 Albuquerque, NM 87103  
**Planning Department**  
David S. Campbell, 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:**

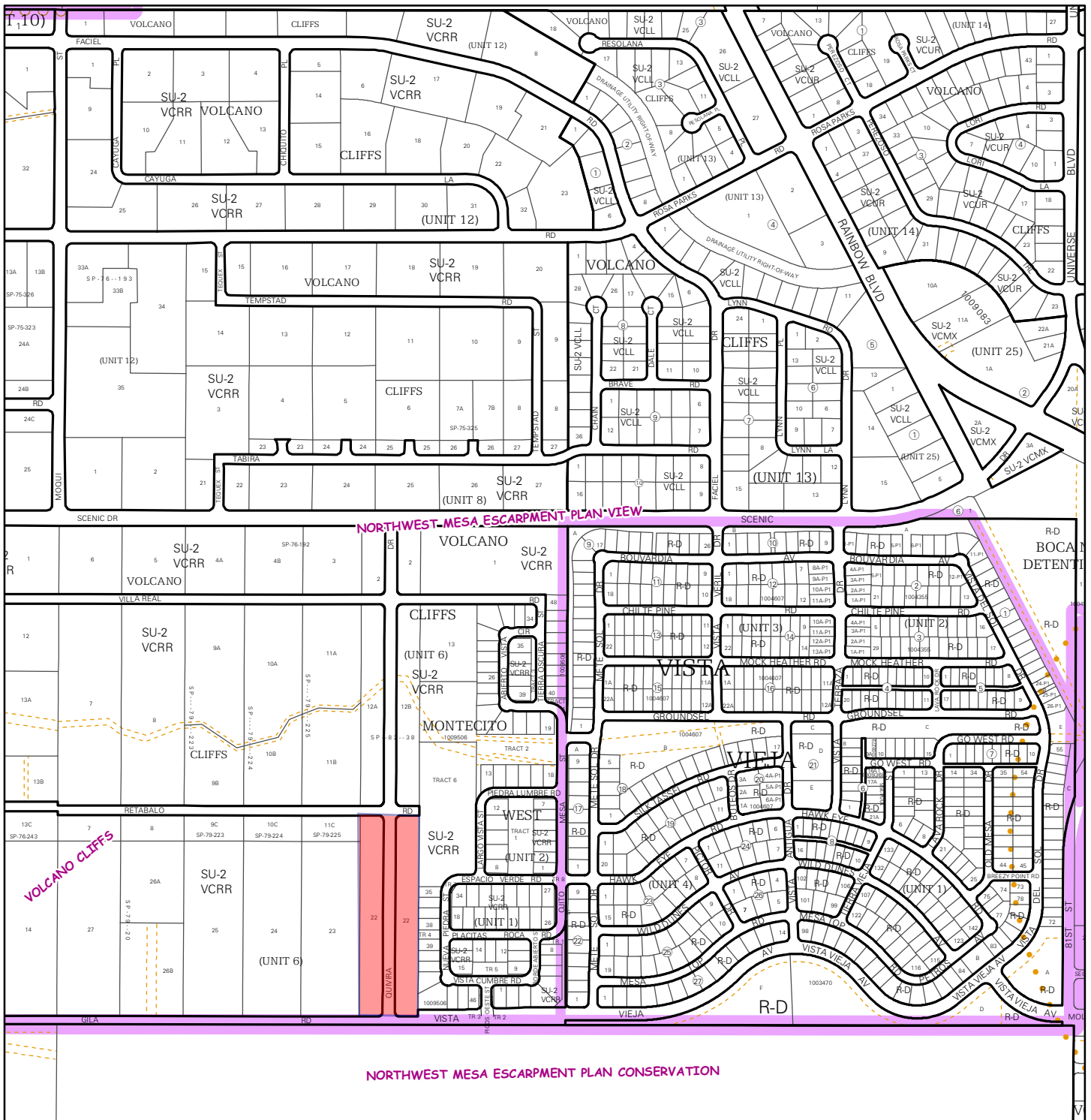
**SUBMITTED TO:**

\_\_\_\_\_  
Date

Letter of Authorization

I, Barbara Mueller, owner of Tract 22, Unit 6 Volcano Cliffs, hereby authorize David Soule and Rio Grande Engineering of New Mexico, LLC to act as our agent regarding the submittal and approval process for the vacation of a Right of Way and subsequent preliminary plat approval for the referenced lot within the city of Albuquerque,

Property Owners: Barbara Mueller Date 10/26/2020



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

Map amended through: 1/28/2016

Note: Grey Shading Represents Area Outside of the City Limits

Zone Atlas Page:  
**D-09-Z**

Selected Symbols

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