



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
☐ Archaeological Certificate (Form P3)	☐ Site Plan – EPC including any Variances – EPC (Form P1)	☐ Adoption or Amendment of Comprehensive Plan or Facility Plan (Form Z)
☐ Historic Certificate of Appropriateness – Minor (Form L)	☐ Master Development Plan (Form P1)	☐ Adoption or Amendment of Historic Designation (Form L)
☐ Alternative Signage Plan (Form P3)	☐ Historic Certificate of Appropriateness – Major (Form L)	☐ Amendment of IDO Text (Form Z)
☐ Alternative Landscape Plan (Form P3)	☐ Demolition Outside of HPO (Form L)	☐ Annexation of Land (Form Z)
☒ Minor Amendment to Site Plan (Form P3)	☐ Historic Design Standards and Guidelines (Form L)	☐ Amendment to Zoning Map – EPC (Form Z)
☐ WTF Approval (Form W1)	☐ Wireless Telecommunications Facility Waiver (Form W2)	☐ Amendment to Zoning Map – Council (Form Z)
		Appeals
		☐ Decision by EPC, LC, ZHE, or City Staff (Form A)

APPLICATION INFORMATION

Applicant: Gina Kelly w/SGA Design Group		Phone: (918)587-8602, ext. 299
Address: 1437 S. Boulder Ave. - Ste. 550		Email: ginak@sgadesigngroup.com
City: Tulsa	State: OK	Zip: 74119
Professional/Agent (if any):		Phone:
Address:		Email:
City:	State:	Zip:
Proprietary Interest in Site:		List all owners:

BRIEF DESCRIPTION OF REQUEST

Updates to the loading ramp for Associate use on right side of building near the rear w/ updates to the Online Grocery Pickup Service Parking Stalls.

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

Lot or Tract No.: Lot 1, Sycamore Plaza	Block:	Unit:
Subdivision/Addition:	MRGCD Map No.:	UPC Code:
Zone Atlas Page(s): F20	Existing Zoning: C-2	Proposed Zoning: C-2
# of Existing Lots: ETR	# of Proposed Lots:	Total Area of Site (acres): ETR

LOCATION OF PROPERTY BY STREETS

Site Address/Street: 8000 Academy Rd. NE Between: Wyoming Blvd NE and: Moon Street

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

AA SI-2021-00319 & AA SI-00319-Rev1 & AA SI-00319-Rev2

Signature:	Date: 08/23/21
Printed Name: Gina Kelly	☒ Applicant or ☐ Agent

FOR OFFICIAL USE ONLY

Case Numbers	Action	Fees	Case Numbers	Action	Fees
SI-2021-01459	AA				

Meeting/Hearing Date:	Fee Total:
Staff Signature:	Project # PR-2021-005220

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 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
 - not available ☐ Copy of the Official Notice of Decision associated with the prior approval
 - PDF ☐ 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.

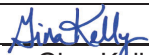
Minor Amendments must be within the thresholds established in IDO TABLE 6-4-5. Any amendment beyond these thresholds is considered a Major Amendment and must be processed through the original decision-making body for the request.

☐ 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

☐ 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

<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: 	Date: 08/23/21
Printed Name: Gina Kelly	☒ Applicant or ☐ Agent
FOR OFFICIAL USE ONLY	
Project Number:	Case Numbers
PR-2021-005220	SI-2021-01459
	-
	-
Staff Signature:	
Date:	

Address Atlas



City Address Atlas Pages

City of Albuquerque, Bernalillo County, NM, Bureau of Land Management, Esri, HERE, Garmin, INCREMENT P, Intermap, NGA, USGS | City of Albuquerque, Planning Department, AGIS Division



SGA Design Group

August 23, 2021

Maggie Gould, Planning Manager
City of Albuquerque Planning Department
Land Development Coordination
600 Second Street NW
Albuquerque, NM 87109

Re. Walmart #824.239 located at: 8000 Academy Road NE

The scope of work for this Administrative Amendment review is the for updating of the current Walmart associate ramp near the back right corner on the exterior of the store.

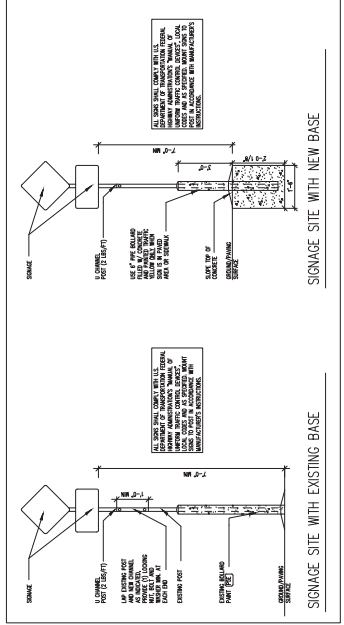
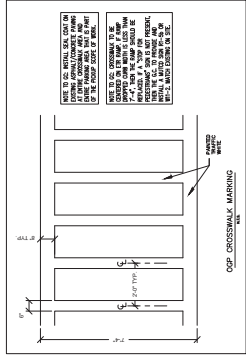
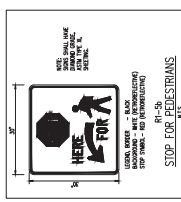
The ramp was redesigned for safe use in delivering items to customers to the new added parking stalls. Adjusted the layout to accommodate new OGP parking stalls.

The impact to the site will be minimal and I am also submitting the Construction Documents with the Building Department today.

If you have any questions, please do not hesitate to contact me.

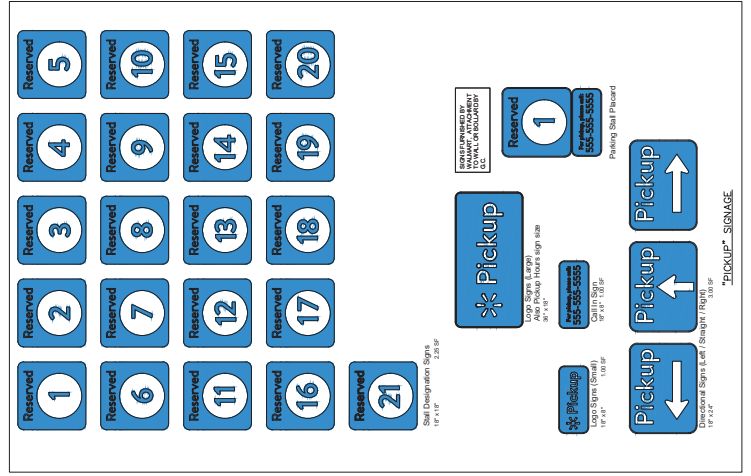
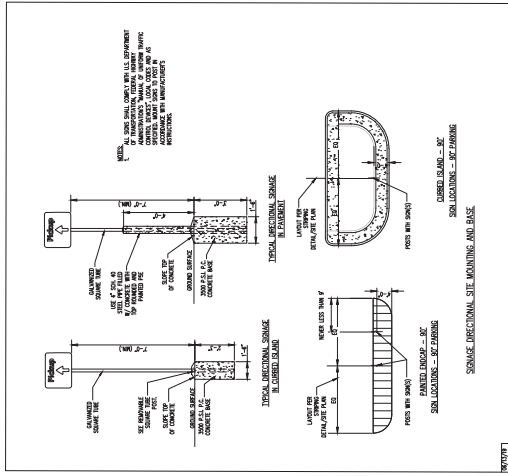
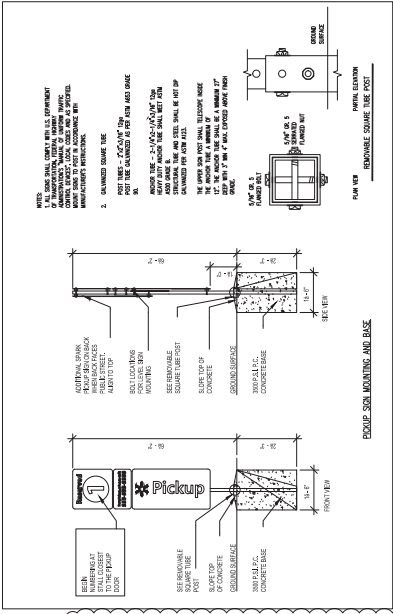
Thank you,

Gina Kelly
SGA Design Group
1437 S Boulder Ave-Ste. 550
Tulsa, OK 74119
ginak@sgadesigngroup.com



FINISH LEGEND

FINISH	DESCRIPTION
WHITE	WALMART BLUE PAPER
YELLOW	SAFETY YELLOW



LETTER OF AUTHORIZATION

January 21, 2021

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

To Whom It May Concern:

I hereby authorize: Gina Kelly
SGA Design Group
1437 South Boulder, Suite 550
Tulsa, OK 74119
(918) 587-8600

To act as the agent on your behalf before the City of Albuquerque, NM for all the Walmart Stores that assigned to SGA Design Group within the jurisdiction of Albuquerque, NM.

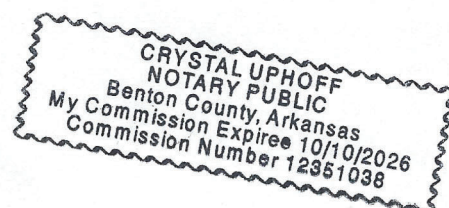
Dren Bailess
Signature

Dren Bailess 1/21/2021
Print Name Date

State of: Arkansas
County of: Benton

Subscribed and sworn to before me this 21 day of January, 2021.

Notary Public Crystal Upoff
My Commission Expires 10-10-2026





CITY OF ALBUQUERQUE INVOICE

GINA KELLY

1437 S. BOULDER AVE - SUITE 550 SGA
DESIGN GROUP

Reference NO: SI-2021-01459

Customer NO: CU-97137236

Date	Description	Amount
9/08/21	2% Technology Fee	\$1.00
9/08/21	Application Fee	\$50.00

Due Date: **9/08/21**

Total due for this invoice:

\$51.00

Options to pay your Invoice:

1. Online with a credit card: <http://posse.cabq.gov/posse/pub/lms/Default.aspx>
2. In person: Plaza Del Sol, 600 2nd St. NW, Albuquerque, NM 87102

PLEASE RETURN THE BOTTOM PORTION OF THIS INVOICE NOTICE WITH PAYMENT



City of Albuquerque
PO Box 1293
Albuquerque, NM 87103

Date: 9/08/21
Amount Due: **\$51.00**
Reference NO: SI-2021-01459
Payment Code: 130
Customer NO: CU-97137236

GINA KELLY
1437 S. BOULDER AVE - SUITE 550 SGA
DESIGN GROUP
TULSA, OK 74119



130 0000SI202101459000993551144016253000000000000051000CU97137236