



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

**APPLICATION INFORMATION**

|   |                  |                                |
|---|------------------|--------------------------------|
| Applicant: Rachel Matthew Development                                       |                  | Phone:                         |
| Address: 2600 American Rd. SE Ste. 103 Rd. N.W                              |                  | Email: steve@rachelmatthew.com |
| City: Albuquerque   | State: NM        | Zip: 87124                     |
| Professional/Agent (if any): Development Managing Consultants / Ron Hensley |                  | Phone: 410-1622                |
| Address: 9320 Menaul Blvd. NE Suite D                                       |                  | Email: ron@thegroup.cc         |
| City: Albuquerque   | State: NM        | Zip: 87112                     |
| Proprietary Interest in Site: Agent   | List all owners: |                                |

**BRIEF DESCRIPTION OF REQUEST**

Request for Archaeological Certificate

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

|   |                       |                                 |
|---|-----------------------|---------------------------------|
| Lot or Tract No.: TRACT A-2 BULK LAND PLAT TRACTS A-1 & A-2 | Block:                | Unit:                           |
| Subdivision/Addition: VENTANA RANCH                         | MRGCD Map No.:        | UPC Code: 101006510251420202    |
| Zone Atlas Page(s): B-10                                    | Existing Zoning: R-ML | Proposed Zoning: R-ML           |
| # of Existing Lots: 1                                       | # of Proposed Lots: 1 | Total Area of Site (acres): 5.0 |

**LOCATION OF PROPERTY BY STREETS**

|                                      |                 |              |
|--------------------------------------|-----------------|--------------|
| Site Address/Street: 6441 VENTANA NW | Between: IRVING | and: VENTANA |
|--------------------------------------|-----------------|--------------|

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

|                              |   |
|------------------------------|---|
| Signature:                   | Date: 6/8/21  |
| Printed Name: Ron E. Hensley | <input type="checkbox"/> Applicant or <input checked="" 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**

A Single PDF file of the complete application including all 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. PDF *shall be organized* with the Development Review Application and this Form P3 at the front followed by the remaining documents *in the order provided on this form*.

**ARCHEOLOGICAL CERTIFICATE**

- PDF of application as described above
  - Zone Atlas map with the entire site clearly outlined and labeled
  - Letter of authorization from the property owner if application is submitted by an agent
  - Archaeological Compliance Documentation Form with property information section completed
- Note: 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**

- PDF of application as described above
  - Zone Atlas map with the entire site clearly outlined and labeled
  - Letter of authorization from the property owner if application is submitted by an agent
  - Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-4(X)(2)
  - One copy 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**

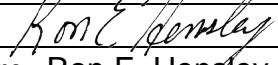
- PDF of application as described above
  - Zone Atlas map with the entire site clearly outlined and labeled
  - Letter of authorization from the property owner if application is submitted by an agent
  - Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-4(Y)(1)(a)
  - One copy 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 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**

- PDF of application as described above
- Zone Atlas map with the entire site clearly outlined and labeled
- Letter of authorization from the property owner if application is submitted by an agent
- 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

**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.**

|  |   |
|--|---|
| Signature:  | Date: 6/8/21  |
| Printed Name: Ron E. Hensley   | <input type="checkbox"/> Applicant or <input checked="" type="checkbox"/> Agent |

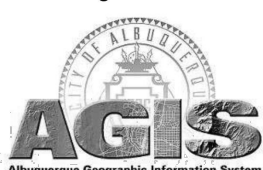
**FOR OFFICIAL USE ONLY**

|                  |                 |   |
|------------------|-----------------|---|
| Case Numbers:    | Project Number: |  |
|                  |                 |   |
|                  |                 |   |
|                  |                 |   |
| Staff Signature: |                 |   |
| Date:            |                 |   |

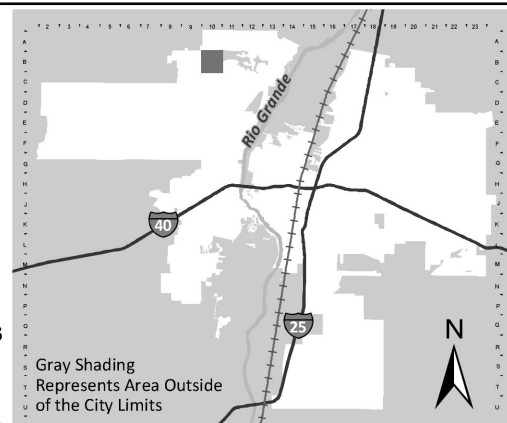


For more details about the Integrated Development Ordinance visit: <http://www.cabq.gov/planning/codes-policies-regulations/integrated-development-ordinance>

## 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).



Rio Grande

40 25

Gray Shading Represents Area Outside of the City Limits

Zone Atlas Page:  
**B-10-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

June 1, 2021

City of Albuquerque

600 2<sup>nd</sup> St NW

Albuquerque, NM 87102

**Legal description of the subject site for this project:**

TRACT A-2 A REPLAT OF TRACT A, VENTANA RANCH

**Physical address of subject site:**

6441 Ventana Rd. NW

**Subject site cross streets:**

Irving / Ventana

To whom it may concern:

The purpose of this letter is to authorize Development Managing Consultants LLC, to act as agent for the applicant, Rachel Matthew Development, and for the related items associated with and to the subject property herewith.

Sincerely,

A handwritten signature in black ink, appearing to read "Steve Nakamura", with a long horizontal stroke extending to the right.

Rachel Matthew Development, Steve Nakamura, Owner



**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