

# CITY OF ALBUQUERQUE

PLANNING DEPARTMENT  
DEVELOPMENT REVIEW SERVICES DIVISION

600 2<sup>nd</sup> Street NW  
Albuquerque, NM 87102  
Tel: (505) 924-3860



Reylene Garcia & Kristin Gardner  
Department of Municipal Development  
Real Property Division  
P.O. Box 1293  
One Civic Plaza, Room 7057  
Albuquerque, NM 87102

February 19, 2024

Dear Mss. Garcia and Gardner,

The agent for a platting application comprising the Wells Park site (Rick Beltramo) has inquired with our office (Development Review Services Division of the Planning Department) regarding when the Chief Administrative Officer (CAO) must sign the Plat. Before a platting application can be approved by the Development Hearing Officer (DHO), the DHO must confirm (and/or have confirmation provided) that the platting application complies with all applicable provisions of the IDO and DPM, including Article 5-1 (General Requirements for all Plats) of the DPM, which requires acknowledgement by owners of consent to subdivision (by signing the Plat and authorizing an agent to represent the application if employing an agent). Additionally, our standard operating procedure for reviewing platting applications for acceptance requires owners sign the Plat prior to their acceptance, processing, and placement on a DHO agenda. Therefore, as the owner of the Wells Park site, per the DPM the City (represented by the CAO) must sign the Plat prior to the approval of the Plat by the DHO, and prior to the acceptance, processing, and placement of the platting application on a DHO agenda per our standard operating procedure for platting applications. To conclude, per our standard operating procedure for application acceptance of platting applications, Development Review Services Division staff are requesting the CAO's signature on the Plat in question (for the Wells Park site) prior to the acceptance and processing of the platting application and placement on a DHO agenda.

Respectfully,

Jay Rodenbeck  
Planning Manager  
Development Review Services Division  
City of Albuquerque Planning Department

Jolene Wolfley, Associate Planning Director  
Shahab Biazar, City Engineer