
RE: DXF File for DHO approved Plat

From Trollinger, Ryan E. <rtrollinger@cabq.gov>

Date Wed 11/5/2025 11:24 AM

To Jared Baeza <jared.baeza@squarerootservices.com>; dave@jeebsandzuzu.com <dave@jeebsandzuzu.com>

Cc Jeremy Baker <jeremy.baker@squarerootservices.net>; Planning Plat Approval <platgisreview@cabq.gov>; Rodenbeck, Jay B. <jrodenbeck@cabq.gov>

Hello Jared,

Thank you for the project number.

The DXF for PR-2022-007397 – Lands of Jeebs & Zuzu LLC, Lots 8-A1 and 8-A2, McDonald Acres Subdivision – has been approved. This email will notify the DHO office.

Thank you,
Ryan



RYAN TROLLINGER
agis division
cabq.gov/planning

Our POSSE and AVOLVE systems have been replaced with our new software system, ABQ-PLAN. POSSE and AVOLVE users can create an ABQ-PLAN account with the same email address to access their data.

We have a [user guide](#), [video tutorials in English and Spanish](#), and other resources to help you get up to speed.

For more information about ABQ-PLAN please visit cabq.gov/planning/abq-plan

From: Jared Baeza <jared.baeza@squarerootservices.com>

Sent: Wednesday, November 5, 2025 9:27 AM

To: Trollinger, Ryan E. <rtrollinger@cabq.gov>; dave@jeebsandzuzu.com

Cc: Jeremy Baker <jeremy.baker@squarerootservices.net>; Planning Plat Approval <platgisreview@cabq.gov>; Rodenbeck, Jay B. <jrodenbeck@cabq.gov>

Subject: Re: DXF File for DHO approved Plat

Hi, Ryan,
PR-2022-007397 is the project #

Thank you,

Jared Baeza | B.S. Land Surveying and Geomatics

Director of Survey

Mobile (575) 964-3739

Jared.Baeza@Squarerootservices.net

Office: (575) 231-7347



6701 Edith Blvd. N.E. Suite A

Albuquerque, NM 87113

Squarerootservices.net

From: Trollinger, Ryan E. <rtrollinger@cabq.gov>

Sent: Wednesday, November 5, 2025 9:22 AM

To: Jared Baeza <jared.baeza@squarerootservices.com>; dave@jeebsandzuzu.com <dave@jeebsandzuzu.com>

Cc: Jeremy Baker <jeremy.baker@squarerootservices.net>; Planning Plat Approval <platgisreview@cabq.gov>; Rodenbeck, Jay B. <jrodenbeck@cabq.gov>

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You don't often get email from rtrollinger@cabq.gov. [Learn why this is important](#)

Hi Jared,

Thanks for the PDF of the plat, but before AGIS can process, we still need a City Project Number in the following format: PR-XXXX-XXXXXX.

Thank you,
Ryan

From: Jared Baeza <jared.baeza@squarerootservices.com>

Sent: Wednesday, November 5, 2025 8:26 AM

To: Trollinger, Ryan E. <rtrollinger@cabq.gov>; dave@jeebsandzuzu.com

Cc: Jeremy Baker <jeremy.baker@squarerootservices.net>; Planning Plat Approval <platgisreview@cabq.gov>;

Rodenbeck, Jay B. <jrodenbeck@cabq.gov>

Subject: Re: DXF File for DHO approved Plat

Ryan,
See attached plat.

Thank you,

Jared Baeza | B.S. Land Surveying and Geomatics

Director of Survey

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Jared.Baeza@Squarerootservices.net

Office: (575) 231-7347



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Albuquerque, NM 87113

Squarerootservices.net

From: Trollinger, Ryan E. <rtrollinger@cabq.gov>

Sent: Wednesday, October 22, 2025 9:16 AM

To: Jared Baeza <jared.baeza@squarerootservices.com>; dave@jeebsandzuzu.com <dave@jeebsandzuzu.com>

Cc: Jeremy Baker <jeremy.baker@squarerootservices.net>; Planning Plat Approval <platgisreview@cabq.gov>;

Rodenbeck, Jay B. <jrodenbeck@cabq.gov>

Subject: RE: DXF File for DHO approved Plat

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Hi Mr. Baeza,

I just wanted to follow up on my previous email regarding the DXF submittal. We're still in need of a PDF of the plat and City Project Number in order to move forward with processing and approval.

Let me know if you have any questions.

Thanks,

Ryan

From: Trollinger, Ryan E. <rtrollinger@cabq.gov>
Sent: Wednesday, October 8, 2025 10:54 AM
To: Jared Baeza <jared.baeza@squarerootservices.com>; Muzzey, Devin P. <dmuzzey@cabq.gov>; dave@jeebsandzuzu.com
Cc: Jeremy Baker <jeremy.baker@squarerootservices.net>; Planning Plat Approval <platgisreview@cabq.gov>; Rodenbeck, Jay B. <jrodenbeck@cabq.gov>
Subject: RE: DXF File for DHO approved Plat

Hi Mr. Baeza,

We received the DXF but in order to process and approve it we will need a PDF of the plat.

For DXF submittal requirements, refer to the DPM page 5-12, item #13, letters a - h on the attached.

Thank you,

Ryan



RYAN TROLLINGER

systems analyst I

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From: Jared Baeza <jared.baeza@squarerootservices.com>
Sent: Wednesday, October 8, 2025 10:15 AM
To: Muzzey, Devin P. <dmuzzey@cabq.gov>; dave@jeebsandzuzu.com
Cc: Jeremy Baker <jeremy.baker@squarerootservices.net>; Planning Plat Approval <platgisreview@cabq.gov>; Rodenbeck, Jay B. <jrodenbeck@cabq.gov>
Subject: Re: DXF File for DHO approved Plat

Hi, Devin,

Please see attached .dxf file. Please let us know if you need anything else.

Thank you,

Jared Baeza | B.S. Land Surveying and Geomatics

Director of Survey

Mobile (575) 964-3739

Jared.Baeza@Squarerootservices.net

Office: (575) 231-7347



6701 Edith Blvd. N.E. Suite A

Albuquerque, NM 87113

Squarerootservices.net

From: Muzzey, Devin P. <dmuzzey@cabq.gov>

Sent: Thursday, July 24, 2025 10:11 AM

To: dave@jeebsandzuzu.com <dave@jeebsandzuzu.com>

Cc: Jared Baeza <jared.baeza@squarerootservices.com>; Jeremy Baker
<jeremy.baker@squarerootservices.net>; Planning Plat Approval <platgisreview@cabq.gov>;
Rodenbeck, Jay B. <jrodenbeck@cabq.gov>

Subject: RE: DXF File for DHO approved Plat

Hi Dave,

Please include everything in the plat pdf file. The .dxf file should contain only the boundary and easement lines.

Thank you,



Devin Muzzey

gis specialist

e dmuzzey@cabq.gov

cabq.gov/planning

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From: dave@jeebsandzuzu.com <dave@jeebsandzuzu.com>

Sent: Wednesday, July 23, 2025 5:02 PM

To: Muzzey, Devin P. <dmuzzey@cabq.gov>

Cc: 'Jared Baeza' <jared.baeza@squarerootservices.net>; Jeremy Baker <jeremy.baker@squarerootservices.net>; Planning Plat Approval <platgisreview@cabq.gov>; Rodenbeck, Jay B. <jrodenbeck@cabq.gov>

Subject: Re: DXF File for DHO approved Plat

Thank you for your response Devin!

For the dxf file, are you just wanting the linework and lettering on the plat? Or are you also wanting the title blocks, sheets, and verbiage too?

Thanks!

Dave

J. David Hickman

Jeebs & Zuzu, LLC

505-239-4264

From: Muzzey, Devin P. <dmuzzey@cabq.gov>

Sent: Wednesday, July 23, 2025 12:12 PM

To: dave@jeebsandzuzu.com <dave@jeebsandzuzu.com>

Cc: 'Jared Baeza' <jared.baeza@squarerootservices.net>; Jeremy Baker <jeremy.baker@squarerootservices.net>; Planning Plat Approval <platgisreview@cabq.gov>; Rodenbeck, Jay B. <jrodenbeck@cabq.gov>

Subject: RE: DXF File for DHO approved Plat

Hi Dave,

Thanks for reaching out, and we are happy to assist. We will need you to formally send an email request for this dxf approval sent to our official GIS plat review email account (cc'd). In the email, please include the .dxf file, the corresponding pdf file, and the project number.

Let us know if you have any other questions.

-Devin Muzzey



Devin Muzzey

gis specialist

e dmuzzey@cabq.gov

cabq.gov/planning

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From: dave@jeebsandzuzu.com <dave@jeebsandzuzu.com>

Sent: Tuesday, July 22, 2025 12:46 PM

To: Muzzey, Devin P. <dmuzzey@cabq.gov>

Cc: 'Jared Baeza' <jared.baeza@squarerootservices.net>; Jeremy Baker

<jeremy.baker@squarerootservices.net>

Subject: DXF File for DHO approved Plat

Hi!

I got your email from Jacob Boylen in planning. We recently had a replat approved through the DHO. One of the conditions of the approval was "AGIS DXF file must be provided as well as proof of approval prior to final sign off."

Jacob suggested that you are the guy we need to coordinate with, or that you would be able to point us in the right direction. Since we have not done this before, we'll appreciate every bit of help and direction that you can give us. We're all familiar with AutoCad and the dxf file format, but exactly what you all want and how to provide it would be helpful.

Thanks!

Dave

J. David Hickman

Architect

Jeebs & Zuzu, LLC

505-239-4264



jeebs & Zuzu, llc

**Architecture
Construction
Design-Build**

www.jeebsandzuzu.com

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