



Development Facilitation Team (DFT) – Review Comments

Reviewer: David G. Gutierrez, P.E. | Phone: 505-289-3381 | dggutierrez@abcwua.org

Project No: PR-2022-007986 Date: 4/2/2025

Agenda Item: #8

Zone Atlas Page: F-10

Legal Description: Unplatted lands, Town of ABQ Grant

Request: Subdivide the existing lot into 6 lots served by a new extension of Cleghorn Rd

Location: 4221 64th St NW between 64th Street & Bill Cody Drive NW

Application For: – PA-2025-00060 - SKETCH

Comment: (Provide written response explaining how comments were addressed)

1. Availability Statement 230123 provided on 2/28/2023 has expired.
2. Utility Plan:
 - a. Provide a utility plan that indicates the location of proposed services.
 - b. Show existing public water and public sewer mains and any associated easements on the utility plan.
 - c. Dimension the public water and public sewer easements on the utility plan.
 - d. Coordinate with NM 811 to field locate and survey the existing public water and sewer infrastructure. If existing infrastructure is not within the existing easements, dedicate additional easement to provide the minimum widths over the actual pipe locations.
 - e. There shall be no trees, parallel fences/sidewalks/curbs, or structures within the public water and public sewer easement.
 - f. Please add the following notes to the Master Utility Plan
 - i. Coordination with Water Authority Cross Connection Section will be required to ensure proper backflow containment is in place prior to release of meter for the site. Contact the Cross Connection Section at 505-289-3454.
 - ii. Coordination with the Water Authority Pre-Treatment Engineer is required to ensure the site complies with Water Authority Sewer Use Ordinance. Contact the Pre-Treatment Engineer at 505-289-3439.
3. Infrastructure List:
 - a. Per the Availability Statement, improvements are required for this project. Include the public infrastructure items in this list.
 - b. Please include the public hydrants in the list.
 - c. Please include the water meter in the infrastructure list.
 - d. If applicable, please include the removal of existing services that are to be unused with this project in the infrastructure list.
 - e. Any existing fire hydrant that does not meet ADA shall be relocated accordingly and included on an infrastructure list. If a fire hydrant is included on an infrastructure list, the City requires this installation to be completed with a work order and not a Water Authority mini work order.

- f. The infrastructure list associated with the various phases or units shall reflect the necessary infrastructure needed for each phase or unit such that it is standalone. In other words, some phases or units may have redundant line items on the infrastructure list.
 - g. If a certain phase is dependent on the infrastructure of a different phase, language shall be included on the infrastructure list indicating the independent phases shall be constructed and approved prior to dependent phases.
 - 4. Plat:
 - a. For cases when infrastructure extensions will be required with the platting action, the following language shall be included on the plat for approval:
 - i. “The installation of public waterline and/or public sanitary sewer may be required as a condition of future development approval, once the water service, fire protection and sanitary sewer service requirements of any future development is known.”
 - 5. Easements:
 - a. Add the following note on the plat when easements are being granted for public water and/or public sanitary sewer infrastructure:

ABCWUA Public Water & Sanitary Sewer Easements
Albuquerque Bernalillo County Water Utility Authority (ABCWUA) is granted easement(s) in the dimensions noted on this plat for the construction, installation, maintenance, repair, modification, replacement and operation of public water and sanitary service lines, equipment and facilities reasonably necessary to provide service together with free access on and over the easement and the right to remove trees, shrubs, undergrowth and any other obstacles, modifications, or structures which interfere with use of the easement.
 - b. Include all public water and/or sanitary sewer easements on the plat, including those that are adjacent to the subject property’s boundaries. Surveyor shall field verify the location of existing public water and/or sanitary sewer infrastructure to determine if existing public water and/or sanitary sewer easements are sufficient. If the easement(s) does not exist, a new easement shall be granted. The width of the easement shall be the standard width, unless specified by the Water Authority.
 - c. Exclusive public water and sanitary sewer easements are required for all public lines that are to be constructed outside of any dedicated rights-of-way. A minimum width easement of 20’ is required for a single utility and 25’ for water and sewer both within the same easement. Easements for standard sized water meters need to be 5’x5’ and include the length of the water service if located on private property. For larger meters that require a meter vault, a 35’x35’ easement is required. Actual easement widths may vary depending on the depth of the lines to be installed.
 - d. Side yard easements are not acceptable for public waterline or sanitary sewer.
 - e. If existing conditions consist of a shared easement with public waterline and/or sanitary sewer along with other utilities, this existing easement may remain as is without the need for an exclusive easement, as approved by the Water Authority.
 - f. The surveyor shall field verify the location of existing private water and/or private sanitary sewer services to determine if private service easements are needed to preserve the existing service(s) for the newly created lots. The width of the private service easement shall be determined by the engineer or surveyor.

- g. Proper private water and/or private sanitary sewer service easements shall be granted for access to public waterline and/or public sanitary sewer for proposed lots which do not have direct access. The width of the private service easement shall be determined by the engineer or surveyor.



DEVELOPMENT FACILITATION TEAM

Parks and Recreation Department

PR-2022-007986

PA-2025-00060 – SKETCH

All or a portion of: UNPLATTED lands, TOWN OF ABQ GRANT zoned R-1B, located at 4221 64TH ST NW between 64th Street & Bill Cody Drive NW containing approximately 1.0 acre(s). (F-10)

REQUEST: Subdivide the existing lot into 6 lots served by a new extension of Cleghorn Rd

IDO-2023

COMMENTS

- Parks and Recreation has no comments at this time.

DEVELOPMENT FACILITATIVE TEAM (DFT) - **HYDROLOGY SECTION**

Richard Martinez, PE, Senior Engineer | 505-924-3362 richardmartinez@cabq.gov

DRB Project Number: 2022-007986

Hearing Date: 04-02-2025

UNPLATTED lands,
TOWN OF ABQ GRANT
4221 64TH ST NW
Between 64th Street &
Bill Cody Drive NW

Project: _____

Agenda Item No: 8

☒ Sketch Plat

☐ Site Plan for Bldg. Permit

☐ EPC Final Sign-Off

ENGINEERING COMMENTS:

- Hydrology has no objection to the sketch plat action.
- Hydrology has a Conceptual Grading & Drainage Plan for 64th Subdivision, (HydroTrans # F10D067) with engineer's stamp 03-04-24.
- Drainage related work offsite within the public Right of Way requires a Work Order with DRC approved plans.
- Add a note on the Grading & Drainage Plan stating, "All Drainage Improvements located in the Right of Way must be included on the required Work Order."
- An approved Grading & Drainage plan is required prior to issuance of a Building Permit if one of these conditions is met: (500 cy of grading, 1,000 sf of proposed building , or 10,000 sf of proposed paving).

☐ APPROVED
☐ DENIED

DELEGATED TO: ☐ TRANS ☐ HYD ☐ WUA ☐ PRKS ☐ PLNG

Delegated For: _____

SIGNED: ☐ I.L. ☐ SPSP ☐ SPBP ☐ FINAL PLAT

DEFERRED TO _____

DEVELOPMENT REVIEW BOARD
TRANSPORTATION DEVELOPMENT

DRB Project Number: 2022-007986
4221 64th St

AGENDA ITEM NO: 8

SUBJECT: Sketch Plat

ENGINEERING COMMENTS:

1. 64th is a local street and requires 5' sidewalks with a 4' to 6' landscape buffer. Your cross section shows proper proposed sidewalk but only 2.4' of buffer. Transportation defers to Planning and Parks to determine if this will be sufficient.
2. The proposed extension of Cleghorn will also be a local and will require the same 5' sidewalk with 4' to 6' landscape buffer. Please provide dimension on the plan or in a cross section to show proposed sidewalks and buffer will be adequate.
3. The proposed access easement is shown at 20' wide, but for access to 2 properties it is required to be a minimum of 22' wide.

. If new or revised information is submitted, additional comments may be provided by Transportation Development.

FROM: Ernest Armijo, P.E.
Transportation Development
505-924-3991 or jwolfenbarger@cabq.gov

DATE: April 2, 2025

ACTION:

APPROVED __; DENIED __; DEFERRED __; COMMENTS PROVIDED __; WITHDRAWN __

DELEGATED: _____ TO: (TRANS) (HYD) (WUA) (PRKS) (CE) (PLNG)



DEVELOPMENT FACILITATION TEAM

Planning - Case Comments

MEETING DATE: 4/02/25 -- **AGENDA ITEM:** #8

Project Number: PR-2022-007986

Application Number: SI-2025-00060

Project Name: 4221 64th St NW

Request: Sketch Plat – Subdivide one lot into six

**These are preliminary Planning comments. Additional reviews and/or revised comments may be needed for any modifications and/or supplemental submittals.*

BACKGROUND

Items that need immediate attention are in orange type

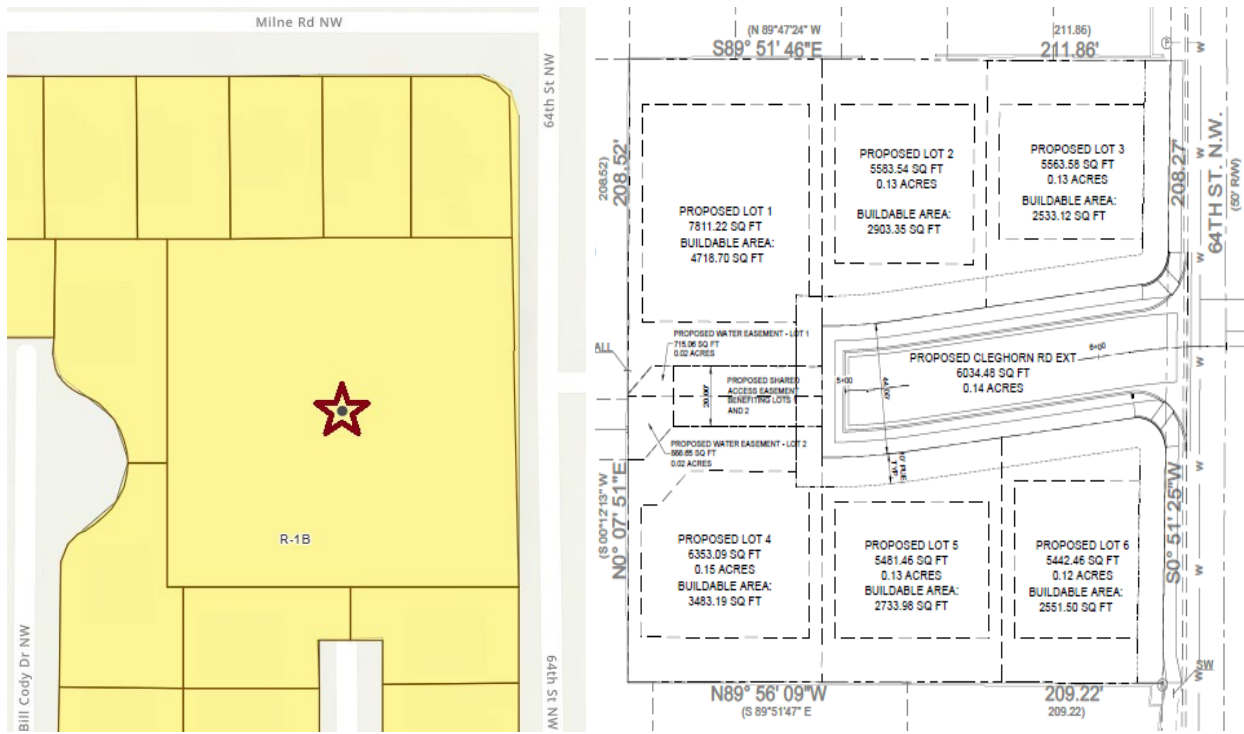
- This is a request for a Sketch Plat review to subdivide an unplatted lot in the Town of Abq Grant into six separate lots, each approximately 0.13 acres in size. The re-plat includes a proposed 20-foot-wide public water easement and a proposed 10-foot wide Public Utility Easement (PUE) around the proposed right-of-way (ROW).

****See Exhibit below***

- The subject property is zoned R-1B (Residential – Single-Family Zone District), and located at 4221 64th St NW.
- Property is within an area of consistency and surrounded by area of consistency.
- The subject property is **not** located within any center or corridor.
- Property is not located within any Character Protection Overlay zone districts.
- Subject property is not located within Major Public Open Space (MPOS) buffer area.

**(See additional comments on next pages)*

IDO/DPM COMMENTS



- Demonstrate compliance with Section 7 of the DPM, Table 7.2.29, regarding Sidewalk width requirements and its landscape buffer.**
 64th St is a local street and requires 5' sidewalks with 4' to 6' landscape buffers.
**Verification of required standards per the Transportation section.*

IDO/DPM COMMENTS

5-1 DIMENSIONAL STANDARDS

5-1(C)(2) Contextual Residential Development in Areas of Consistency

- In any Residential zone district in an Area of Consistency, the minimum and maximum lot sizes for construction of new low-density residential development shall be based on the size of the Bernalillo County Tax Assessor's lot, or a combination of adjacent Tax Assessor's lots, on the portions of the blocks fronting the same street as the lot where the new low-density residential development is to be constructed, rather than on the size of the individual subdivision lots shown on the existing subdivision plat.*
- Planning staff defer to Code Enforcement for final review of the contextual lot size standards. *These standards may not apply in this case**

2-3(B)(2) Use and Development Standards

Table 2-3-3: R-1 Zone District Dimensional Standards Summary				
See Table 5-1-1 for complete Dimensional Standards				
R-1 Sub-zone	A	B	C	D
Site Standards				
A Lot size, minimum	3,500 sq. ft.	5,000 sq. ft.	7,000 sq. ft.	10,000 sq. ft.
B Lot width, minimum	25 ft.	35 ft.	50 ft.	70 ft.
C Usable open space, minimum	N/A	N/A	N/A	N/A
Setback Standards				
D Front, minimum	10 ft.	15 ft.		20 ft.
E Side, minimum		Interior: 5 ft. Street side of corner lots: 10 ft.		10 ft.
F Rear, minimum	10 ft.	15 ft.		
Building Height				
G Building height, maximum		26 ft.		

- A platting application will require the submittal and Development Hearing Officer (DHO) approval of a Major Preliminary Plat application, due to a proposed new street and the requirement for major public infrastructure for the construction of the new street.

5-3(E) SUBDIVISION ACCESS AND CIRCULATION

- Applicant proposes a new private access and utility easement on the east side of the subject property. Per **5-3(E)(1)(f) Private Ways** Private ways to provide access to subdivision lots shall be created only where public right-of-way would not better serve public purposes and where private ways can adequately serve all identified transportation, utility, and stormwater handling requirements. Private ways shall be subject to all of the following requirements.
 - Private ways may be platted only where the City Engineer determines that such ways will clearly function as a local street.
 - The City Engineer may require private ways to include public or private utility easements, including easements for stormwater drainage.
 - If a private way is approved, it shall clearly be identified as such on the final plat, which shall also state the beneficiaries and maintenance responsibilities of the private way. Any legal instrument intended to assure future maintenance of such private way, such as an instrument creating a homeowner's association, shall be included in the subdivider's submittals to the DHO pursuant to Subsections 14-16-6-6(K) (Subdivision of Land – Minor) and 14-16-6-6(L) (Subdivision of Land – Major).

4. All storm drain systems within private ways shall remain private unless they receive water from public facilities and the runoff is drained downstream to another public facility.

5-4(E) BLOCK DESIGN AND LAYOUT

- Per **5-4(E)(1)(c)** In Areas of Consistency, alleys shall be included in subdivision design in those areas of the city where surrounding areas are platted with alleys and shall continue the alignments of those alleys.

6-4(P) REQUIRED IMPROVEMENTS AND FINANCIAL ASSURANCE

- Any submittal for ungraded land requires a **Sensitive Lands Analysis submittal** per Section 5-2 of the IDO. See this link for directions on completing the analysis.
[Sensitive lands analysis form \(cabq.gov\)](https://www.cabq.gov/planning/abq-plan/sensitive-lands-analysis-form).
- A Major Preliminary Plat application can be applied for at the ABQ-PLAN portal (click on the 'ENTER ABQ-PLAN' icon in the ABQ-PLAN webpage accessible at the following link below to enter the ABQ-PLAN portal):
<https://www.cabq.gov/planning/abq-plan/abq-plan>
- Within the ABQ-PLAN webpage, there's also a link to an ABQ-PLAN Resources and FAQs webpage to access guides and tutorials to assist with creating an account and applying for applications in ABQ-PLAN (you will be applying for a 'Minor Plat Application'):
<https://www.cabq.gov/planning/abq-plan/abq-plan-resources-and-faqs>
- Signatures from Hydrology, ABCWUA, and Transportation engineers and staff must be obtained on Form PLT and submitted with the platting application. They will not sign Form PLT until/unless they receive any/all required associated application approvals as listed on Form PLT. Form PLT can be obtained at the following link:
<https://documents.cabq.gov/planning/development-hearing-officer/Form%20PLT.pdf>
- The Plat must be created, as well as sealed and signed by a surveyor licensed in the State of New Mexico.

- All public notice requirements of IDO Section 6, Table 6-1-1 will need to be completed prior to submitting the platting application, and included in the platting application packet. For a Major Preliminary Plat, Neighborhood Associations (NA's) as identified by the Office of Neighborhood Coordination (ONC) must be notified by email of the proposed platting application, and property owners within 100-feet of the subject property must be notified by First-class mail. Notifications sent to the NA's and property owners must include the following:
 1. Completed notification form noting the application type, date/time of the DHO meeting, and that the DHO meeting will be held remotely via Zoom, providing the Zoom link to the meeting. A blank notification form can be obtained at the following link:
https://documents.cabq.gov/planning/development-hearing-officer/Emailed-Mailed-Notice-PublicMeetingHearing-Print&Fill_DHO.pdf
 2. Zone Atlas Map sheet with the site highlighted and labeled
 3. Copy of the Plat
- In the platting application packet, in addition to including the documentation listed above, proof of email to the NA's must be included along with the ONC confirmation email with the list of NA's to contact. ONC can be contacted at: onc@cabq.gov as well as (505) 768-3334.
- Per 6-4(B) of the IDO, a Pre-Submittal Tribal Meeting request must be offered to tribal contacts on file with the Planning Department if the subject property for a Minor Preliminary/Final Plat application is located within 660 feet of Major Public Open Space and/or a tribal boundary. The subject property for this Sketch Plat is not located within this area, therefore a Pre-Submittal Tribal Meeting request will **not** be required for a future platting application on the subject property.
- All signatures from the surveyor, property owner(s), and the City Surveyor are required on the Plat prior to the acceptance of the application file for the Plat and placement on a DHO agenda.
- The following will need to be on the final platting sheets:
 Project and Application #'s, documents signed/stamped by a design professional licensed in the State of NM.
- Prior to final sign-off of the plat, the AGIS office must approve the DXF file and proof of approval must be provided.

- The proposed platting action would be reviewed to the standards and provisions within the IDO-Integrated Development Ordinance and the standards within the DPM-Development Process Manual. Here is a link to both:
<https://www.cabq.gov/planning/codes-policies-regulations/integrated-development-ordinance-1>
<https://www.cabq.gov/planning/boards-commissions/development-process-manual-executive-committee>
- **If infrastructure is needed, an IL-Infrastructure list, and/or IIA-Infrastructure Improvements Agreement with financial guarantee will be required.**
- For future platting and/or site plan applications, the Applicant must provide required versus proposed parking calculations for the uses on each proposed tract on the site per Table 5-5-1 of the IDO. If the IDO parking requirements can't be met, a Shared Parking Agreement(s) will be required.

***** Once approved, before a Plat or Infrastructure List will be distributed for signatures, the following must be met:**

1. The Plat or Infrastructure List to be distributed for signatures must depict any revisions required per the conditions and/or findings featured in the Notice of Decision for the application.
2. All Plat or Infrastructure List sheets must be included in the submittal to be distributed for signatures; no additional documents/sheets should be included in this submittal (for example, submit a comment response letter separately).
3. The Plat or Infrastructure List submittal to be distributed for signatures must be featured in a single PDF.
4. The Plat or Infrastructure List must feature/depict the project and application numbers.
5. The Plat must be stamped and signed by a surveyor licensed in the State of New Mexico.
6. The title of the Plat or Infrastructure must follow the following naming scheme:
 - a. **Plat:** project number_application number_Plat_Approved_date of approval.
 - b. **Infrastructure List:** project number_application number_IL_Approved_date of approval

FUTURE DEVELOPMENT GUIDANCE

****Please reference the following development standards from the IDO. Subject to change pending formal submittal or change in development type/use.***

- ❖ 4-2 Allowed Uses, table 4-2-1. ***Reference Use Specific Standards any new uses and/or development. *Single Family Detached Dwelling per 4-3-B-1.**
- ❖ 4-3 Use-specific Standards
- ❖ 5-1 Dimension Standards for **R-1B**. 5-1-G Exceptions and Encroachments.
***Plans will need to show Dimensional standards detail for new development.**
***Site is in an Area of Consistency.** Contextual Standards may apply per Code Enforcement.
- ❖ 5-3 Access & Connectivity requirements. **5-3(C)(3)(b) For all low-density residential development**, driveways accessed from the front or street side of the property shall be at least 20 feet long, exclusive of the sidewalk or drive pad.

5-3(C)(3)(b) For all low-density residential development, driveways accessed from the front or street side of the property shall be at least 20 feet long, exclusive of the sidewalk or drive pad.



- ❖ 5-4 Subdivision of land – **Major**
- ❖ 5-5 Parking & Loading requirements, Table 5-5-1. 14-16-5-5 shall apply to all uses and development in any zone district.
- ❖ 5-6 Landscaping, Buffering and Screening
- ❖ 5-7 Walls/Fences, table 5-7-1. ***Development requires separate permitting.**
- ❖ 5-8 Lighting
- ❖ Section 6-1, table 6-1-1 for notice requirements.
- ❖ 6-4 General Procedures
- ❖ Platting actions per 6-6-K Subdivision of Land-Minor or 6-6-L Subdivision of Land-Major.
- ❖ Vacations per 6-6-M.
- ❖ 7-1 Development, dwelling and use definitions.

DEFINITIONS

Minor Subdivision Any subdivision that meets the eligibility requirements for a Subdivision of Land – Minor pursuant to Subsection 14-16-6-6(K).

Major Subdivision Any subdivision not classified as minor.

Plat A graphic and written description of a lot or lots with survey reference ties to permanent survey monuments related to the subdivision, resub division (sometimes called a replat), or consolidation of land.

Final Plat The completed subdivision plat in a form for approval and recordation.

Preliminary Plat A tentative plat of a proposed subdivision prepared in accordance with the specifications of this IDO and the DPM for presentation to the DHO for action.

Sketch Plat A conceptual plat of a proposed subdivision used for discussion by the applicant and Planning Department staff to determine suitability for subdivision. A sketch plat typically shows general building and parking locations and specifies design requirements for buildings, landscaping, lighting, and signage.



***Disclaimer:** The comments provided are based upon the information received from the applicant/agent. If new or revised information is submitted, additional comments may be provided by Planning.*

FROM: Marcelo Ibarra/Jay Rodenbeck/Robert Webb
Planning Department

DATE: 4/2/25