



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 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"/> Alternative Landscaping Plan (Form P3)	<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, DHO, LC, ZHE, or City Staff (Form A)

### APPLICATION INFORMATION

Applicant:		Phone:
Address:		Email:
City:	State:	Zip:
Professional/Agent (if any):		Phone:
Address:		Email:
City:	State:	Zip:
Proprietary Interest in Site:	List <u>all</u> owners:	

### BRIEF DESCRIPTION OF REQUEST

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


Lot or Tract No.:	Block:	Unit:
Subdivision/Addition:	MRGCD Map No.:	UPC Code:
Zone Atlas Page(s):	Existing Zoning:	Proposed Zoning:
# of Existing Lots:	# of Proposed Lots:	Total Area of Site (acres):

### LOCATION OF PROPERTY BY STREETS

Site Address/Street:	Between:	and:
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### CASE HISTORY (List any current or prior project and case number(s) that may be relevant to your request.)

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Signature: 	Date:
Printed Name:	<input type="checkbox"/> Applicant or <input 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****\_ ARCHAEOLOGICAL CERTIFICATE**

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 to City Staff using other online resources such as Dropbox or FTP. *The PDF shall be organized in the number order below.*

- \_\_\_ 1) Development Review application form completed, signed, and dated
- \_\_\_ 2) Form P3 with all the submittal items checked/marked
- \_\_\_ 3) Zone Atlas map with the entire site clearly outlined and labeled
- \_\_\_ 4) Letter of authorization from the property owner if application is submitted by an agent
- \_\_\_ 5) Archaeological Compliance Form with property information section completed
- \_\_\_ 6) 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**

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- \_\_\_ 4) Letter of authorization from the property owner if application is submitted by an agent
- \_\_\_ 5) Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-4(Y)(2)
- \_\_\_ 6) The approved Site Plan being amended
- \_\_\_ 7) Copy of the Official Notice of Decision associated with the prior approval
- \_\_\_ 8) The proposed Site Plan, with changes circled and noted

*Refer to the Site Plan Checklist for information need on the proposed Site Plan*

*Minor Amendments be within the thresholds established in IDO Table 6-4-4. 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**

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- \_\_\_ 2) Form P3 with all the submittal items checked/marked
- \_\_\_ 3) Zone Atlas map with the entire site clearly outlined and labeled
- \_\_\_ 4) Letter of authorization from the property owner if application is submitted by an agent
- \_\_\_ 5) Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-4(Z)(1)(a)
- \_\_\_ 6) The approved Site Plan being amended
- \_\_\_ 7) Copy of the Official Notice of Decision associated with the prior approval
- \_\_\_ 8) The proposed Site Plan, with changes circled and noted

*Refer to the Site Plan Checklist for information need on the proposed Site Plan*

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

**\_ ACCELERATED EXPIRATION OF SITE PLAN**

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 to City Staff using other online resources such as Dropbox or FTP. *The PDF shall be organized in the number order below.*

- \_\_\_ 1) Development Review application form completed, signed, and dated
- \_\_\_ 2) Form P3 with all the submittal items checked/marked
- \_\_\_ 3) Zone Atlas map with the entire site clearly outlined and labeled
- \_\_\_ 4) Letter of authorization from the property owner if application is submitted by an agent
- \_\_\_ 5) Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-5(C)(3)(b)
- \_\_\_ 6) Site Plan to be Expired

**\_ ALTERNATIVE SIGNAGE PLAN**

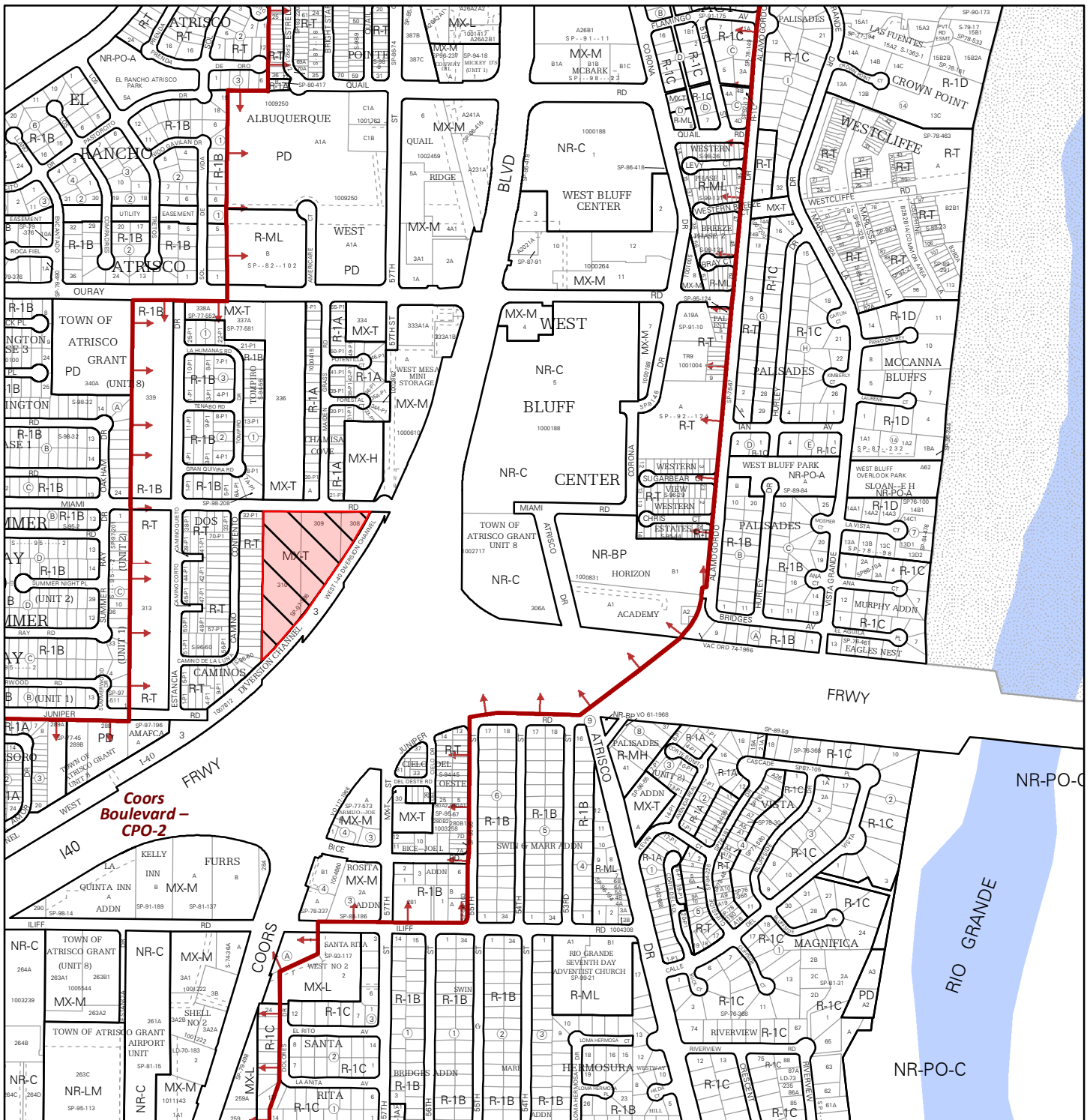
A Single PDF file of the complete application including all documents being submitted must be emailed to [PLNDRS@cabq.gov](mailto:PLNDRS@cabq.gov) prior to making a submittal. Zipped files or those over 9 MB cannot be delivered via email, in which case the PDF must be provided to City Staff using other online resources such as Dropbox or FTP. The PDF shall be organized in the number order below.

- 1) Development Review application form completed, signed, and dated
- 2) Form P3 with all the submittal items checked/marked
- 3) Zone Atlas map with the entire site clearly outlined and labeled
- 4) Letter of authorization from the property owner if application is submitted by an agent
- 5) Proposed Alternative Signage Plan compliant with IDO Section 14-16-5-12(F)(5)
- 6) Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-5(C)(3)(b)
- 7) Sign Posting Agreement
- 8) Required Content of Notice at Submittal per IDO Section 14-16-6-4(K)(1)
  - Office of Neighborhood Coordination notice inquiry response
  - Completed notification form(s), proof of additional information provided in accordance with IDO Section 6-4(K)(1)(b)
  - Proof of emailed notice to affected Neighborhood Association representatives

**\_ ALTERNATIVE LANDSCAPING PLAN**

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- 1) Development Review application form completed, signed, and dated
- 2) Form P3 with all the submittal items checked/marked
- 3) Zone Atlas map with the entire site clearly outlined and labeled
- 4) Letter of authorization from the property owner if application is submitted by an agent
- 5) Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-5-6(C)(16)
- 6) Landscape Plan



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).

Zone Atlas Page:  
**H-11-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

**Agent Authorization Form**

May 8, 2023

Development Hearing Officer  
City of Albuquerque  
P.O. Box 1293  
Albuquerque, NM 87103

**RE: All DHO Submittals  
THE N'LY PORTS OF TRS 308, 309 & 310 UNIT 8 TOWN OF ATRISCOGRANT  
NE CORNER TR 310 UNIT 8 ATRISCO GRANT  
TR COMPRISING PORT TR 310 UNIT 8 ATRISCO GRANT  
Zone Atlas Page: H-11-Z**

I/We, (property owner name) WILLIAM E GALBRETH TRUSTEE GALBRETH RVT, as the owner(s) of the real property described as follows. **THE N'LY PORTS OF TRS 308, 309 & 310 UNIT 8 TOWN OF ATRISCOGRANT, NE CORNER TR 310 UNIT 8 ATRISCO GRANT, TR COMPRISING PORT TR 310 UNIT 8 ATRISCO GRANT**, do hereby authorize to act as my/our agent (Agents Name), Tierra West, LLC, to execute any and all documents necessary to affect the application approval requested to the Development Hearing Officer, and to appear on my/our behalf before any administrative or legislative body in the county of Bernalillo considering this application and to act in all respects as our agent in matters pertaining to the application.

William E Galbreth  
Print Name

William E Galbreth  
Signature

President  
Title

5-11-23  
Date



**BUTTERFLY HOLDINGS, LLC**

409 NM HWY 528, NE, Rio Rancho, NM 87124 505-892-9200

**AGENT AUTHORIZATION LETTER**

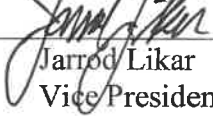
March 5, 2024

Developing Hearing Officer  
City of Albuquerque  
Planning Department  
600 Second Street NW  
Albuquerque, New Mexico 87102

Re: Northerly Portions of Tracts 308, 309 & 310, Unit 8, Town of Atrisco Grant  
Containing ±5.4682 Acres (the "Property")  
Zone Atlas Page H-11-Z

Butterfly Holdings, LLC ("Applicant") is the owner of the above reference Property, and does hereby authorize Tierra West, LLC to act as Applicant's agent in connection with Applicant's application before the Development Hearing Office for major preliminary plat, and to act as Applicant's agent in all respects in matters pertaining to the application and to appear at hearings before any administrative body within the City of Albuquerque Planning Department.

BUTTERFLY HOLDINGS, LLC

By:   
Jarrod Likar  
Vice President – Land Development

Form No: SP000161503MS  
BUTTERFLY NATIONAL TITLE INSURANCE CO

**WARRANTY DEED**

**STEPHEN MATTHEW TORRES, SPECIAL MASTER FOR THE 2<sup>ND</sup> JUDICIAL DISTRICT COURT**, as appointed in Bernalillo County District Court Cause No. D-202-DM-2015-03887 ("Grantor"), for consideration paid, grants to **BUTTERFLY HOLDINGS, LLC**, a New Mexico limited liability company ("Grantee"), whose address is 409 NM HWY 528, NE, Rio Rancho, New Mexico 87124, the following described real estate in Sandoval County, New Mexico, with warranty covenants:

A tract of land situated within Section 11, Township 10 North, Range 2 East, N.M.P.M., as projected into the Town of Atrisco Grant, within School District No. 28, Bernalillo County, New Mexico, tract identified as a portion of Tract 310, Unit 8, Town of Atrisco Grant, as the same is shown and designated on the Map of Portion of the Tracts Allotted from the Town of Atrisco Grant filed in the office of the County Clerk of Bernalillo County, New Mexico on December 5, 1944, as shown and designated on Warranty Deed filed in the office of the County Clerk of Bernalillo County, New Mexico on March 20, 2007, Book A134, page 8273 as Document Number 2007048366, being more particularly described by metes and bounds as follows:

BEGINNING at the Northwest corner of the herein described parcel, also being the Northwest corner of said Tract 310, lying on the Southerly right of way of Miami Road NW and marked by a rebar with cap "LS 10646", whence a tie to a centerline monument bears N 89 deg. 22' 25" W, a distance of 145.04 feet and a tie to ACS Monument "12\_H11" bears N 32 deg. 50' 58" E, a distance of 2527.96 feet; thence, from said point of beginning and coinciding with said right of way S 89 deg. 22' 25" W, a distance of 90.1 feet to the Northeast corner of the herein described parcel, marked by a rebar with cap "LS 7293"; thence, leaving said right of way S 00 deg. 38' 38" W, a distance of 140.41 feet to an angle point marked by a rebar with cap "LS 7923"; thence S 89 deg. 22' 53' E, a distance of 19.49 feet to an angle point, referenced by a rebar with 1/2" rebar with cap "LS 7923"; thence S 00 deg. 13' 35" W, a distance of 67.00 feet to the Southeast corner of the herein described parcel, marked by a rebar with cap "LS 7923"; thence N 89 deg. 21' 42" W, a distance of 110.02 feet to the Southwest corner of the herein described parcel, lying on the west property line of said Tract 310, marked by a rebar with cap "LS 7923"; thence, coinciding with said westerly property line N 00 deg. 39' 10" E, a distance of 207.39 feet to the point of beginning.

**SUBJECT TO THE FOLLOWING:**

1. Taxes for the year 2024 and thereafter;



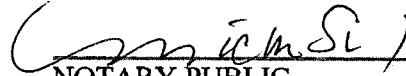
2. Reservations as contained in Patent from the United States of America recorded in Book 35, Page 91, records of Bernalillo County, New Mexico, and
3. Easement for utilities recorded August 14, 1959, as Document No. 30738, records of Bernalillo County, New Mexico.

WITNESS my hand this 4th day of March, 2024.

STEPHEN MATTHEW TORRES, SPECIAL MASTER  
 FOR THE 2<sup>ND</sup> JUDICIAL DISTRICT COURT, as appointed  
 in Bernalillo County District Court Cause No. D-202-DM-  
 2015-03887

STATE OF NEW MEXICO            )  
   ) ss.  
 COUNTY OF BERNALILLO        )

This instrument was acknowledged before me on March 4<sup>th</sup>, 2024, by Stephen Matthew Torres, Special Master for the 2<sup>nd</sup> Judicial District Court, as appointed in Bernalillo County District Court Cause No. D-202-DM-2015-03887.

  
 \_\_\_\_\_  
 NOTARY PUBLIC

My Commission Expires:  
 \_\_\_\_\_



STATE OF NEW MEXICO  
 NOTARY PUBLIC  
 Michele Sharif  
 Commission No. 1099551  
 Expires: December 22, 2027



**City of Albuquerque**  
P.O. Box 1293 Albuquerque, NM 87103  
**Planning Department**  
Alan Varela, Interim 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:**  
**ADAM JOHNSTONE,**  
**TIERRA WEST LLC**

**SUBMITTED TO:**

\_\_\_\_\_  
Date