

From: Webb, Robert L. <rwebb@cabq.gov>
Sent: Wednesday, September 17, 2025 8:51 AM
To: Andrea Rand
Subject: RE: U-Haul Plat questions

Good morning.

Just a heads up on my Planning comments for the Site Plan.

I can't speak for all of the sections, but I think you guys are fairly ready for approval. The plat will need to be finished before final sign off, but the items I had are minor.

Here are some items that I'll need your team to clarify and discuss. Some may also require revision updates.

You'll see them in the comments that were sent out of course.

Thank you.

- *Clarify how the upcoming DHO platting action will be affect the site plan and if the IL will be affected.*
- *Confirm if the IL-Infrastructure List is complete per the engineering team or if revisions are still required.*
Once the IL is approved, a recorded Infrastructure Improvements Agreement w/ financial guarantee will need to be executed and recorded with the County Clerk prior to final sign off of the site plan.
- *Confirm that Code Enforcement has approved the lighting plan, per current standards within IDO section 3-4-K and 5-8.*
- *An outdoor seating area is required for a primary building(s) more than 30,000 s.f.*
**Clarify the details of meeting 5-11-E-3, #2 (a, b, c, d).*
**Clarify if seating area was included in the landscaping plan, matching the site plan sheets.*
- *Confirm no changes to façade and elevation design from previous submittals.*
- **An Alternative Landscape Plan has been submitted, with a revision recently submitted, and is being reviewed in concurrence with this Site Plan. It had been approved by Planning and Parks staff, and the ZEO is currently providing a final review of the Plan. Confirmation from the ZEO that the Alternative Landscape Plan has been approved is required prior to the approval of the Site Plan Administrative DFT by DFT staff.*
- *The project and application numbers must be added to the Site Plan and any associated IL.*

- **Applicant must ensure that all revised and/or final Plan sheets are sealed and signed by a design professional licensed in the State of New Mexico.*

Thank you,

Robert



ROBERT WEBB

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From: Andrea Rand <Andrea.Rand@ISGInc.com>

Sent: Tuesday, September 16, 2025 12:48 PM

To: Webb, Robert L. <rwebb@cabq.gov>

Cc: Risenhoover, Loren <lrisenhoover@cabq.gov>; Rodenbeck, Jay B. <jrodenbeck@cabq.gov>

Subject: RE: U-Haul Plat questions

Thanks, Robert. I will start routing for all digital signatures needed before submitting for the final review.

The plat is reflective of the site plan that is in for review. We need to plat the lot to account for city ROW changes. We have submitted the site plan for the Final TCL approval (that ultimately shows the changes to the property lines for their future ROW changes) and that has been approved. We have waited for the Final TCL approval and to ensure there would be no more changes to the Site plan that impact the plat, and then created the plat to ensure consistency, hence just starting the plat now at the final Site Plan review stages. Hope this help to ensure consistency!

Andrea

From: Webb, Robert L. <rwebb@cabq.gov>

Sent: Tuesday, September 16, 2025 1:41 PM

To: Andrea Rand <Andrea.Rand@ISGInc.com>

Cc: Risenhoover, Loren <lrisenhoover@cabq.gov>; Rodenbeck, Jay B. <jrodenbeck@cabq.gov>

Subject: RE: U-Haul Plat questions

Hello. We're happy to help.
I've also copied our Planning Manager, Jay Rodenbeck.

You can reference forms and checklists on the following web page:
<https://www.cabq.gov/planning/download-forms-applications>

Form PLT is somewhat of a pre-authorization form for the engineering staff. Transportation, Hydrology, and Water Authority. For things like TCL's or Traffic Studies, Grading/Drainage, and Availability Statements.

That form needs to be signed by all three prior to and with the file submittal.

The Plat needs to be signed by the property owner, the City Surveyor, all utility companies, and AMAFCA. Those signatures need to be completed prior to and with the complete file submittal.

Then, once you have a complete file ready to submit, you'll submit everything online. It will be reviewed for completeness, then invoiced, and then scheduled on a DHO agenda.

Once approved by the DHO, City staff will begin the sign off process on the plat. All submittals to our office are electronic. We no longer route paper hard copies.

The Site Plan (3rd submittal) is being reviewed for approval on the current DFT agenda. How is or how will the plat and any infrastructure or dedication of ROW affect the site plan review and approval?

Thank you,

Robert



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From: Andrea Rand <Andrea.Rand@ISGInc.com>

Sent: Tuesday, September 16, 2025 12:14 PM

To: Webb, Robert L. <rwebb@cabq.gov>

Cc: Risenhoover, Loren <lrisenhoover@cabq.gov>

Subject: RE: U-Haul Plat questions

Hi Robert – (And copying Loren to see if you should be looped in for any Prelim/Final Plat submittal and may be able to answer the questions below).

I have the Prelim/Final Plat for U-Haul (1 lot plat) to submit but need to clarify what needs to be signed before I submit.

Attached is the signed PLT form by Hydrology, Transportation and ABCWUA. The bottom of the PLT page just give a checklist of Utility Companies for “Signatures on the Plat”. (See screenshot below). We have included a signature line for each of the listed utility agencies (and also a signature line for the city, owner, surveyor) on the plat cover sheet. My question is do we need to route to each of these agencies to sign the plat BEFORE I submit to the city for review?

❑ **Signatures on Plat:**

• Owner(s)	_____ Yes
• City Surveyor	_____ Yes
• AMAFCA***	_____ Yes
• NM Gas***	_____ Yes
• PNM ***	_____ Yes
• COMCAST***	_____ Yes
• MRGCD***	_____ Yes

Also, once the city has reviewed do you ask for a mylar or paper copy to be routed for all original signatures or do you require any signatures to be wet signed (ie. Surveyor?)

Thanks
Andrea



Andrea Rand, AICP
Development Services Coordinator
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From: Webb, Robert L. <rwebb@cabq.gov>
Sent: Friday, July 11, 2025 1:40 PM
To: Andrea Rand <Andrea.Rand@ISGInc.com>
Subject: RE: U-Haul Plat questions

Sure, no problem.

So the PLT form is like a pre-authorization form. That has to be signed beforehand so you can submit it with everything else and have a complete file.

Some of the reason is that those signatures are related to things like TLC's, G&D's and Availability statements. When those are required, they can sometimes cause significant delays.

So when handled upfront, it can be identified clearly to avoid things like that.

Approval signatures from City staff come after the approval. That is what our signature block is for. We would route the plat for final signatures after the approval and after any conditions are satisfied. However, the signatures from the property owner, City Surveyor, all utility companies and AMAFCA need be on the plat when it is submitted. Similar to the PLT form, it is part of having a complete submittal.

The PLT form can be signed separately or all on one page. It can be done by email or in person. The City Surveyor, utility companies and AMAFCA may each have different procedures, requirements, or schedules for signatures. You would contact each to confirm and schedule. We don't have control over those since it is either a different department or completely outside the city authority.

Thank you,

Robert



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From: Andrea Rand <Andrea.Rand@ISGInc.com>

Sent: Friday, July 11, 2025 12:20 PM

To: Webb, Robert L. <rwebb@cabq.gov>

Subject: RE: U-Haul Plat questions

Thanks, Robert.

Can you help clarify the signatures when/where needed?

1. PLT Form – I have routed and gotten signatures needed.
2. Signatures Form for the Plat –
 - a. Are these signatures obtained on the 8.5x11 sheet or do we need to place those signatures on the 24x36 size plat?
 - b. Do we obtain these approval signatures before plat submittal or after the DHO approval?
 - c. Can these signatures be obtained digitally or do you need original signatures from each agency?

Thanks!

Andrea

From: Webb, Robert L. <rwebb@cabq.gov>
Sent: Friday, July 11, 2025 11:58 AM
To: Andrea Rand <Andrea.Rand@ISGInc.com>; Rodenbeck, Jay B. <jrodenbeck@cabq.gov>
Subject: RE: U-Haul Plat questions

The portal replaced the physical application form. But some applicants still include one. It is not required, however.

We have a signature block link here on the DHO web page:
<https://www.cabq.gov/planning/boards-commissions/development-hearing-officer>

Here is forms and checklist page as well:
<https://www.cabq.gov/planning/download-forms-applications>

As a whole, the platting cover page is fairly standard. I believe most surveyors will be familiar with cover page criteria, platting drawings, sidewalk exhibits, Etc.
We don't have a template, but we could probably provide a copy of a previous submittal, if needed.

If the platting action qualifies as a Minor Subdivision per the IDO, then the Minor Plat would include the Preliminary and Final together in one submittal, review, and approval.

Thank you,

Robert



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From: Andrea Rand <Andrea.Rand@ISGInc.com>
Sent: Friday, July 11, 2025 10:46 AM
To: Webb, Robert L. <rwebb@cabq.gov>; Rodenbeck, Jay B. <jrodenbeck@cabq.gov>
Subject: RE: U-Haul Plat questions

Hi Robet and Jay –

I am preparing for the Minor Subdivision submittal for U-Haul but need to clarify a few items to ensure I have a complete submittal.

1. Is there a PDF application form I need to complete? I believe I will submit via the portal but unable to find a PDF application form that shows the plat as one of the application types.
2. Is there a cover sheet for the plat that should include signatures and if so do you have a template or example you can share to make sure we have all signature lines needed and the text correct? I can't seem to find this information.
3. Can the preliminary plat and final plat be a combined document or do you need separate documents even for a Minor Subdivision?

Please let me know.

Thanks,
Andrea

From: Webb, Robert L. <rwebb@cabq.gov>

Sent: Tuesday, March 18, 2025 2:23 PM

To: Andrea Rand <Andrea.Rand@ISGInc.com>; Rodenbeck, Jay B. <jrodenbeck@cabq.gov>

Subject: RE: U-Haul Plat questions

We'd need to reference our review comments to confirm.

If I'm remembering correctly, it will be less than 10 lots. So in that case the only thing that would trigger a Major Subdivision would be Major infrastructure or Major Vacation action.

That is determined by the engineering team.

--Major Infrastructure is any new Curb & Gutter, Pavement, extensions of Water, Sewer and/or Storm Drain system.

--Minor infrastructure is considered construction of driveways, sidewalks fronting the project and water & sewer service connections.

For a Minor Subdivision, it is also called a Preliminary/Final Plat. Both stages are done at the same time. Instead of two separate submittals and reviews.

Thank you,

Robert



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From: Andrea Rand <Andrea.Rand@ISGInc.com>

Sent: Tuesday, March 18, 2025 12:35 PM

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

Cc: Planning Dev Help <devhelp@cabq.gov>

Subject: U-Haul Plat questions

[EXTERNAL] Forward to phishing@cabq.gov and delete if an email causes any concern.

Hi Jay –

The U-Haul Site needs to be platted. We thought it just needs to be a Lot Line Adjustment but I can't find the exact plat type that is required. Can you confirm what type of plat application we need to submit and then direct me to the correct application/checklist of required items for the submittal?

I see the Preliminary Plat/Final Plat application and checklists on line (linked below) but I do not believe the U-Haul site needs to complete a Prelim/Final Plat but can't find any other type of minor plat application/checklist online.

<https://www.cabq.gov/planning/boards-commissions/development-hearing-officer>

Any clarification/direction would be much appreciated!

Thank you!

Andrea



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