



Please check the appropriate box(es) and refer to supplemental forms for submittal requirements. All fees must be paid at the time of application.

MISCELLANEOUS APPLICATIONS	
<input type="checkbox"/> Site Plan Administrative DFT (Forms P & P2)	<input type="checkbox"/> Extension of Infrastructure List or IIA (Form S3)
PRE-APPLICATIONS	
<input checked="" type="checkbox"/> Final EPC Sign-off for Master Development/Site Plans - EPC (Form P2)	<input checked="" type="checkbox"/> Sketch Plat Review and Comment (Form S3)
<input type="checkbox"/> Amendment to Infrastructure List (Form S3)	<input type="checkbox"/> Sketch Plan Review and Comment (Form S3)
APPEAL	
<input type="checkbox"/> Temporary Deferral of SAW (Form S3)	<input type="checkbox"/> Administrative Decision (Form A)

BRIEF DESCRIPTION OF REQUEST

Replat of the property located at 4885 Northern Trail in Albuquerque NM 87120, Lot 14 Quaker Heights Subdivision. The current lot is approximately two-thirds of an acre and we are requesting the lot be split into two lots - sectioning off either .25 acre or .20 acre. We will buy the .25 or .20 lot that is sectioned off.

APPLICATION INFORMATION

Applicant/Owner: Melissa S. Ramirez Phone: 505-270-0720
 Address: 5909 Westward LN NW Email: msramirez@comcast.net
 City: Albuquerque State: NM Zip: 87120
 Professional/Agent (if any):
 Address:
 City:

Proprietary interest in Site: Split lot into 2 lots + ownl
SITE INFORMATION (Accuracy of the existing legal description is crucial! Attach a separate sheet if necessary.)
 Lot or Tract No.: 14 Block:
 Subdivision/Addition: Quaker Heights MRGCD Map No.:
 Zone Atlas Page(s): Existing Zoning: # of Proposed Lots: 2 UPC Code: 10110611626438
 # of Existing Lots: 1 # of Proposed Lots: 2 Proposed Zoning:
 Total Area of Site (Acres):

LOCATION OF PROPERTY BY STREETS

Site Address/Street: 4885 Northern Trail NW and: Trail
 Between: Unser + Boerst Western

CASE HISTORY (List any current or prior project and case number(s) that may be relevant to your request.)

I certify that the information I have included here and sent in the required notice was complete, true, and accurate to the extent of my knowledge.

Signature: Melissa S. Ramirez Date: 12/15/23
 Printed Name: Melissa S. Ramirez Applicant or Agent

FORM S3: ADMINISTRATIVE APPLICATIONS – Development Facilitation Team (DFT) as of 12/25/2022 **AMENDMENT TO INFRASTRUCTURE LIST**

A Single PDF file of the complete application including all documents being submitted must be emailed to 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) DFT Application form completed, signed, and dated
- ___ 2) Form S3 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 Amended Infrastructure List
- ___ 6) Original Infrastructure List

 TEMPORARY DEFERRAL OF SIDEWALK CONSTRUCTION

A Single PDF file of the complete application including all documents being submitted must be emailed to 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) DFT Application form completed, signed, and dated
- ___ 2) Form S3 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) A scale drawing showing the location of the deferred sidewalk with appropriate dimensions

 EXTENSION OF THE IIA FOR TEMPORARY DEFERRAL OF SIDEWALK CONSTRUCTION

A Single PDF file of the complete application including all documents being submitted must be emailed to 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) DFT Application form completed, signed, and dated
- ___ 2) Form S3 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) Letter describing, explaining, and justifying the deferral or extension
- ___ 6) Drawing showing the sidewalks subject to the proposed deferral or extension

INFRASTRUCTURE LIST EXTENSION OR AN INFRASTRUCTURE IMPROVEMENTS AGREEMENT (IIA) EXTENSION

A Single PDF file of the complete application including all documents being submitted must be emailed to PLNDRS@caba.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) DFT Application form completed, signed, and dated
- ___ 2) Form S3 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) Letter describing, explaining, and justifying the request per IDO Section 14-16-6-4(X)(4)
- ___ 6) Preliminary Plat or Site Plan
- ___ 7) Copy of DRB approved Infrastructure List
- ___ 8) Copy of recorded IIA

SKETCH PLAT OR SKETCH PLAN REVIEW AND COMMENT

A Single PDF file of the complete application including all documents being submitted must be emailed to PLNDRS@caba.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) DFT Application form completed, signed, and dated
- 2) Form S3 with all the submittal items checked/marked
- 3) Zone Atlas map with the entire site clearly outlined and labeled
- 5) Letter describing, explaining, and justifying the request
- 6) Scale drawing of the proposed subdivision plat or Site Plan
- 7) Site sketch with measurements showing structures, parking, building setbacks, adjacent rights-of-way, and street improvements, if there is any existing land use

December 5, 2023

To Whom it may Concern,

The purpose of this document is to request the replat of the property located at 4815 Northern Trail NW, Albuquerque, New Mexico, Lot 14 in the Quaker Heights subdivision. The current size of the subject lot is approximately two-thirds of an acre (219.89' x 131.85').

We are requesting to replat the property from one (1) lot into two (2) separate lots. Primary preference is to section off one-quarter acre (82.5' x 131.85') from the west side of the property leaving the subject lot at approximately .4155 acre (137.29' x 131.85'). Second preference would be to section off one-fifth of an acre (66.07' x 131.85'), leaving the subject lot at approximately .4655 acre (153.82' x 131.85').

We are currently the owners of the property adjacent on the west side of the subject property at 5909 Westward Ln NW, Albuquerque, New Mexico. Our plan is to keep our lot separate from the proposed replat, however, we would like to inquire if combining the two properties in the future is an option available to us for consideration.

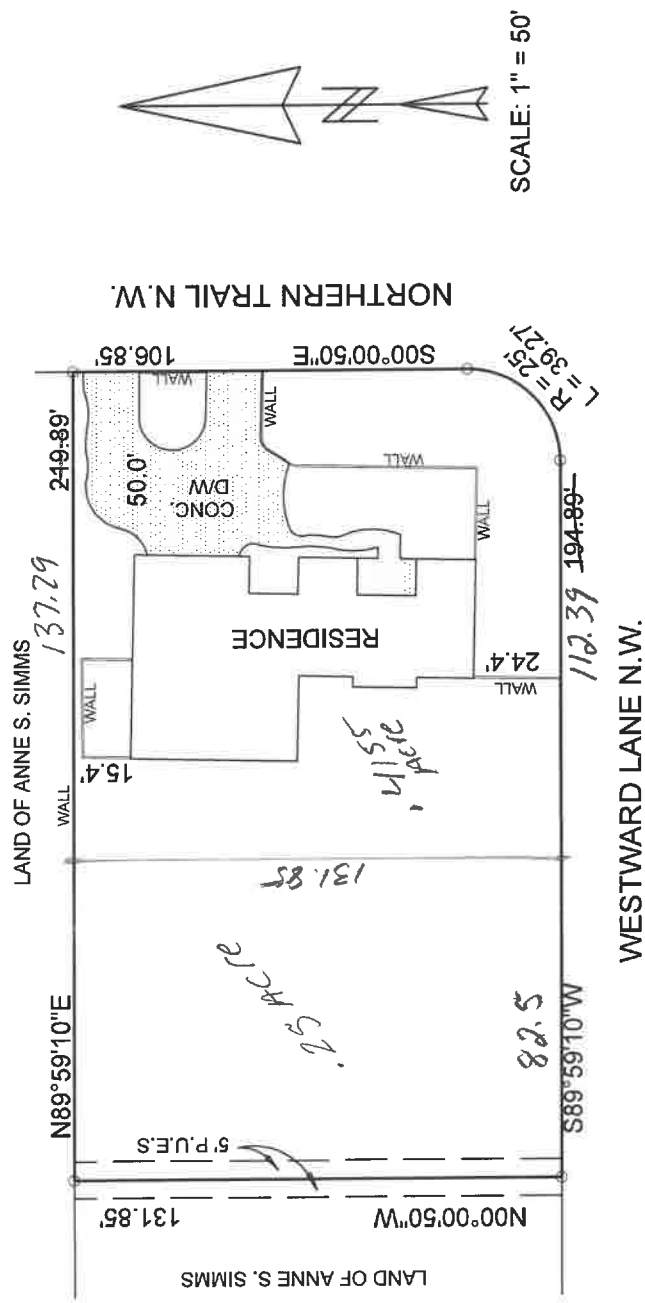
Thank you for your time.

Sincerely,



Melissa S. Ramirez

1st Preference



SKETCH OF LOT 14
 QUAKER HEIGHTS SUBDIVISION
 4815 NORTHERN TRAIL N.W.
 ALBUQUERQUE, NEW MEXICO

NOTE: THIS IS NOT A SURVEY FOR USE BY A PROPERTY OWNER FOR ANY PURPOSE. THIS IS NOT A BOUNDARY SURVEY AND MAY NOT BE SUFFICIENT FOR THE REMOVAL OF THE SURVEY EXCEPTION FROM AN OWNER'S TITLE POLICY. IT MAY OR MAY NOT REVEAL ENCROACHMENTS, OVERLAPS, CONFLICTS IN BOUNDARY LINES, SHORTAGES IN AREA, OR OTHER MATTERS WHICH WOULD BE DISCLOSED BY AN ACCURATE BOUNDARY SURVEY.

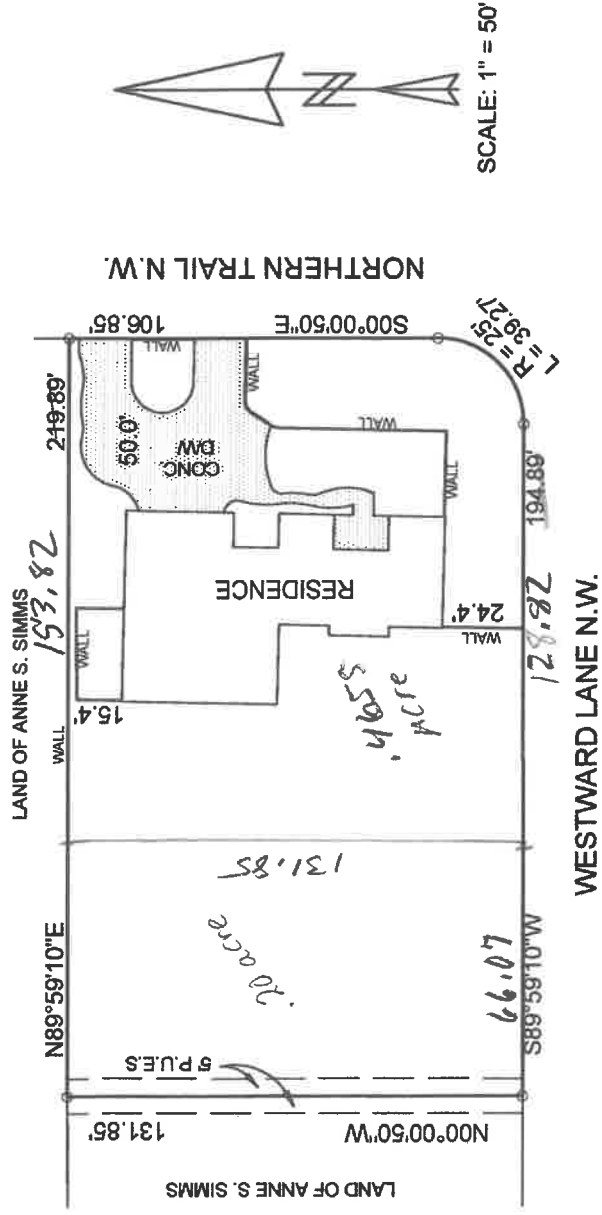
PLAT REFERENCE: Bearings, distances, and/or curve data are taken from the following plat:

PLAT OF QUAKER HEIGHTS SUBDIVISION, A SUBDIVISION IN THE CITY OF ALBUQUERQUE, BERNALILLO COUNTY, NEW MEXICO, SAID PLAT FILED IN THE OFFICE OF BERNALILLO COUNTY CLERK ON AUGUST 10, 1962, IN PLAT BOOK D3, FOLIO 41.

Note: the error of closure is one foot for every 100,000+ feet along the perimeter of the legal description provided. Easements shown hereon are as listed in Title Commitment No. 2105102 provided by Title Company.

Improvement location is based on previous property surveys. No monuments were set. This tract is subject to all easements, restrictions and reservations of record which pertain. This report is not to be relied on for the establishment of fences, buildings or other future improvements.

2nd Preference



WESTWARD LANE N.W.

SKETCH OF LOT 14
QUAKER HEIGHTS SUBDIVISION
4815 NORTHERN TRAIL N.W.
ALBUQUERQUE, NEW MEXICO

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PLAT REFERENCE: Bearings, distances, and/or curve data are taken from the following plat:

PLAT OF QUAKER HEIGHTS SUBDIVISION, A SUBDIVISION IN THE CITY OF ALBUQUERQUE, BERNALILLO COUNTY, NEW MEXICO, SAID PLAT FILED IN THE OFFICE OF BERNALILLO COUNTY CLERK ON AUGUST 10, 1962, IN PLAT BOOK D3, FOLIO 41.

Note: the error of closure is one foot for every 100,000+ feet along the perimeter of the legal description provided. Easements shown hereon are as listed in Title Commitment No. 2105102 provided by Title Company.

Improvement location is based on previous property surveys. No monuments were set. This tract is subject to all easements, restrictions and reservations of record which pertain. This report is not to be relied on for the establishment of fences, buildings or other future improvements.

DAVID TIBBETTS SURVEYING
PO. BOX 2337
LOS LUNAS, NM 87031

PAGE 1 OF 2
4815 NORTHERN TRAIL NW

IMPROVEMENT LOCATION REPORT

THIS IS TO CERTIFY,

TO TITLE COMPANY: OLD REPUBLIC TITLE
TO UNDERWRITER : _____
TO LENDER: _____

That on January 4, 2022, I made an accurate inspection of the premises situate at:

Lot numbered Fourteen (14) of QUAKER HEIGHTS SUBDIVISION, a Subdivision to the City of Albuquerque, New Mexico, as the same is shown and designated on the Plat of Lots 1 to 66, inclusive, filed in the Office of the County Clerk of Bernalillo County, New Mexico, on August 10, 1962, in Plat Book D3, Folio 41.

Briefly described as 4815 NORTHERN TRAIL NW
(property address, if applicable)

PLAT REFERENCE: Bearings, distances, and/or curve data are taken from the following plat:

PLAT OF QUAKER HEIGHTS SUBDIVISION, A SUBDIVISION IN THE CITY OF ALBUQUERQUE, BERNALILLO COUNTY, NEW MEXICO, SAID PLAT FILED IN THE OFFICE OF BERNALILLO COUNTY CLERK ON AUGUST 10, 1962, IN PLAT BOOK D3, FOLIO 41.

Note: the error of closure is one foot for every 100,000+ feet along the perimeter of the legal description provided. Easements shown hereon are as listed in Title Commitment No. 2105102 provided by Title Company.

Improvement location is based on previous property surveys. No monuments were set. This tract is subject to all easements, restrictions and reservations of record which pertain. This report is not to be relied on for the establishment of fences, buildings or other future improvements.

DAVID TIBBETTS SURVEYING
P.O. BOX 2337
LOS LUNAS, NM 87031
(505) 865-0396

PAGE 2 OF 2
4815 NORTHERN TRAIL NW

I FURTHER CERTIFY AS TO THE EXISTENCE OF THE FOLLOWING AT THE TIME OF MY LAST INSPECTION:

1. Evidence of rights of way, old highways or abandoned roads, lanes, trails or driveways, sewer, drains, water, gas or oil pipelines on or crossing said premises (show locations, if none visible, so indicate) NONE
2. Springs, streams, rivers, ponds, or lakes located, bordering on or through said premises: NONE
3. Evidence of cemeteries or family burial grounds located on said premises (show location): NONE
4. Overhead utility poles, anchors, pedestals, wires or lines overhanging or crossing said premises and serving other properties (show location) NONE OR IN EASEMENT
5. Joint driveways or walkways, joint garages, party walls or rights of support, steps or roofs used in common or joint garage NONE
6. Apparent encroachments. If the buildings, projections or cornices thereof, or signs affixed thereto, fences or other indications of occupancy appear to encroach upon or overhang adjoining property, or the like appear to encroach upon or overhang inspected premises, specify all such (show location) NONE
7. Specific physical evidence of boundary lines on all sides: WALLS, FENCES, ROADS
8. Is the property improved? (If structure appears to encroach or appears to violate set back lines, show approximate distances) IMPROVED
9. Indications of recent building construction, alterations or repairs NONE
10. Approximate distance of structures from at least two lot lines must be shown. SEE SKETCH

The above information is based on boundary information taken from previous survey and may not reflect that which may be disclosed by a boundary survey.

I hereby certify that this parcel is within flood zone "X" as shown on Federal Emergency Management Agency Flood Insurance Rate Map community panel no. 35001C0114H effective AUGUST 16, 2012.

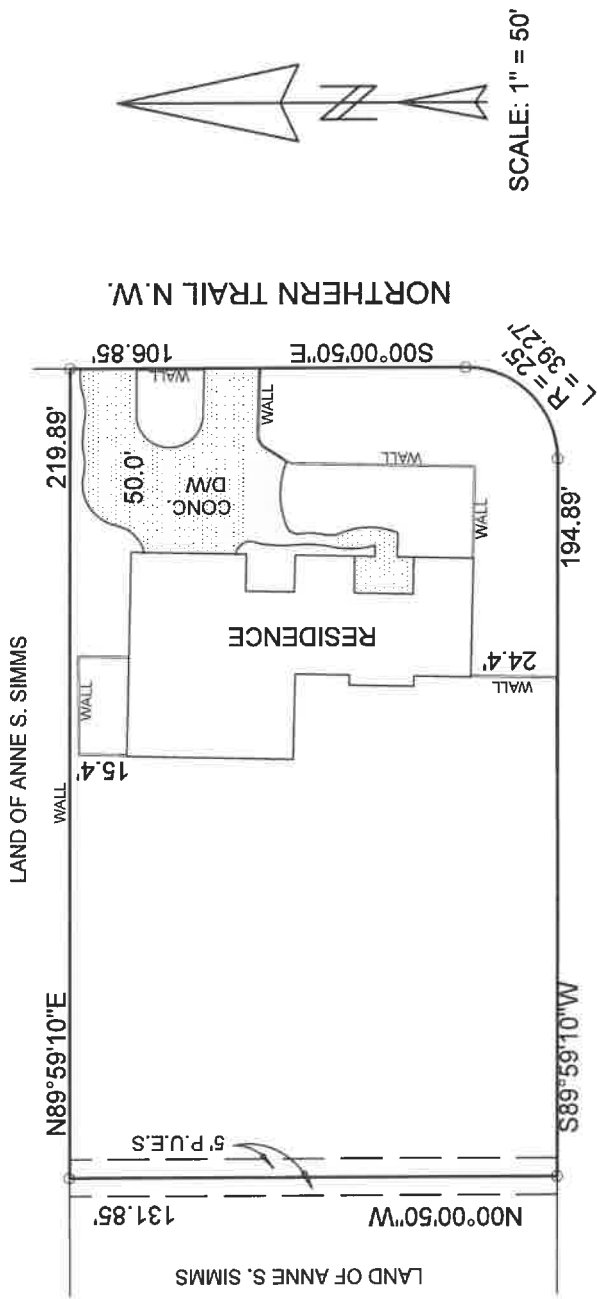
NOTE: THIS PARCEL IS NOT WITHIN A 100 YEAR FLOOD ZONE.

David E. Tibbetts

DAVID E. TIBBETTS, PLS 10024



Currently



WESTWARD LANE N.W.

SKETCH OF LOT 14
QUAKER HEIGHTS SUBDIVISION
4815 NORTHERN TRAIL N.W.
ALBUQUERQUE, NEW MEXICO

NOTE: THIS IS NOT A SURVEY FOR USE BY A PROPERTY OWNER FOR ANY PURPOSE. THIS IS NOT A BOUNDARY SURVEY AND MAY NOT BE SUFFICIENT FOR THE REMOVAL OF THE SURVEY EXCEPTION FROM AN OWNER'S TITLE POLICY. IT MAY OR MAY NOT REVEAL ENCROACHMENTS, OVERLAPS, CONFLICTS IN BOUNDARY LINES, SHORTAGES IN AREA, OR OTHER MATTERS WHICH WOULD BE DISCLOSED BY AN ACCURATE BOUNDARY SURVEY.

PLAT REFERENCE: Bearings, distances, and/or curve data are taken from the following plat:

PLAT OF QUAKER HEIGHTS SUBDIVISION, A SUBDIVISION IN THE CITY OF ALBUQUERQUE, BERNALILLO COUNTY, NEW MEXICO, SAID PLAT FILED IN THE OFFICE OF BERNALILLO COUNTY CLERK ON AUGUST 10, 1962, IN PLAT BOOK D3, FOLIO 41.

Note: the error of closure is one foot for every 100,000+ feet along the perimeter of the legal description provided. Easements shown hereon are as listed in Title Commitment No. 2105102 provided by Title Company.

Improvement location is based on previous property surveys. No monuments were set. This tract is subject to all easements, restrictions and reservations of record which pertain. This report is not to be relied on for the establishment of fences, buildings or other future improvements.

09/06
E: 30'
F: RG
N: A
NG: 5318

CARTESIAN SURVEYS INC.

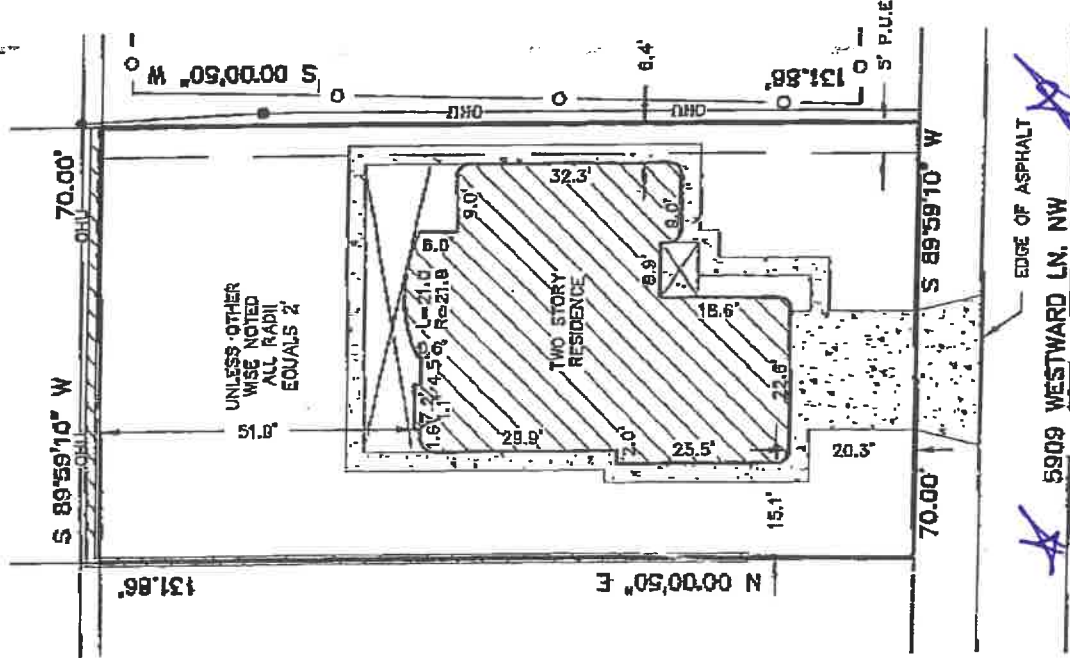
P.O. BOX 44414 RIO RANCHO, N.M. 87174
Phone (505) 898-8050 Fax (505) 891-0244

IMPROVEMENT LOCATION REPORT LOT 1, RAY PENA SUBDIVISION CITY OF ALBUQUERQUE BERNALILLO COUNTY, NEW MEXICO

LEGEND

- COVERED AREA
- CONCRETE
- BLOCK WALL
- POWER POLE
- OVERHEAD UTILITY

- NOTE:
1. THIS PROPERTY LIES WITHIN FLOOD ZONE X WHICH IS DEFINED AS AN AREA OUTSIDE OF THE 500-YEAR FLOODPLAIN, AS DETERMINED BY F.E.M.A. AND SHOWN ON THE FLOOD INSURANCE RATE MAP DATED NOVEMBER 19, 2003, MAP NO. 35001C0 114E.
 2. THIS LOT IS SUBJECT TO THE CONDITIONS OF TITLE AFFECTING THE INSURED PREMISES AS CONTAINED ON THE NOTES ON THE RECORDED PLAT.
 3. THIS IS NOT A BOUNDARY SURVEY.



★ 5909 WESTWARD LN. NW (50' R/W) ★
EDGE OF ASPHALT



Will W. Plotner, Jr.
N.M.P.S. No. 14271

*Lot Adjacent to
Subject lot requesting
lot split*

LEGAL DESCRIPTION

LOT NUMBERED ONE (1) OF THE RAY PENA SUBDIVISION, AS THE SAME IS SHOWN AND DESIGNATED ON THE PLAT THEREOF, FILED IN THE OFFICE OF THE COUNTY CLERK OF BERNALILLO COUNTY, NEW MEXICO, ON DECEMBER 20, 1977, IN PLAT BOOK B14, PAGE 13.

THIS IS TO CERTIFY:
TO TITLE COMPANY: LANDAMERICA, ALBUQUERQUE, TITLE TO UNDERWRITER: COMMONWEALTH LAND TITLE INSURANCE CO.
TO LENDER: MELBOURNE FINANCIAL that on SEPTEMBER 20TH 20 06, Will W. Plotner, Jr., N.M.P.S. No. 14271, made an inspection of the premises situated at LOT 1, RAY PENA SUBDIVISION, BERNALILLO, County, New Mexico briefly described as (Address if applicable) 5909 WESTWARD LN. NW

PLAT REFERENCE: Bearings, distances and/or curve data are taken from the following plat (include filing information if plat is filed).
SEE LEGAL DESCRIPTION
NOTE: The error of closure is less than one foot of error for every 10,000 feet along the perimeter of the legal description provided. Easements shown hereon are as listed in the Title Commitment No. 6211001201, provided by the Title Company. Improvement location is based on previous property surveys. No monuments were set. This tract is subject to all easements, restrictions and reservations of record which pertain. This report is not to be relied on for the establishment of fences, buildings or other future improvements.
THIS IS NOT A SURVEY FOR USE BY A PROPERTY OWNER FOR ANY PURPOSE (THIS INCLUDES BUILDING PERMITS)

- I FURTHER CERTIFY as to the existence of the following at the time of my last inspection:
1. Evidence of rights of way, old highways or abandoned roads, lanes, trails or driveways, sewer, drains, water, gas, or all pipe lines on or crossing said premises (show location, if none visible, so indicate);
 2. Streets, streams, rivers, ponds, or lakes located, bordering on or through said premises;
 3. Evidence of cemeteries or family burial grounds located on said premises (show location);
 4. Overhead utility poles, anchors, pedestals, wires or lines overhanging or crossing said premises and serving other properties (show location);
 5. Joint driveways or walkways, joint garages, party walls or rights of support, steps or reefs in common or joint garages;
 6. Apparent encroachments, if the building, projections or corners thereof, or signs affixed thereto, fences or other indications of occupancy appear to encroach upon or overhang adjoining property, or the like appear to encroach upon or overhang inspected premises, specify all such (show location);
 7. Specific physical evidence of boundary lines on all sides; SEE ABOVE SKETCH
 8. Is the property improved? (If structure appears to encroach on adjoining property, specify approximate distances); SEE ABOVE SKETCH
 9. Indications of recent building construction, alterations, or repairs;
 10. Approximate distance of structure from at least two lot lines must be shown.

★ NOT APPLICABLE, UNLESS INDICATED OTHERWISE ON THE ABOVE SKETCH
setback and setback violations are not shown hereon.