



DEVELOPMENT FACILITATION TEAM (DFT) APPLICATIONS

Effective 11/16/2023

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		☐ Extension of Infrastructure List or IIA (Form S3)	
☐ Site Plan Administrative DFT (Forms SP & P2)		PRE-APPLICATIONS	
☐ Final EPC Sign-off for Master Development/Site Plans - EPC (Form P2)		☐ Sketch Plat Review and Comment (Form S3)	
☐ Infrastructure List or Amendment to Infrastructure List (Form S3)		☐ Sketch Plan Review and Comment (Form S3)	
☐ Temporary Deferral of S/W (Form S3)		APPEAL	
☐ Extension of IIA: Temp. Def. of S/W (Form S3)		☐ Decision of Site Plan Administrative DFT (Form A)	
BRIEF DESCRIPTION OF REQUEST			
APPLICATION INFORMATION			
Applicant/Owner:			Phone:
Address:			Email:
City:		State:	Zip:
Professional/Agent (if any):			Phone:
Address:			Email:
City:		State:	Zip:
Proprietary Interest in Site:		List <u>al</u> l owners:	
SITE INFORMATION (Accuracy of the existing legal	Il description is crucia	I! Attach a separate sheet if nec	essary.)
Lot or Tract No.:		Block:	Unit:
ubdivision/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	d:
CASE HISTORY (List any current or prior project a	nd case number(s) tha	at may be relevant to your reque	st.)
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: Jonathan Turner			Date:
Printed Name			☐ Applicant or ☐ Agent

FORM S3 Page 1 of 2

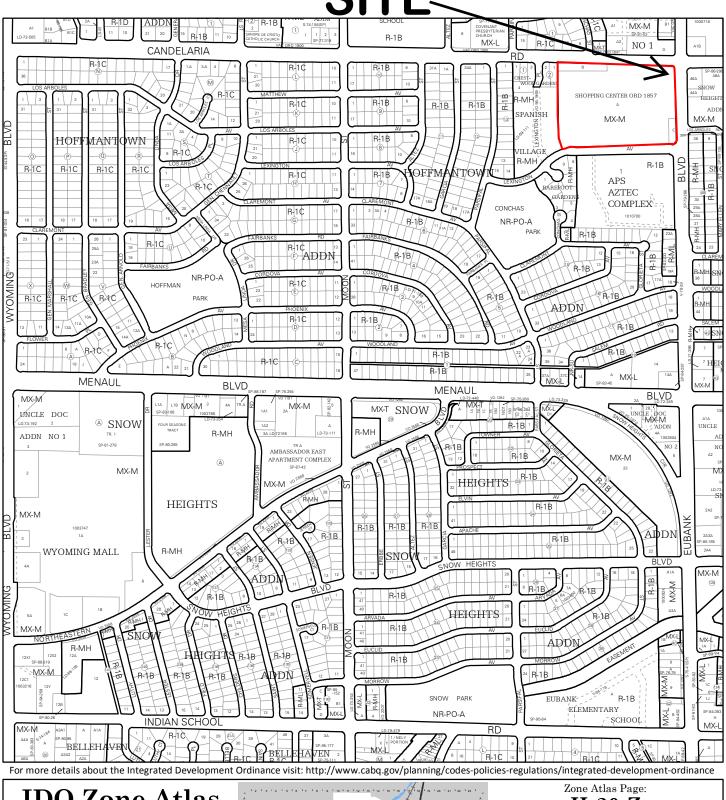
FORM S3: ADMINISTRATIVE APPLICATIONS – Development Facilitation Team (DFT) as of 12/25/2022 _ AMENDMENT TO INFRASTRUCTURE LIST

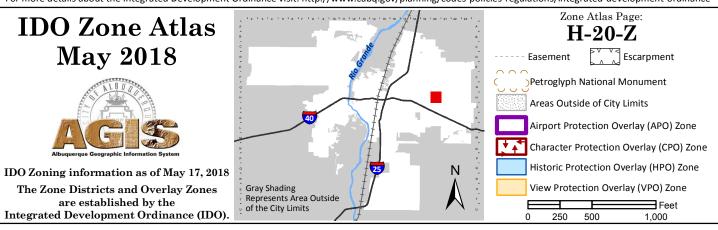
A Single PDF file of the complete application including all documents being submitted must be emailed to PLNDRS@cabq.gov prior to making a submittal. Zipped files or those over 9 MB cannot be delivered via email, in which case the PDF must be provided to City Staff using other online resources such as 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@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 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@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 describing, explaining, and justifying the request _____ 5) Scale drawing of the proposed subdivision plat or Site Plan 6) Site sketch with measurements showing structures, parking, building setbacks, adjacent rightsof-way, and street improvements, if there is any existing land use

FORM S3

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Landscape Architecture

302 Eighth St. NW Albuquerque, NM 87102

Urban Design

Planning Services

(505) 764-9801 Fax 842-5495 cp@consensusplanning.com www.consensusplanning.com January 9, 2024

Jolene Wolfley, Associate Director Planning Department City of Albuquerque 600 2nd Street NW Albuquerque, NM 87102

Dear Ms. Wolfley:

The purpose of this letter is to request a sketch plat review of a proposed project located at 2901 Eubank NE here in Albuquerque.

The project is for a new 2880 square foot Burger King restaurant with a drive-through window and all related site improvements to include adding screen walls, landscaping, and street trees along Eubank Boulevard and Candelaria Road. The new building will replace the former 3606 square foot gas station and auto service shop that was originally built in the 1960's that was recently demolished. The site is currently vacant and secured with temporary chain link fencing.

The applicant is seeking the DFT's review and comments based on the preliminary site plan submitted with this application. The intent of the applicant is to be fully informed of all requirements that may be imposed under the regulations of the IDO, DPM, and the original shopping center Site Plan in order to obtain approval of a Minor Amendment to a prior approved Site Plan (see attached).

Please don't hesitate to contact me directly if you have any questions or require more information.

Thank you in advance for your review and consideration.

Sincerely,

Jonathan Turner

PRINCIPALS

James K. Strozier, FAICP Jacqueline Fishman, AICP

ASSOCIATES

Ken Romig, PLA, ASLA

