

From: [Rodenbeck, Jay B.](#)
To: [Gaby Aragon](#); [Boylan, Jacob](#); [Webb, Robert L.](#)
Cc: [Muzzey, Devin P.](#)
Subject: RE: PR-2024-010555
Date: Tuesday, July 29, 2025 11:18:00 AM

Good morning Gaby,

You sent us the DXF file for the Plat, but you need to send the DXF file and any other required materials to our AGIS office at platgisreview@cabq.gov for their approval, and our AGIS office will provide you an email approving the DXF file, which is what we need proof of. I have copied Devin Muzzey from our AGIS office in this message.



Jay Rodenbeck

Planning Manager
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cabq.gov/planning

Our POSSE and AVOLVE systems have been replaced with our new software system, ABQ-PLAN. POSSE and AVOLVE users can create an ABQ-PLAN account with the same email address to access their data. We have a [user guide](#), [video tutorials in English and Spanish](#), and other resources to help you get up to speed. For more information about ABQ-PLAN please visit cabq.gov/planning/abq-plan

From: Gaby Aragon <Gabrielaaragon_1@msn.com>

Sent: Monday, July 28, 2025 8:31 PM

To: Boylan, Jacob <jboylan@cabq.gov>; Webb, Robert L. <rwebb@cabq.gov>; Rodenbeck, Jay B. <jrodenbeck@cabq.gov>

Subject: Re: PR-2024-010555

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Hello All,

Attached is the plat updated with the items requested during the DHO hearing.

Thank you,
Gaby

From: Boylan, Jacob <jboylan@cabq.gov>

Sent: Friday, July 18, 2025 11:47 AM

To: Webb, Robert L. <rwebb@cabq.gov>; Gaby Aragon <Gabrielaaragon_1@msn.com>

Subject: Re: PR-2024-010555

Good Morning Gaby,

Robert outlined it pretty well but I just wanted to jump in here to say that once the corrections have been made and the conditions outlined by the DHO are satisfied you can submit the full site plan to me and I will handle the signatures from there. Just as a note it does sometimes take a couple of weeks for the signautres to trickle in. Once all DFT members have signed the site plan, I will distribute it back to you alongside the adobe audit report.

Regards,



Jacob Boylan

Sr. Planner

Development Review Services

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

Sent: Friday, July 18, 2025 11:29 AM

To: Gaby Aragon <Gabrielaaragon_1@msn.com>

Cc: Boylan, Jacob <jboylan@cabq.gov>

Subject: RE: PR-2024-010555

You and your surveyor would work together to add those necessary revisions. Like date of approval, project/application #'s, Etc.

I've also copied our other Senior Planner, Jacob Boylan. He may have additional insight because he manages the final file submittals and routes them for final signatures.

Thank you,

Robert



ROBERT WEBB

Senior Planner -

Development Review Services

o 505.924.3910

e rwebb@cabq.gov

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From: Gaby Aragon <Gabrielaaragon_1@msn.com>

Sent: Friday, July 18, 2025 10:58 AM

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

Subject: Re: PR-2024-010555

Thank you very much. I have made some assumptions, and I do have one question, in [text](#) below.

Gaby

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

Sent: Friday, July 18, 2025 10:11 AM

To: Gaby Aragon <gabrielaaragon_1@msn.com>

Subject: RE: PR-2024-010555

Morning. Happy to help.

So after the DHO approval in the meeting, applicants will work on getting any outstanding items completed.

Things like the signatures mentioned, project & application numbers added, final revisions, Etc.

Once those are all completed, you will arrange a final set of those revised documents and drawings to submit for final signatures. That submittal should include any/all conditions on the approval.

Here's also a general list of what is needed for final sign-off:

*** 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. [we will ensure plat is a single PDF](#)
4. The Plat or Infrastructure List must feature/depict the project and application numbers. [We will add the application number.](#)
5. The Plat must be stamped and signed by a Surveyor licensed in the State of New Mexico. [We've sent the plat to get stamped and signed by Surveyor.](#)
6. The title of the Plat or Infrastructure must follow the following naming scheme:
 - a. Plat: project number-application number-Plat date of approval - [Who adds the date of approval to the plat?](#)
 - b. Infrastructure List: project number, application number, IL, Approved date of approval.

You email those final docs to:

Rodenbeck, Jay B. jrodenbeck@cabq.gov ;

Boylan, Jacob jboylan@cabq.gov ;

Webb, Robert L. rwebb@cabq.gov ;

You would also upload those into the ABQ Plan system.

Thank you,

Robert



ROBERT WEBB

Senior Planner -

Development Review Services

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cabq.gov/planning

From: Gaby Aragon <gabrielaaragon_1@msn.com>
Sent: Friday, July 18, 2025 8:22 AM
To: Webb, Robert L. <rwebb@cabq.gov>
Subject: PR-2024-010555

Good morning, Robert -

I had a few questions about the next steps. He just the application for our project approved during the DHO hearing this Wednesday.

My understanding is the plat needs to be signed by the surveyor and updated with application number and DHO approval date before it goes to signing to the city stakeholders.

Once the updates are made to the plat, do we push it to every city contact?

Thank you,

Gaby