



## DEVELOPMENT FACILITATION TEAM (DFT) APPLICATIONS

Effective 11/16/2023

Please check the appropriate box(es) and retime of application.	fer to supplemental	forms for submittal requiren	nents. All fees must be paid at the	
MISCELLANEOUS APPLICATION	NS	☐ Extension of Infrastructure Lis	st 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)	n 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	I description is crucia	I! Attach a separate sheet if nec	essary.)	
Lot or Tract No.:		Block:	Unit:	
Subdivision/Addition:	<u> </u>	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		
CASE HISTORY (List any current or prior project a	nd case number(s) tha	at may be relevant to your reque	est.)	
I certify that the information I have included here and	sent in the required not	tice was complete, true, and accur		
Signature: Jared Winchester			Date:	
Printed Name(/			☐ Applicant or ☐ Agent	

FORM S3 Page 1 of 2

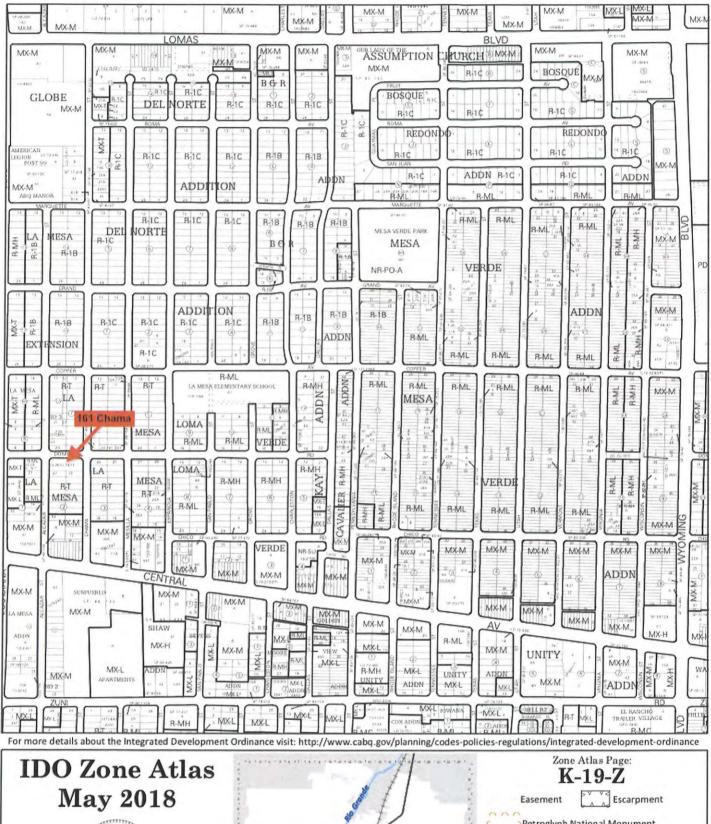
FORM S3: ADMINISTRATIVE APPLICATIONS – Development Facilitation Team (DFT) as of 12/25/2022
AMENDMENT TO INFRASTRUCTURE LIST
A Single PDF file of the complete application including all documents being submitted must be emailed to <a href="mailto:PLNDRS@cabq.gov">PLNDRS@cabq.gov</a> prior to making a 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. <a href="mailto:The PDF shall be organized in the number order below.">The PDF shall be organized in the number order below.</a>
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 <a href="mailto:PLNDRS@cabq.gov">PLNDRS@cabq.gov</a> 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. <a href="mailto:The PDF shall be organized in the number order below.">The PDF shall be organized in the number order below.</a>
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 <a href="mailto:PLNDRS@cabq.gov">PLNDRS@cabq.gov</a> 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. <a href="mailto:The PDF shall be organized in the number order below.">The PDF shall be organized in the number order below.</a>
1) DFT Application form completed, signed, and dated
2) Form S3 with all the submittal items checked/marked
3) Zone Atlas man with the entire site clearly outlined and laheled

FORM S3 Page 2 of 2 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 Χ 2) Form S3 with all the submittal items checked/marked Χ 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 rights-

of-way, and street improvements, if there is any existing land use

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November 7, 2024

DRB Sketch Plat Review

Re: Re-plat for Multi-Family Affordable Housing

161 Chama St. NE

Albuquerque, NM 87108

Dear Committee,

The following sketch plat application is in order to gain feedback and guidance for the replatting of properties and future development of an affordable, multi-family housing project along Chama St. NE, in the International District. East Central Ministries has recently purchased 161 Chama St. NE, historically 4 lots, with the intent to re-plat these properties as one single lot as a beginning step in this development process. According to the Pre-application Review Team, this site is a single lot without the need for replat but there is conflicting documentation stating it is 4 lots. We are seeking clarification on this. This project is a continuation of East Central Ministries' ongoing revitalization efforts within the International District community. Improve Group is coordinating with these efforts, and will be the Architect for this development project.

The attached drawings show the existing individual lots on Domingo Rd. between Alcazar St. and Chama St., followed by a conceptual site plan which indicates a schematic site layout for the development. A 3D massing model view of the design concept has also been included for reference. The development will include 21 one and two bedroom units within single story duplexes and triplexes. The project will include street improvements; demolishing an existing concrete drive and replacing it with a new one to accommodate a small parking lot on site, painting parking stripes for street parking, and providing low water natural landscape along the perimeter of the property for improved street presence. With the assistance of the Parking Division Office at the Department of Municipal Development, we have been able to establish a 30% reduction in parking requirements and available on street parking for this project. We look forward to any and all feedback that will help provide us with a better understanding for next steps.

Thank you for your assistance,

Jared Winchester Project Architect Improve Group

