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Planning Department
City of Albuquerque
600 2nd St NW
Albuquerque, NM 87102

Subject: Proposal for Site Improvements at 6200 Iliff Rd NW, Albuquerque, NM 87121

To Whom It May Concern:

I am writing to request guidance regarding a proposal for site improvements on a piece of land we own, located at 6200 Iliff Rd NW, Albuquerque, NM 87121. The property is approximately 2.5 acres of mostly flat land. As you will see in our site sketch, we will only be using about 2.31 acres for this project.

My intent is to grub, grade, and gravel the site and install some fencing not exceeding 6 feet in height. The purpose of this work is to improve the land and maintain it in a clean, usable condition for parking semi-trailers only. There will be no construction of buildings, no utility connections, and no use involving sales, rentals, repairs, retail activity, or customer access of any kind. We estimate we will not need to scrape the dirt down very far since it is a nearly level surface and we estimate we will need to lay about 4" of gravel in the plotted area.

I am reaching out to determine the City's requirements for this type of limited site development. In particular, I would like to know whether a grading permit or erosion permit or any other permits are required. As these services are often quite costly, it would be helpful to know if they are necessary given the flat nature of the site and non-structural nature of the improvements.

I am committed to following all applicable City of Albuquerque regulations and ensuring this project is completed responsibly and in accordance with all codes and ordinances. Your advice on the appropriate next steps would be greatly appreciated.

Please feel free to contact me at your convenience if you need any additional information.

Thank you for your time and assistance.

Sincerely,
Lindsey Maloy