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Dear Planning Team,

I am writing to request zoning and development requirement confirmations for the property located at **241 Eubank Blvd NE, Albuquerque, NM**, currently comprised of two parcels: **APN 102005752712341613** and **APN 102005752711841612**.

Project Description / What we are proposing

Our team is evaluating the site for redevelopment into a **2-bay, drive-thru oil change facility** (approximately **1,066 SF**) with **full on-site circulation**. The intent is to **combine the two existing plats/parcels into a single development parcel**, reconfigure access and internal drive aisles to support safe vehicle queuing and circulation, and construct a small building that supports two enclosed service bays with drive-through operation. We anticipate associated improvements including parking, landscaping (as required), utilities connections, and stormwater management consistent with City requirements.

To support our due diligence and to ensure the proposed concept aligns with City standards, we respectfully request confirmation and guidance on the items below.

1) Zoning / Entitlements

Please confirm the following:

1. **Zoning Confirmation**
 - Confirm that **APN 102005752712341613** and **APN 102005752711841612** are zoned **MX-L**.
2. **Use Classification**
 - Confirm that our proposed use falls under “**Light Vehicle Minor**.”
3. **Approval Path**
 - Confirm whether the use is **allowed by right** and **does not require a Conditional Use Permit (CUP)**.
4. **Other Required Approvals**

- Are there any other special approvals that would be required (e.g., site plan approvals, administrative approvals, design review, access management approvals, etc.)?
 - If so, please describe the **process**, typical **submittal steps**, and **approximate timeline** for review/approval.
5. **Overlay Districts**
- Is the site impacted by any **overlay district** (or other special zoning constraints)? If yes, please identify the overlay and any key development implications.
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2) Building Setbacks (Confirm or Correct)

Please confirm or correct the required building setbacks for this site:

- **Front (Eubank Blvd NE): 5'**
 - **Side (Chico Rd): 15'**
 - **Side: 5'**
 - **Rear: 15'**
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3) Landscape Buffers (Confirm or Correct)

Please confirm or correct the required landscape buffers:

- **Front: 0'**
 - **Side: 0'**
 - **Side: 0'**
 - **Rear (North): 15'**
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4) Parking and Traffic

Please confirm the following requirements:

- **Parking ratio:** 1 space per 1,000 SF GFA
- **Parking stall dimensions:** 8.5' x 20'
- **Minimum drive aisle width:** 24'

In addition, please advise:

- **Traffic Study:** Will a traffic study be required for this site and scope? If so, what triggers should we anticipate (e.g., trip thresholds, access changes, agency requirements), and which department(s) will review it?
-

5) Utilities

Water

- Is a **GIS map** and/or **as-built** available for the **water mains** that might serve the site?
- What is the **diameter** of the water main serving (or nearest) the site?
- What are the **tap fees** and **impact fees** for:
 - **1" water service**
 - **5/8" or 3/4" irrigation service**

Sewer

- Is a **GIS map** and/or **as-built** available for the **sewer mains** that might serve the site?
- What is the **diameter** of the sewer main serving (or nearest) the site?
- What are the **tap fees** and **impact fees** for:
 - **Sewer fees for a 1" main** (or closest applicable sizing classification, if "1 inch" is not the City's standard sewer sizing reference)
- Are there any known **capacity concerns** in the area that may affect service?

Stormwater

- Is a **GIS map** and/or **as-built** available for the **storm drainage system** that might serve the site?
- What is the **diameter** of the nearest stormwater main (if applicable)?
- Who would be a recommended **stormwater contact** for project-specific questions?
- Our proposed site plan is intended to **decrease impervious surface area** on-site. Given that, would we still be required to **detain stormwater on-site**, and if so, what are the applicable design criteria/thresholds?

Electrical

- Who is the **electrical provider** for this area?
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6) Fire Requirements

Please confirm:

- A fire hydrant is required within what **maximum distance** of the building?
 - Is a **sprinkler system** required for a **1,066 SF** building intended for a 2-bay drive-thru oil change use?
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7) Fees

Please advise:

- Are there any **impact development fees** anticipated (e.g., Fire, Police, Streets, Parks, etc.) for this type of project?
 - What **permit fees** could we generally expect for:
 - A **1,066 SF** building, and
 - The associated **site/civil improvements** (grading, paving, utilities, etc.)?
-

Thank you in advance for your time and assistance. We appreciate any written confirmations, references to applicable code sections, and/or recommended next steps to ensure our project proceeds through the correct review pathway.

Sincerely,

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DEVELOPMENT ASSISTANT

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