



Planning Department Development Review Services

Revocable Permit Submittal Requirements

- A. Revocable Permit. Permit must be renewed every 10 years.
- B. Administrative Fee of \$250.00 per 10 year permit.
- C. Annual Fee of \$.50 for residential, \$1.00 for commercial PER SQUARE FOOT (Minimum of \$25.00 per year). The first annual fee is paid with submittal of the application.
- A. Exhibit showing the City right-of-way encroachment in detail including the total square footage of encroachment prepared and stamped by a Licensed Surveyor.
- B. Certificate of Liability Insurance for \$1,000,000(million) dollars, with City of Albuquerque as the Certificate Holder

Please submit all **Original Documents** to the City of Albuquerque, Planning Department, Plaza del Sol, 600 2nd St NW, Suite 400, Albuquerque, NM 87102.

The approval of this Revocable Permit, can take up to 2 weeks and will be recorded at the Bernalillo County Clerk's Office.