

AK

APPLICATION NO. 0744-10009	PROJECT NO. 1000501
PROJECT NAME NEW TEMPLE FOR CHUA QUANG MINH	
EPC APPLICATION NO.	
APPLICANT / AGENT N.M. VIETNAME BUDHIST	PHONE NO. 293-2094
ZONE ATLAS PAGE L-9	
(SDP for SUB), (SDP for BP), (FINAL PLATS), (MASTER DEV PLAN), (IR), (AA)	
ONE STOP COMMENT FORM LOG	

HYDROLOGY DEV (505) 924-3986		
PLANS DISAPPROVED	DATE	DATE
PLANS APPROVED <i>BBB</i>	DATE <i>6/21/07</i>	DATE
COMMENTS:		

UTILITY DEV (505) 924-3989		
PLANS DISAPPROVED	DATE	DATE
PLANS APPROVED <i>AKS</i>	DATE <i>6/20/07</i>	DATE
COMMENTS:		

TRANSPORTATION DEV (505) 924-3990		
PLANS DISAPPROVED	DATE	DATE
PLANS APPROVED <i>NSF</i>	DATE <i>6/20/07</i>	DATE
COMMENTS:		

PARKS AND REC (505) 768-5328		
PLANS DISAPPROVED	DATE	DATE
PLANS APPROVED	DATE	DATE
COMMENTS:		

PLANNING (505) 924-3858		
PLANS DISAPPROVED	DATE	DATE
PLANS APPROVED <i>DSB</i>	DATE <i>19 July '07</i>	DATE
COMMENTS:		
<i>Facade changes as noted</i>		
<i>DSB</i>		

Revised 3/3/04

(Return form with plat / site plan)

11

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City of Albuquerque



DEVELOPMENT/ PLAN REVIEW APPLICATION

Supplemental form

SUBDIVISION

- Major Subdivision action
- Minor Subdivision action
- Vacation
- Variance (Non-Zoning)

SITE DEVELOPMENT PLAN

- for Subdivision
- for Building Permit
- Administrative Amendment (AA)
- IP Master Development Plan
- Cert. of Appropriateness (LUCC)

STORM DRAINAGE

- Storm Drainage Cost Allocation Plan

S Z ZONING & PLANNING

- Annexation
- County Submittal
- EPC Submittal
- Zone Map Amendment (Establish or Change Zoning)
- Sector Plan (Phase I, II, III) Amendment to Sector, Area, Facility or Comprehensive Plan
- Text Amendment (Zoning Code/Sub Regs)
- Street Name Change (Local & Collector)
- L A APPEAL / PROTEST of...**
- Decision by: DRB, EPC, LUCC, Planning Director or Staff, ZHE, Zoning Board of Appeals

PRINT OR TYPE IN BLACK INK ONLY. The applicant or agent must submit the completed application in person to the Planning Department Development Services Center, 600 2nd Street NW, Albuquerque, NM 87102. Fees must be paid at the time of application. Refer to supplemental forms for submittal requirements.

APPLICANT INFORMATION:

Professional/Agent (if any): SAME AS BELOW PHONE: _____
 ADDRESS: _____ FAX: _____
 CITY: _____ STATE _____ ZIP _____ E-MAIL: _____

APPLICANT: NEW MEXICO VIETNAMESE BUDDHIST ASSOC. PHONE: 293-2094
 ADDRESS: 420 PENNSYLVANIA S.E. FAX: N/A
 CITY: ALBUQUERQUE STATE NM ZIP 87108 E-MAIL: N/A
 Proprietary interest in site: _____ List all owners: _____

DESCRIPTION OF REQUEST: ADMINISTRATIVE AMENDMENT FOR SITE PLAN FOR BUILDING PERMIT

Is the applicant seeking incentives pursuant to the Family Housing Development Program? Yes No.

SITE INFORMATION: ACCURACY OF THE EXISTING LEGAL DESCRIPTION IS CRUCIAL! ATTACH A SEPARATE SHEET IF NECESSARY.

Lot of Tract No. 5 Block: 8 Unit: _____
 Subdiv/Addn/TBKA: CASAS SERENAS ADDITION
 Existing Zoning: SU-1 FOR CHURCH Proposed zoning: N/A
 Zone Atlas page(s): L-19 UPC Code: 101905629043911117 MRGCD Map No N/A

CASE HISTORY:

List any current or prior case number that may be relevant to your application (Proj., App., DRB-, AX_, Z_, V_, S_, etc.): 1000501

CASE INFORMATION:

Within city limits? Yes Within 1000FT of a landfill? NO
 No. of existing lots: 1 No. of proposed lots: N/A Total area of site (acres): 0.6198
 LOCATION OF PROPERTY BY STREETS: On or Near: PENNSYLVANIA S.E.
 Between: BELL Ave. and TRUMBELL Ave.

Check-off if project was previously reviewed by Sketch Plat/Plan , or Pre-application Review Team . Date of review: _____

SIGNATURE Thanh Van Nguyen DATE 6/20/07
 (Print) THANH VAN NGUYEN Applicant: Agent:

FOR OFFICIAL USE ONLY

Form revised 4/07

<input type="checkbox"/> INTERNAL ROUTING	Application case numbers	Action	S.F.	Fees
<input type="checkbox"/> All checklists are complete	<u>0721</u>	<u>ASBP</u>	<u>7(4)</u>	<u>\$0.00</u>
<input type="checkbox"/> All fees have been collected	<u>10009</u>			\$ _____
<input type="checkbox"/> All case #s are assigned				\$ _____
<input checked="" type="checkbox"/> AGIS copy has been sent				\$ _____
<input type="checkbox"/> Case history #s are listed				\$ _____
<input checked="" type="checkbox"/> Site is within 1000ft of a landfill				\$ _____
<input checked="" type="checkbox"/> F.H.D.P. density bonus				\$ _____
<input checked="" type="checkbox"/> F.H.D.P. fee rebate				\$ _____
	Hearing date <u>N/A</u>			Total <u>\$0.00</u>

Sandy Handley 06/20/07
 Planner signature / date

Project # 1000501

FORM P(4): SITE PLAN REVIEW – ADMINISTRATIVE APPROVAL OR AMENDMENT

SITE DEVELOPMENT PLAN - BUILDING PERMIT IN THE DOWNTOWN SU-3 ZONE (AA01)

- Copy of the pre-application meeting findings (A pre-application meeting is required for Downtown 2010 projects.)
- Site plan and related drawings (folded to fit into an 8.5" x 14" pocket) **6** copies
- Zone Atlas map with the entire property(ies) precisely and clearly outlined and crosshatched (to be photocopied)
- Letter briefly describing and justifying the request
- Letter of authorization from the property owner if application is submitted by an agent
- Notifying letter and certified mail receipts to owners of adjacent properties if required by pre-application meeting
- Infrastructure List, if relevant to the site plan
- Completed Site Plan for Building Permit Checklist
- Solid Waste Management Department signature on Site Plan if relevant
- Blue-line copy of Site Plan with Fire Marshal's stamp
- Copy of the LUCC approval if the site is in an historic overlay zone
- Fee (see schedule)
- Any original and/or related file numbers are listed on the cover application

AMENDMENT TO SITE DEVELOPMENT PLAN FOR BUILDING PERMIT (AA02)

AMENDMENT TO SITE DEVELOPMENT PLAN FOR SUBDIVISION (AA03)

CONCEALED OR SITE DEVELOPMENT PLAN CONTROLLED WIRELESS TELECOM FACILITY (AA04)

NOTE: The requirements specified below apply to the previous 3 plan types, unless otherwise noted.

- Proposed Site Plan, with changes circled and noted if amended (folded to fit into an 8.5" x 14" pocket) **4** copies
- Copy of approved Site Plan being amended if applicable (folded to fit into an 8.5" x 14" pocket) **1** copy
- Zone Atlas map with the entire property(ies) precisely and clearly outlined and crosshatched (to be photocopied)
- Letter briefly describing and justifying the request
- Letter of authorization from the property owner if application is submitted by an agent
- Copy of EPC or DRB Notice of Decision (not required for WTF)
- Fee (see schedule)
- Any original and/or related file numbers are listed on the cover application

NOTE: The next two items are also required if the square footage change is 2% or more of any building's gross floor area

- Notifying letter & certified mail receipts addressed to owners of adjacent properties
- Office of Neighborhood Coordination inquiry response, notifying letter, certified mail receipts

NOTE: Only for wireless telecommunications facilities that are concealed and/or subject to site development plan review, the following materials are required for application submittal in addition to all those listed above:

- Co-location evidence as described in *Zoning Code* §14-16-3-17(A)(5)
- Notarized statement declaring # of antennas accommodated. Refer to §14-16-3-17(A)(10)(d)2
- Letter of intent regarding shared use. Refer to §14-16-3-17(A)(10)(e)
- Letter of description as above also addressing concealment issues, if relevant. Refer to §14-16-3-17(A)(12)(a)
- Distance to nearest existing free standing tower, and its owner's name, if the proposed facility is also a tower
- Registered Engineer's stamp on the Site Development Plans
- Office of Community & Neighborhood Coordination inquiry response as above **based on ¼ mile radius**

PLEASE NOTE: If you are applying for approval of a telecom site to be located on City of Albuquerque property, there are several additional requirements. Contact Debbie Stover at 924-3940 for details.

I, the applicant, acknowledge that any information required but not submitted with this application will likely result in deferral of actions.

THANH VAN NGUYEN
Applicant name (print)

Thanh Van Nguyen 6/20/07
Applicant signature / date



Form revised June 04, October 2004

- Checklists complete
 - Fees collected
 - Case #s assigned
 - Related #s listed
- Application case numbers
07AA - 10009

Sandy Handberg 06/20/07
Planner signature / date

Project # 1000501

ADMINISTRATIVE AMENDMENT INFORMATION SHEET

The Planning Department is authorized to approve minor changes to approved Site Development Plans. Minor changes may include expansion of building square footage not greater than 10% and/or other changes that will not have a harmful impact on adjacent property or street circulation. Refer to *Zoning Code* Section 14-16-2-22(A)(6).

Application Requirements

Administrative Amendment Applications are submitted at the Development and Building Services front counter. Each request is assigned an Application number and a Project number. Applications must include the following:

- Completed Application Form with fee submittal
- Letter of Authorization from the Property Owner (if application is submitted by an agent)
- Zone Atlas* page clearly denoting the subject site
- Copy of the most recent Official Notice of Decision pertaining to the subject site
- A letter describing the project and indicating the percent change in heated square footage (if applicable)
- 1 copy of the previously approved plan set (typically the DRB-approved set)
- 5 copies of the revised plan, including all relevant plan sheets. The plans must be clearly dated and labeled as revisions and all proposed changes must be clearly denoted. Changes to parking calculations, landscaping calculations and similar plan elements must be clearly indicated.
- Materials pertinent to Notification (if applicable, see below)

Notification

Amendments proposing a building expansion of more than 2% of the approved square footage and/or amendments which may substantially aggrieve* any person require notification by the applicant. In such instances, the *Zoning Code* requires notification to 2 officers of all Recognized Neighborhood Associations that bound or are adjacent to the subject site and notification to adjacent property owners. The term "adjacent," as it relates to Administrative Amendments, includes property contiguous to the subject site and property that would be contiguous if not for public rights-of-way. Therefore, properties across an alley or street from the subject site are considered adjacent. When notification is required, the following materials must be submitted with the application:

- Developer Inquiry Sheet (completed) from the Office of Neighborhood Coordination (924-3914) plus Notifying Letter (copy) and Certified Mail Receipts
- Zone Atlas* page highlighting adjacent properties (for which notice has been provided), List of adjacent property owners receiving notice, Notifying Letter (copy) and Certified Mail Receipts

Ownership of adjacent property can be determined by using the Bernalillo County Assessor's web site: www.bernco.gov/assessor. **Notification letters** must clearly describe the project, identify the location of the subject property, provide a phone number for a project contact person, and indicate the phone number for the City Planning Department: 924-3860. The reverse side of this form provides a sample notification letter. Failure to adequately notify may result in delay, denial or forfeiture of approval.

Process / Timeframe

Upon receipt of a complete application, the request is reviewed by Hydrology, Utility Development, and Transportation Planning before final review by the Development Review Division. Oftentimes the Zoning Enforcement office also reviews the submittal, particularly if the request relates to signage. The entire process typically takes 10 or more business days.

Appeal

There is a 15-day period from the date of the final approval for filing appeals with the Planning Department. Appeals to Administrative Amendments are made to the City Council through the Land Use Hearing Officer.

* *Applicants who have reason to believe that one or more persons may be substantially aggrieved by a proposed Administrative Amendment shall comply with the Notification process specified above. Significant delays will result if the Development Review Division determines that adequate Notification has not been provided.*

NOTES: Administrative Amendments to Site Development Plans

First of all, it is essential to understand the original site plan approval process. The vast majority of AA's are based on site plans originally approved by the EPC. Almost every site development plan approved by the EPC includes conditions of approval that must be met. These conditions are reviewed in the DRB process before applicants can proceed to building permit. In reviewing AA's, our office rarely approves changes to site plans that are contrary to the conditions established by the EPC.

Submittal must include a Notice of Decision from the EPC. Sometimes the Notice cannot be found with a really old approval, say from the 1960s or 1970s. But in most cases, a Notice of Decision is available in our file room.

The applications must be complete at the time of submittal. If there are any questions about what is required, call Bob or Russell. In many instances, applications have been submitted for over a week before we review them. Applicant's become annoyed when asked to submit new information well after the submittal has been accepted.

Submittal must include a copy of the approved site development plan for building permit. The best thing is for applicants to submit all 4 sheets of the approved plan set. But there are times when Submittal of only the last AA approval sheet is rarely satisfactory.

Submittal of a DRB decision is only useful if the project was first approved by the DRB. This is rarely the case. The EPC has approval authority for most sites for which site plans are required.

It appears to me that (at least in some cases) applicants have not received the handout I prepared on Administrative Amendments. This information will help insure that a complete submittal is made.

NOTICE:

Sample Notification Letter
To be sent by Certified Mail by the applicant

Date

To

Address

City/State/Zip

Dear Property Owner / Neighborhood Association Representative:

This letter is to inform you that application for an Administrative Amendment to an approved Site Development Plan will be submitted to the City of Albuquerque Planning Department for review and possible approval. The application will be submitted on or about Date. The City's review process typically takes 5-10 business days to complete.

The specifics of the project are as follows:

The letter should address the following:

- *IDENTIFY THE LOCATION OF REQUEST & SIZE OF THE SITE*
- *PROVIDE THE LEGAL DESCRIPTION OF THE PROPERTY*
- *DESCRIBE THE REQUEST: WHAT IS BEING CHANGED OR EXPANDED AND WHY*
- *INDICATE HOW THE CHANGES WILL COMPLEMENT THE EXISTING (OR APPROVED) DEVELOPMENT*
- *ADDRESS ANY ITEMS THAT MIGHT BE OF CONCERN TO NEARBY OWNERS / RESIDENTS*

If you have questions about this proposal, please call me at _____.

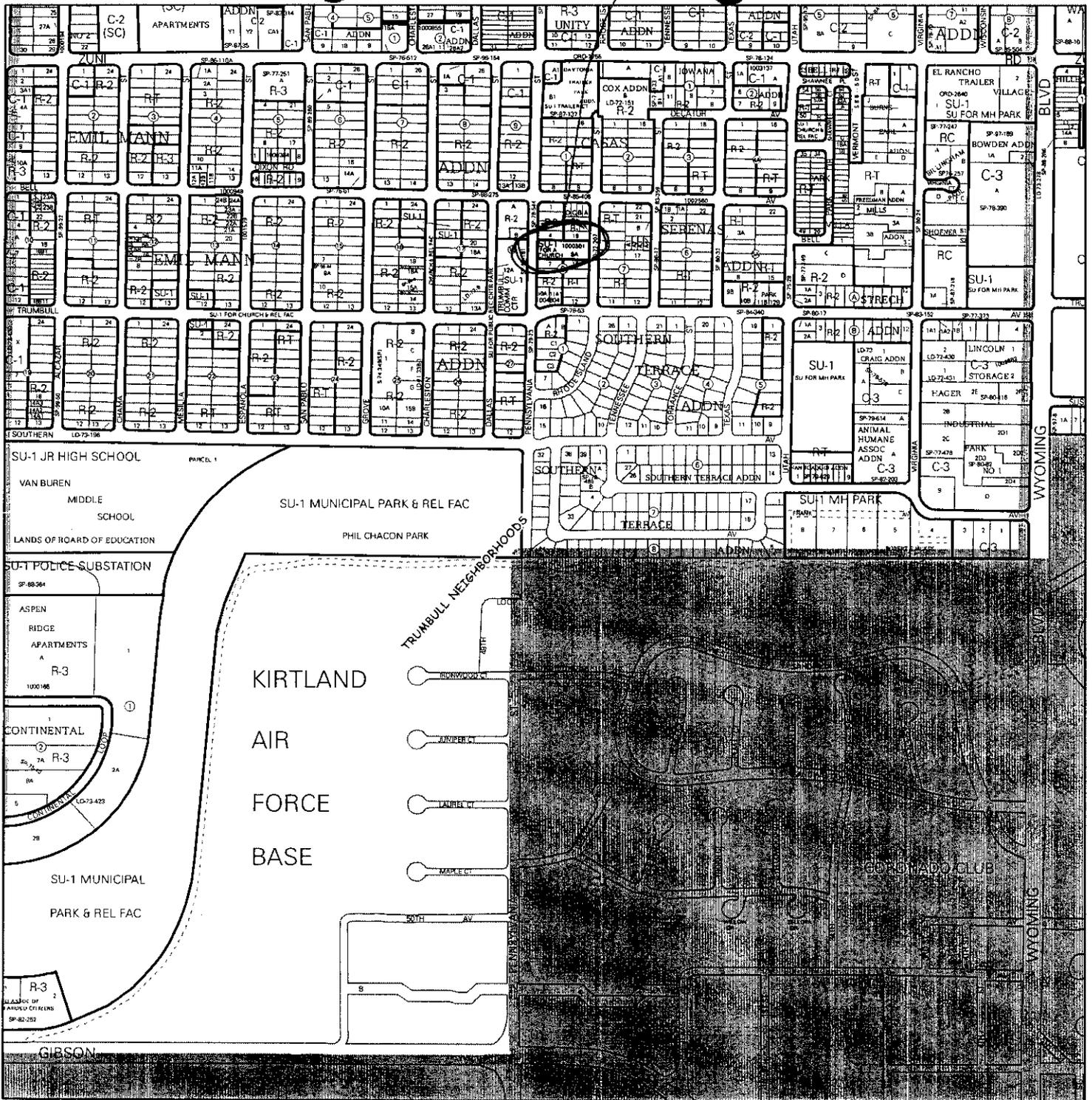
This application can be reviewed at the City Planning Department offices in downtown Albuquerque at the Plaza del Sol building, located at 600 2nd Street NW. It is advised that you call the Planning Department to schedule a visit so that the project file will be available upon your arrival. To arrange a visit to review this application, please contact Fran Tapia, Development Review Division, at 924-3860. Ms. Tapia can also put you in contact with the planner who will be reviewing the project. The planner will be able to explain the Administrative Amendment process and your opportunity for input.

Sincerely,

Name

Title

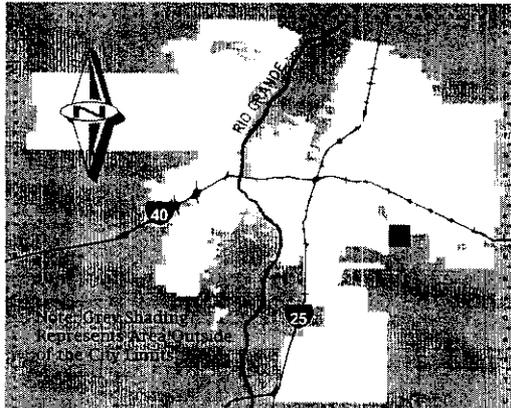
Company



For more current information and more details visit: <http://www.cabq.gov/gis>



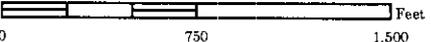
Map amended through: 5/17/2007

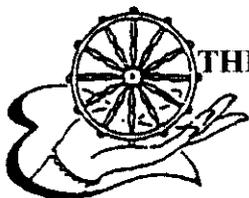


Zone Atlas Page:
L-19-Z

Selected Symbols

	SECTOR PLANS		Escarpment
	Design Overlay Zones		2 Mile Airport Zone
	City Historic Zones		Airport Noise Contours
	H-1 Buffer Zone		Wall Overlay Zone
	Petroglyph Mon.		





THE NEW MEXICO VIETNAMESE BUDDHIST ASSOCIATION
QUANG MINH TEMPLE

420 Pennsylvania S.E., Albuquerque, NM 87108
Phone: (505) 265-7299

June 20, 2007

City of Albuquerque
Sheran Matson, AICP
Planning Manager
Planning Department
Development & Building Services Div.
P.O. Box 1293, 600 2nd St., NW
Albuquerque, NM 87103

RE: New Mexico Vietnamese Buddhist Association, Quang Minh Temple, 420
Pennsylvania St., SE, Albuquerque, NM 87108 (City Project Number: 1000501)

Dear Madam,

The attached revision to the approved site development plan has been submitted for your administrative approval as the following:

1. The front building (West side) of the approved building elevations has been revised from red brick veneer to light brown stucco (Cactus flower color).
2. First floor, all sides, from "Off white" stucco to light brown stucco (Cactus flower color).
3. Railings from "White" solid panels to "Light blue" flower design panels
4. "White" painted wood railings to light brown stucco (Cactus flower color) railing.
5. "White" painted metal door to dark brown.
6. "Clear stain" wood doors to dark brown painted doors.
7. "White painted wood steps to dark brown concrete steps.

Thank you for your consideration.

Sincerely,

Thanh Nguyen
Vice-president of the NMVNBA