

APPLICATION NO. 08AA-10022	PROJECT NO. 1000694
PROJECT NAME Family Worship Center	
EPC APPLICATION NO.	
APPLICANT / AGENT Steve Ulibarri	PHONE NO. 831-5365
ZONE ATLAS PAGE J-10	
(SDP for SUB), (SDP for BP), (FINAL PLATS), (MASTER DEV PLAN), (IR), (AA)	
<b>ONE STOP COMMENT FORM LOG</b>	

<b>HYDROLOGY DEV (505) 924-3986</b>		
PLANS DISAPPROVED	DATE	DATE
PLANS APPROVED <i>BSB</i>	DATE <i>2/14/08</i>	DATE
COMMENTS:		

<b>UTILITY DEV (505) 924-3989</b>		
PLANS DISAPPROVED	DATE	DATE
PLANS APPROVED <i>NSP</i>	DATE <i>2/19/08</i>	DATE
COMMENTS:		

<b>TRANSPORTATION DEV (505) 924-3990</b>		
PLANS DISAPPROVED	DATE	DATE
PLANS APPROVED <i>NSP</i>	DATE <i>02/13/08</i>	DATE
COMMENTS:		
<i>Approved on the condition that sign location is outside of COA ROW.</i>		

<b>PARKS AND REC (505) 768-5328</b>		
PLANS DISAPPROVED	DATE	DATE
PLANS APPROVED	DATE	DATE
COMMENTS:		

<b>PLANNING (505) 924-3858</b>		
PLANS DISAPPROVED	DATE	DATE
PLANS APPROVED <i>res</i>	DATE <i>27 Feb 08</i>	DATE
COMMENTS:		
<i>Relocate free standing sign along Glenview Rd. res</i>		

# 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...**
- D** 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 2<sup>nd</sup> 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): \_\_\_\_\_ PHONE: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ FAX: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ E-MAIL: \_\_\_\_\_

APPLICANT: FAMILY WORSHIP CENTER PHONE: 831-5365  
 ADDRESS: 7311 GLENRIO Road N.W. FAX: 831-2339  
 CITY: Albuquerque STATE NM ZIP 87121 E-MAIL: \_\_\_\_\_  
 Proprietary interest in site: \_\_\_\_\_ List all owners: \_\_\_\_\_

DESCRIPTION OF REQUEST: Relocation of sign

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 or Tract No. Lot A Block: \_\_\_\_\_ Unit: \_\_\_\_\_  
 Subdiv/Addn/TBKA: Family Worship Center  
 Existing Zoning: SU-1 Church Proposed zoning: \_\_\_\_\_  
 Zone Atlas page(s): 1-16 UPC Code: 101005821038520902 MRGCD Map No \_\_\_\_\_

### CASE HISTORY:

List any current or prior case number that may be relevant to your application (Proj., App., DRB-, AX, Z, V, S, etc.): 1000694

### CASE INFORMATION:

Within city limits?  Yes Within 1000FT of a landfill? \_\_\_\_\_  
 No. of existing lots: 1 No. of proposed lots: 1 Total area of site (acres): 7.43  
 LOCATION OF PROPERTY BY STREETS: On or Near: Northwest Corner of Glenrio Rd & 72<sup>nd</sup> Street N.W.  
 Between: 72<sup>nd</sup> St S.W. and I-40 N.W.

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

SIGNATURE Steve Williams DATE \_\_\_\_\_  
 (Print) Steve Williams Applicant:  Agent:

### FOR OFFICIAL USE ONLY

Form revised 4/07

<input type="checkbox"/> INTERNAL ROUTING	Application case numbers	Action	S.F.	Fees
<input checked="" type="checkbox"/> All checklists are complete	<u>08AA - 10022</u>	<u>AA</u>		\$ <u>45.<sup>00</sup></u>
<input checked="" type="checkbox"/> All fees have been collected				\$ _____
<input checked="" type="checkbox"/> All case #s are assigned				\$ _____
<input checked="" type="checkbox"/> AGIS copy has been sent				\$ _____
<input checked="" 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		Total	\$ <u>45.<sup>00</sup></u>

Andrew Garcia 2/13/08  
 Planner signature / date

Project # 1000694

**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) 5 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.

Steve Williams  
Applicant name (print)  
Steve Williams 2-7-08  
Applicant signature / date



Form revised June 04, October 2004

- Checklists complete
  - Fees collected
  - Case #s assigned
  - Related #s listed
- Application case numbers  
ORAA - 10022

Andrew Smae 2/13/08  
Planner signature / date  
**Project #** 1000694

February 6, 2008

**RE: FAMILY WORSHIP CENTER @ 7311 GLENRIO ROAD N.W.**

TO WHOM IT MAY CONCERN:

We are requesting that we be allowed to relocate the sign location shown on the approved Master Site Plan (Sheet C – 3-15) to the new location shown on the revised Site Plan. Reason for relocating the sign location is for better visibility of sign heading west on Glenrio Rd. N.W. The newly constructed residential development east of the church has limited the view heading west on Glenrio Rd. N.W. where the original approved location was shown. For the above listed reason we are requesting that you consider the new location for the sign.

Thank You

*Steve McClurri*



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

Map amended through: 5/17/2007

NOTE: Grey shading represents areas outside of the City Limits

Zone Atlas Page:  
**J-10-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.		

0 750 1,500 Feet



City of Albuquerque  
Planning Department  
Development Services Division  
P.O. Box 1293  
Albuquerque, New Mexico 87103

Date: September 19, 2003

## OFFICIAL NOTIFICATION OF DECISION

FILE: **Project # 1000694 \***  
03EPC-01111 EPC Site Development Plan-  
Building Permit

Family Worship Center  
5200 Iliff NW  
Albuq. NM 87105

LEGAL DESCRIPTION: for all or a portion of Lot 226, 227 228, 229 and 230 **Town of Atrisco Grant -Airport Unit**, zoned SU-1 Church, located on GLENRIO NW, between 72ND ST. NW and I-40, containing approximately 8 acre(s).  
(J-10) Mary Piscitelli, Staff Planner

On September 18, 2003 the Environmental Planning Commission voted to approve Project 1000694/03EPC-01111, a request for a site development plan for building permit for Phase One development for Tracts 226-230, Town of Atrisco Grant, Airport Unit, based on the following Findings and subject to the following Conditions:

### FINDINGS:

1. This application is a request for a site development plan for building permit for Phase One development for Tracts 226-230, Town of Atrisco Grant, Airport Unit. The site is 7.361 acres. The application is for approval of the site plan for Phase One development of the Fellowship Hall.
2. The SU-1 Zone was approved in 2000 for Church with Signage Restrictions and Related Uses limited to: Fellowship Hall, Education Center, Bookstore, Music, Café, and Multipurpose Room and Residence.
3. This project had a site plan for subdivision approved by the EPC in 2000. The agent brought forward the site development plan for subdivision for final sign off by the DRB in March 2003. However, sign off was never achieved. Staff has subsequently advised the applicant that a site plan for subdivision is unnecessary since no subdivision actions are anticipated. Approval of a site development plan for building permit will satisfactorily address the development issues.

OFFICIAL NOTICE OF DECISION  
SEPTEMBER 18, 2003  
PROJECT #1000694  
PAGE 2 OF 4

4. The site development plan for building permit furthers the *Comprehensive Plan* goals and policies for the Established Urban Area by conforming to the applicable policies a, d, k, and l. The *Comprehensive Plan* allows a church to be located on this site, for a fuller range of urban land uses in this area. The design of the building respects neighborhood values in that it is not obtrusively large or tall, and will not be visually obtrusive to the residential areas nearby. The livability of the surrounding neighborhoods is protected through enough established off-street parking for the church and permissive uses. Quality and innovation is encouraged in new development with design appropriate to the plan area. This building and site design is appropriate to the size and scale of the neighborhood.
5. This request furthers the applicable policy 3.31 of the *West Side Strategic Plan*, demonstrating that it is appropriate for a church and related facilities as a non-residential development should occur in the Atrisco Business Park community.
6. Errors have been found on the site development plan for building permit, the drainage plan, the utilities plan, and the landscape plan. The elevations are not in agreement with the building footprint for the Fellowship Hall. These errors can be corrected with minor modifications to the site plan. All errors will need to be rectified before final approval by the DRB.

**CONDITIONS:**

1. The EPC delegates final sign-off authority of this site development plan to the Development Review Board (DRB). The DRB is responsible for ensuring that all EPC Conditions have been satisfied and that other applicable City requirements have been met. The submittal of this site plan to the DRB shall meet all EPC conditions. A letter shall accompany the submittal, specifying all modifications that have been made to the site plan since the EPC hearing, including how the site plan has been modified to meet each of the EPC conditions. Unauthorized changes to this site plan, including before or after DRB final sign-off, may result in forfeiture of approvals. EPC delegates final sign off authority to the DRB.
2. The replatting of the site shall occur concurrently with the final sign off of the site development for building permit by the DRB.
3. The site plan shall be corrected for parking, drive aisles, landscape elements, and building footprint. All plans (site utilities, grading and drainage, landscape, etc.) shall be consistent with the approved site plan.
4. All design aspects of the site shall comply with the design guidelines contained in the site development plan for building permit plan set.

OFFICIAL NOTICE OF DECISION  
SEPTEMBER 18, 2003  
PROJECT #1000694  
PAGE 3 OF 4

5. The landscape plan shall be corrected to show selected concrete surface treatment and groundcover materials (living and non-living), both on the plan and in the legend. Vines shall be used at the chain link fencing at the perimeter of the site.
6. As per the City Engineer Comments:  
Conditions of approval for the proposed Site Development Plan for Building Permit shall include:
  - a. All the requirements of previous actions taken by the EPC and the DRB must be completed and /or provided for, if applicable.
  - b. The Developer is responsible for permanent improvements to the transportation facilities adjacent to the proposed site development plan for subdivision. Those improvements will include any additional right-of-way requirements, paving, curb and gutter, sidewalk and ADA accessible ramps that have not already been provided for.
  - c. Site shall comply and be designed per DPM Standards.
  - d. The entire parking lot will need to be constructed in phase 1 for correct circulation. If not, the main drive aisle for phase 1 will need to be modified for two-way circulation or an additional egress will need to be provided for one-way circulation (see Traffic Engineer).
  - e. Phase I driveway to be 36' – 40' in width (two-way traffic) or 20' – 24' (one-way traffic).
  - f. Provide 25' curb returns at site drives.
  - g. Maximum width for site drive to residence to be 30'.
  - h. Provide angle and typical dimensions of parking spaces. Parking lot layout/site circulation in phase II & I may need to be modified (i.e. drive aisle width, end aisles number of spaces, etc. depending on this info.).
  - i. For phase I angled parking, north of fellowship hall and adjacent to the 24' drive aisle, change angled parking to perpendicular parking.
  - j. For phase two parking, adjacent to education center, provide parking that is perpendicular to building.
  - k. Site plan on sheet C1.2 should match sheet C1.3 (i.e. parking lot layout).
  - l. Fire protection requirements including instantaneous flow and hydrant placement must be verified with the Fire Marshals office and Utility Development before site plan sign off at DRB.
7. As per Solid Waste Management Department Comments: Approved on condition, will coordinate with SWMD on enclosure requirements and ordinances.
8. As per the Fire Marshall's Office:  
New Construction will be reviewed through the normal City of Albuquerque Plan Review Process. Items to be reviewed by AFT will be but not limited to, fire department access and fire hydrant locations, fire alarm systems, sprinkler systems, as well as accessible fire department connections. New additions will require a fire flow statement before DRB.

OFFICIAL NOTICE OF DECISION  
SEPTEMBER 18, 2003  
PROJECT #1000694  
PAGE 4 OF 4

IF YOU WISH TO APPEAL/PROTEST THIS DECISION, YOU MUST DO SO BY **OCTOBER 3, 2003** IN THE MANNER DESCRIBED BELOW. A NON-REFUNDABLE FILING FEE WILL BE CALCULATED AT THE LAND DEVELOPMENT COORDINATION COUNTER AND IS REQUIRED AT THE TIME THE APPEAL IS FILED.

Appeal to the City Council: Persons aggrieved with any determination of the Environmental Planning Commission acting under this ordinance and who have legal standing as defined in Section 14-16-4-4.B.2 of the City of Albuquerque Comprehensive Zoning Code may file an appeal to the City Council by submitting written application on the Planning Department form to the Planning Department within 15 days of the Planning Commission's decision. The date the determination in question is issued is not included in the 15-day period for filing an appeal, and if the fifteenth day falls on a Saturday, Sunday or holiday as listed in the Merit System Ordinance, the next working day is considered as the deadline for filing the appeal. The City Council may decline to hear the appeal if it finds that all City plans, policies and ordinances have been properly followed. If it decides that all City plans, policies and ordinances have not been properly followed, it shall hear the appeal. Such appeal, if heard, shall be heard within 45 days of its filing.

YOU WILL RECEIVE NOTIFICATION IF ANY OTHER PERSON FILES AN APPEAL. IF THERE IS NO APPEAL, YOU CAN RECEIVE BUILDING PERMITS AT ANY TIME AFTER THE APPEAL DEADLINE QUOTED ABOVE, PROVIDED ALL CONDITIONS IMPOSED AT THE TIME OF APPROVAL HAVE BEEN MET. SUCCESSFUL APPLICANTS ARE REMINDED THAT OTHER REGULATIONS OF THE CITY MUST BE COMPLIED WITH, EVEN AFTER APPROVAL OF THE REFERENCED APPLICATION(S).

Successful applicants should be aware of the termination provisions for Site Development Plans specified in Section 14-16-3-11 of the Comprehensive Zoning Code. Generally plan approval is terminated 7 years after approval by the EPC.

Sincerely,

  
for Victor J. Chavez  
Planning Director

VJC/MP/ac

cc: John Griego, 2810 Siler Ln. Santa Fe, NM 87501  
Sally Breeden, 6503 Honeylocust Avenue NW, 87121  
Ben Sandoval, 6513 Honeylocust Avenue NW, 87121  
Steve Tardy, 7424 Lynwood Drive NW, 87120  
Nancy Treviso, 7812 Sherwood Drive NW

November 4, 2003

City of Albuquerque  
Planning department  
DRB committee  
PO Box 1293  
Albuquerque, New Mexico 87103

Re: Family Worship Center  
5200 Iliff NW  
Albuq. NM 87105

File: Project No. 1000694  
03EPC-01111 EPC Site Development Plan-Building Permit

Griego & associates LLC, (G+a), agent for Family Worship Center (FWC) respectfully submits the enclosed packet as follow up to the building permit process for review and approval by the DRB committee. Attached is the letter from the Planning Department regarding the EPC committee determination. The following is in response to the conditions set forth by the EPC.

- 1 "EPC delegates signoff authority....."

*Applicant Response:* All efforts have been made to consolidate EPC comments & concerns in this submittal package. The applicant will make any corrections or adjustments to accurately represent the EPC conditions of approval.

- 2 "Replatting of the site....."

*Applicant Response:* Re-platting is underway and (6) copies of the final plat are submitted for MINOR SUBDIVISION PREPLIMINARY/FINAL PLAT APPROVAL accompanying this application.

DRB submittal  
Page 2  
November 4, 2003

3 "Site Plan shall be corrected...."

*Applicant Response:* All layout corrections have been made to the individual drawing sheets to be consistent with the approved site plan.

4 "All design aspects shall...."

*Applicant Response:* The design aspects of this submittal comply with the design guidelines contained in the site development plan for building permit plan set and is submitted as drawing (15 of 15) Sheet D1 Design Standards contained herein.

5 "Landscape Plan shall....."

*Applicant Response:* The Landscape Plan has been corrected to show selected concrete surface treatment and groundcover materials, both living and non-living, on the plan and legend. Vines shall be used at the chain link fencing at the perimeter of the site.

6 "City Engineer comments:"

a. All the requirements of previous actions...."

*Applicant Response:* All previous requirements of EPC & DRB have been provided for as applicable.

b. Developer is responsible for...."

*Applicant Response:* The Owner acknowledges responsibility for all permanent improvements to transportation facilities adjacent to the proposed site development plan for subdivision.

c. Site shall comply and be designed per DPM....."

*Applicant Response:* The site plan has been revised to comport with DPM Standards.

DRB submittal  
Page 3  
November 4, 2003

d. The entire parking lot will...."

*Applicant Response:* Phase one parking lot whas installed a connector loop through to the second curb cut, thus providing phase one circulation as coordinated with staff.

e. Phase One driveway to be...."

*Applicant Response:* Phase one driveway is 40 width for two way traffic.

f. Provide 25' curb returns"

*Applicant Response:* All curb returns are 25' at site drives.

g. Maximum width for site drive to residence to be 30'"

*Applicant Response:* The residence site drive is 30'.

h. Provide angle and typical dimensions of parking spaces..."

*Applicant Response:* Sheet C5.2 (attached) provides detailed measurements and requirements for all parking conditions.

i. For phase one driveway..."

*Applicant Response:* Phase one angled parking along north fellowship hall and adjacent to the 24' drive isle have been revised for perpendicular parking.

j. For phase two parking..."

*Applicant Response:* Education Center parking has been revised from angled parking to perpepndicular.

k. Site Plan on C1.2 should...."

*Applicant Response:* All drawing sheets have been coordinated to match sheet C1.3 parking layout.

1. Fire protection requirements....”

*Applicant Response:* All Fire Marshall requirements have been met and complied with, thus submittal of the Fire Marshall Approved, stamped and signed Site Plan is submitted within this package.

7 As per Solid Waste Management Department....”

*Applicant Response:* The Site Plan has been signed and dated by the Solid Waste Management Department, and this site plan is submitted with the application for final approval.

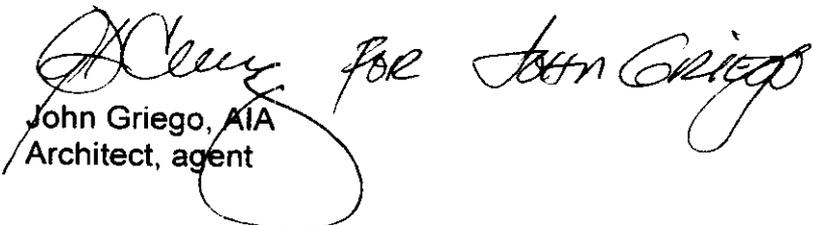
8 As per Fire Marshall Office.....”

*Applicant Response:* The Site Plan has been stamped and signed by the Fire Marshall's office and all new construction shall be reviewed and approved through normal city of Albuquerque plan review process.

***End of EPC Conditions & Response***

Thank you for your favorable consideration to the Family Worship Center and it's vision.

Sincerely

  
John Griego, AIA  
Architect, agent

Cc: Pastor Steve Ulibarri, Family Worship Center

## 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](http://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.

## Administrative Amendment Sample Notification Letter

To be sent by the applicant via Certified Mail to Neighborhood Association representatives and by First Class Mail to adjacent property owners

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 will take a minimum of 15 days** (from the postmarked date of this letter), whereupon a final decision will be rendered. A copy of the Planning Department's *Administrative Amendment Information Sheet* is enclosed to help you better understand this process.

The specifics of the project are as follows:

- *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 2<sup>nd</sup> 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

**City of Albuquerque Planning Department**  
**One Stop Shop – Development and Building Services**

024 90003 Issued By: FLNABG

**Permit Number: 2008 010 022** **Category Code 940**

Application Number: 08AA-10022 Amend Site Development Plan - Bid Frmt

Address:

Location Description: GLENRID NW BETWEEN 72ND NW AND I-40 NW

Project Number: 1000694

**Applicant**

*Family Worship Center*

7311 Gelerrio Rd NW  
Albuquerque NM 87121  
851-5365

**Agent / Contact**

*Family Worship Center*

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Albuquerque I.M. 87121  
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**Application Fees**

441316/4971000	Public Notification	
441082/3424000	Conflict Mgmt Fee	
441006/4971000	Rev. Actions	\$45.00
<b>TOTAL:</b>		<b>\$45.00</b>

