

City of Albuquerque



DEVELOPMENT REVIEW APPLICATION

Supplemental form		Supplemental form	
SUBDIVISION	S	ZONING	Z
<input type="checkbox"/> Major Subdivision action		<input type="checkbox"/> Annexation & Zone Establishment	
<input type="checkbox"/> Minor Subdivision action		<input type="checkbox"/> Sector Plan	
<input type="checkbox"/> Vacation	V	<input type="checkbox"/> Zone Change	
<input type="checkbox"/> Variance (Non-Zoning)		<input type="checkbox"/> Text Amendment	
SITE DEVELOPMENT PLAN	P	APPEAL / PROTEST of...	A
<input type="checkbox"/> ... for Subdivision Purposes		<input type="checkbox"/> Decision by: DRB, EPC, LUCC, Planning Director or Staff, ZHE, Zoning Board of Appeals	
<input checked="" type="checkbox"/> ... for Building Permit			
<input type="checkbox"/> IP Master Development Plan			
<input type="checkbox"/> Cert. of Appropriateness (LUCC) L			

AA

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:

NAME: Bosque School PHONE: 898-6388
 ADDRESS: 4000 Learning Road NW FAX: 922-0392
 CITY: Albuquerque STATE NM ZIP 87120 E-MAIL: _____
 Proprietary interest in site: Owner
 AGENT (if any): Consensus Planning, Inc. PHONE: 764-9801
 ADDRESS: 924 Park Avenue SW FAX: 842-5495
 CITY: Albuquerque STATE NM ZIP 87102 E-MAIL: cp@consensusplanning

DESCRIPTION OF REQUEST: Administrative Amendment to EPC approved Site Plan for Building Permit - Middle School Expansion

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

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

Lot or Tract No. Lot 4a Block: _____ Unit: _____
 Subdiv. / Addn. Bosque Preparatory School
 Current Zoning: SU-1 for School & Related Facilities Proposed zoning: N/A
 Zone Atlas page(s): F-12 No. of existing lots: 1 No. of proposed lots: 1
 Total area of site (acres): 23 Density if applicable: dwellings per gross acre: N/A dwellings per net acre: _____
 Within city limits? Yes. No , but site is within 5 miles of the city limits (DRB jurisdiction.) Within 1000FT of a landfill? _____
 UPC No. 1-012-061-150-435-20110 MRGCD Map No. _____
 LOCATION OF PROPERTY BY STREETS: On or Near: Learning Road NW
 Between: Montano Road NW and Namaste Road NW

CASE HISTORY:

List any current or prior case number that may be relevant to your application (Proj., App., DRB-, AX, Z, V, S, etc.):
Z-98-71; DRB 98-133; Project 1000901; 01128-00000-01748

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

SIGNATURE Jacqueline Fishman DATE 2/6/02
 (Print) Jacqueline Fishman, AICP _____ Applicant Agent

FOR OFFICIAL USE ONLY

pdf Form revised Sept. 2001

<input checked="" type="checkbox"/> INTERNAL ROUTING	Application case numbers	Action	S.F.	Fees
<input type="checkbox"/> All checklists are complete	<u>02236 - 00177</u>	<u>AA</u>		\$ <u>40.00</u>
<input type="checkbox"/> All fees have been collected				\$ _____
<input type="checkbox"/> All case #s are assigned				\$ _____
<input 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>AA</u>			Total \$ <u>40.00</u>

Paul Conde 2/7/02 Project # 1000901
 Planner signature / date

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

SITE DEVELOPMENT PLAN FOR BUILDING PERMIT IN THE DOWNTOWN SU-3 ZONE

- 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, explaining, 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
- 2 copies of the Conceptual Utility Layout Plan if relevant (mark one for Planning, one for Utility Development)
- 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 SUBDIVISION

AMENDMENT TO SITE DEVELOPMENT PLAN FOR BUILDING PERMIT

CONCEALED OR SITE DEVELOPMENT PLAN CONTROLLED WIRELESS TELECOM FACILITY

- 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) **5** copies
- Zone Atlas map with the entire property(ies) precisely and clearly outlined and crosshatched (to be photocopied)
- Letter briefly describing, explaining, and justifying the request
- Letter of authorization from the property owner if application is submitted by an agent
- Completed Site Plan for Building Permit Checklist (not required for amendment of SDP for Subdivision)
- Fee (see schedule)
- Any original and/or related file numbers are listed on the cover application

NOTE: The next three items are also required only if the original approval required a public hearing.

- N/A** Notifying letter and certified mail receipts addressed to owners of any adjacent residential properties
- Office of Community & Neighborhood Coordination inquiry response, notifying letter, certified mail receipts (Not required if amendment changes less than 2% of square footage.)
- Sign Posting Agreement (Not required if amendment changes less than 2% of square footage.)

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:

- Collocation 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 Cynthia Borrego-Archuleta at 924-3335 for details.

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

Jacqueline Fishman, AICP

Jacqueline Fishman 2/6/02
Applicant signature / date

Applicant name (print)



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- Checklists complete
- Fees collected
- Case #s assigned
- Related #s listed

Application case numbers
02236 - _____ - 00177

Paul Cardel 2/7/02
Planner signature / date
Project # 1000901



February 6, 2002

Richard Dineen, Manager
Development Services
City of Albuquerque
PO Box 1293
Albuquerque, NM 87103

Re: Bosque School – Administrative Amendment

Landscape Architecture
Urban Design
Planning Services

924 Park Avenue SW
Albuquerque, NM 87122

(505) 764-9821
Fax 842-5495
cp@consensusplanning.com
www.consensusplanning.com

Dear Richard:

The purpose of this letter is to explain our request for administrative amendment to the Phase 1 Site Plan for Building Permit approved by the Environmental Planning Commission on February 4, 1999 (Z-98-140). The school is planning an expansion to the existing middle school building located to the north of the soccer field. The expansion to the middle school has always been anticipated and was labeled on the approved site plan as "future" expansion (see sheet 2 of the original approved Site Plan for Building Permit).

The middle school expansion area is 3,800 square feet and consists of four additional classrooms and one office. It is less than 10% of the total square footage of existing buildings. The expansion is designed to match the existing middle school building relative to color, materials, and massing. The one minor exception is that the parapet walls along the west elevation will be approximately two CMU block courses taller in order to adequately screen roof top mechanical equipment (see sheet 4).

We have coordinated with the La Luz Homeowner's Association and Bennett King, President, Board of Directors, has written a letter of support. Bosque School and La Luz continue their excellent and cooperative working relationship, a model that should be conferred upon by other neighborhood associations and private development.

Please do not hesitate to contact me at 764-9801 if you have any questions or desire any additional information. On behalf of Bosque School, thank you and your staff for continued support for the development of the school.

Sincerely,

Jacqueline Fishman, AICP
Senior Planner

PRINCIPALS

Karen R. Marcotte, AICP
James K. Strogier, AICP
Christophe J. Green, ASLA



BOSQUE SCHOOL

BOARD OF TRUSTEES

- Rachel Belash, *Chair*
- Dale Alverson
- Dana Asbury
- Susan Ford Bales
- Chris Barr
- Betsy Bloch
- Diane Denish
- Mike Hauger
- Mike Lederman
- Bruce Leising
- Alice Lloyd
- Pat McCarthy
- Jeff Morgan
- Rod Pera
- Jay Rembe
- Bill Sabatini
- Duncan Scott
- Jerrold Trim
- Joan Woodard
- Peggie Ann Findlay,
Founder
- Andrew Wooden,
Head of School

February 6, 2002

Mr. Richard Dineen
 Development Services Manager
 City of Albuquerque
 PO Box 1293
 Albuquerque, NM 87103

Dear Mr. Dineen:

This letter hereby gives Consensus Planning the authority to work on behalf of Bosque School in requesting an administrative amendment for our middle school expansion project. Please call me if you have any questions or require additional information.

Thank you for your assistance in this matter.

Sincerely,



Andrew Wooden
 Head of School

SITE DEVELOPMENT PLAN CHECKLIST FOR BUILDING PERMITS

This checklist will be used by the Planning Department to verify the completeness of site plans submitted for review by the Environmental Planning Commission. Since development proposals vary in type and scale, there may be application requirements that are not included here. Site development plan submitted will ordinarily be composed of the following plan sheets:

1. Site Plan (including utilities and easements)
2. Landscaping Plan
3. Grading Plan
4. Building Elevations

Submitted shall be organized in the above manner. In addition, 8 1/2" by 11" reductions must be included with plan submitted. The following checklist describes the minimum information necessary for element. Applicant shall check off all items shown on the site plan or label as **NA**, if not applicable.

SHEET #1 - SITE PLAN

A. General Information

1. Scale
- | | |
|-----------------|-----------|
| Under 1.0 acre | 1" = 10' |
| 1.0 - 5.0 acres | 1" = 20' |
| Over 5 acres | 1" = 50' |
| Over 20 acres | 1" = 100' |
- Other scales as approved by staff
2. Bar Scale
3. North Arrow
4. Scaled Vicinity Map
5. Existing structures on site and site adjacent to the proposal that impact, or are impacted by the project.
6. Property lines
7. Existing and proposed easement (identify each)

B. Proposed Development

1. Structural
- A. Existing and proposed structures on the property and in the adjacent properties including privacy and retaining walls
- B. Square footage of each structure
- C. Proposed of each structure
- D. Temporary structures, sign and other improvements
- E. Wall(s), fence(s), and screening: height, length, color, and materials. Show cross-sections for retaining walls.
- F. Dimensions of all principal site elements
- G. Loading facilities
- H. Site lighting (height, type, and intensity)

2. **Non-Structural and Parking** **NOTE: NO NEW PARKING PROPOSED**

WITH THIS ADDITION

- A. Parking design with spaces numbered per aisle and totaled.
- 1. Location
 - 2. Arrangements
 - 3. Dimensions
 - 4. Turning spaces
 - 5. Drives
 - 6. Aisles
 - 7. Ingress
 - 8. Egress
 - 9. Number of spaces required: _____
Provided: _____
 - 10. Handicapped parking, spaces required: _____
Provided: _____
- B. Bicycle racks, spaces required: _____
Provided: _____
- C. Refuse container and enclosure, if applicable.

C. Street and Circulation

- 1. Identification and location of public or private streets and alleys with proper name, existing and proposed width dimensions.
- 2. Curve radii
- 3. Right-of-Way width
- 4. Pavement width, flow line to flow line including medians and median cuts.
- 5. Sidewalk widths and locations, existing and proposed.
- 6. Rail spurs, if applicable
- 7. Location of traffic signs and signals related to the functioning of the proposal.
- 8. Bikeways
- 9. Bus facilities, including bays and shelters where required.
- 10. Curb cut size and type.
- 11. Provisions for non-auto transportation, including transit and bicycle related improvements and pedestrian linkage.

D. Utilities

- 1. Fire hydrant locations, existing and proposed.
- 2. Distribution lines
- 3. Right-of-Way and easements, existing and proposed, on the property and adjacent to the boundaries, with identification of types and dimensions.
- 4. Existing water, sewer, storm drainage facilities (public and/or private).
- 5. Proposed water, sewer, storm drainage facilities (public and/or private)

E. Phasing

- 1. Proposed phasing of improvements and provision for interim facilities. Information on future phasing should be included, if applicable.

1950: 100 1000 1000 1000 1000
1000 1000 1000 1000 1000

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1000

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SHEET #2 - LANDSCAPING PLAN

If appropriate maybe shown on sheet #1, site plan with the approval of planning staff.
See article 6-1-1-1 at all water conservation/water waste and maintenance statement.

1. Scale - must be same as scale on sheet #1 - Site plan
2. Bar Scale
3. North Arrow
4. Property Lines
5. Existing and proposed easements
6. Identify nature of ground cover materials
 - A. Impervious areas (pavements, sidewalks, slope pavings, curb, and gutters, etc.).
 - B. Pervious areas (planting beds, grass, ground cover vegetation, etc.).
 - C. Ponding areas either for drainage or landscaping/recreational use.
7. Identify nature, location and size of shrubbery and trees (common and/or botanical names).
 - A. Existing, indicating whether it is to preserved or removed.
 - B. Proposed, to be established for general landscaping.
 - C. Proposed, to be established for screening/buffering.
8. Irrigation System
9. Planting Beds
10. Turf Area - only 20% of landscaped area can be high water turf, in square feet and percentage.
11. Responsibility for maintenance
12. Statement of Water Waste, etc.
13. Landscaped area requirement, in square feet and percent: _____
14. Landscaped area provided, in square and percent: _____

SHEET #3 - GRADING PLAN

A. General Information

1. Scale - must be same as Sheet #1 - Site Plan
2. Bar Scale
3. North Arrow
4. Existing topography and structural improvements within at least 25 feet beyond property boundaries (more may be required).
5. Property Lines
6. Existing and proposed easements
7. Proposed contours and/or spot elevations
- N/A. Retaining walls

B. Proposal

1. Grading submittals, ponding areas, erosion and sediment control facilities:
 - A. Conceptual grading and drainage plan
 - B. Drainage plan (maybe required for other submittals)
 - C. Drainage Report (maybe required for other submittals)

- N/A. Cross Sections
Provide cross section for all perimeter property lines at the point of the greatest grade change: Where the grade change is greater than 4 feet, provide one additional cross section in each direction within no more than 100 feet of the reference point

- B. Spot Elevation
Provide spot elevations existing and proposed within 20 feet of both sides of the property line, not to exceed intervals of 100 feet.
- C. Grade Changes
Identify grade change on the site greater than 2 feet with shading or a single cross-hatch. Identify grade changes greater than 4 feet with darker shading or a double cross-hatch.

SHEET #4 - BUILDING AND STRUCTURES OF ELEVATIONS TO SCALE

A. General Information

- 1. Scale (minimum of 1/8" or as approved by Planning Staff).
- 2. Bar Scale
- 3. Facade orientation (elevation of all sides of the buildings)
- 4. Dimension, to scale if not shown in plan including overall height and width, and dimensions of major facade elements.
- 5. Location materials and colors of windows and building entrances
- 6. Materials and colors of buildings and structures

B. Signage *NOTE: NO NEW SIGNS PROPOSED WITH THIS AMENDMENT*

N/A

- 1. Elevations
- 2. Location
- 3. Height and width
- 4. Sign face area
- 5. Lighting
- 6. Materials and Colors
- 7. Additional information including, renderings, perspective drawings may be submitted.
 - A. Samples
 - 1. Presentation Models
 - 2. Photos

February 3, 2002

Jackie Fishman
Consensus Planning
924 Park Avenue SW
Albuquerque, NM 87102

Re expansion of Bosque School
Middle School building

Dear Jackie:

This letter is to advise that La Luz del Oeste, the nearest neighbor of the Bosque School, has no objections to the expansion of the Bosque Schools Middle School building.

Bosque School is an excellent neighbor and we wish them all the success in the world.

Sincerely,



Bennett King, President
Board of Directors
La Luz Landowners' Association, Inc.



City of Albuquerque

P.O. Box 1293, Albuquerque, NM 87103

PLEASE NOTE: The Neighborhood Association information listed in this letter is valid for one (1) month. If you haven't filed your application within one (1) month of the date of this letter - you will need to get an updated letter from our office. It is your responsibility to provide current information - outdated information may result in a deferral of your case.

February 7, 2002

Jackie Fishman
Consensus Planning
924 Park Avenue SW/87102
Phone: 764-9801/Fax: 842-5495

Dear Jackie:

Thank you for your inquiry of **February 7, 2002** requesting the names of Recognized Neighborhood Associations who would be affected under the provisions of O-92 by your proposed project at **LOT 4A, BOSQUE PREPARATORY SCHOOL SUBDIVISION** zone map #F-12.

Our records indicate that the Recognized Neighborhood Association(s) affected by this proposal and the contact names are as follows:

SEE "ATTACHMENT A" FOR NEIGHBORHOOD INFORMATION.

Please note that according to O-92 you are required to notify each of these contact persons by **CERTIFIED MAIL, RETURN RECEIPT REQUESTED, BEFORE** the Planning Department will accept your application filing. **IMPORTANT! FAILURE OF ADEQUATE NOTIFICATION MAY RESULT IN YOUR APPLICATION HEARING BEING DEFERRED FOR 30 DAYS.** If you have any questions about the information provided, please contact me at (505) 924-3902.

Sincerely,

Stephani Winklepleck

Senior Administrative Assistant
OFFICE OF COMMUNITY AND NEIGHBORHOOD COORDINATION
Planning Department

planningrnaform(01/30/02)

“ATTACHMENT A”

*Jackie Fishman, Consensus Planning
Zone Map: F-12*

TAYLOR RANCH N.A. (R)

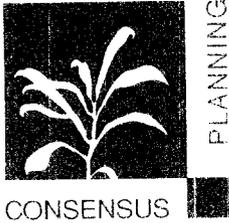
***Virginia M. Klebesadel**

4416 Gooseberry Rd. NW/87120 898-9173 (h)

Jolene Wolfley

6804 Staghorn Dr. NW/87120-4806 890-9414 (h)

**LETTERS MUST BE SENT TO BOTH
CONTACTS OF EACH
NEIGHBORHOOD ASSOCIATION.**



Landscape Architecture
Urban Design
Planning Services

924 Park Avenue SW
Albuquerque, NM 87102

(505) 764-9801
Fax: 842-5497
cp@consensusplanning.com
www.consensusplanning.com

February 6, 2002

Ms. Virginia Klebesadel
Taylor Ranch Neighborhood Association
4416 Gooseberry Road NW
Albuquerque, NM 87120

Dear Ms. Klebesadel:

The purpose of this letter is to inform you and the Taylor Ranch Neighborhood Association that Consensus Planning, Inc. is submitting an administrative amendment to the City of Albuquerque on behalf of Bosque School.

The school is proposing a 3,800 square foot addition to its existing middle school building located just north of the school's soccer field. The addition consists of four additional classrooms, and is designed to match the existing building relative to color, materials, and massing.

Due to the addition being less than 10% in size of the existing buildings, we are able to request an administrative amendment rather than going through the typical EPC/DRB process. The request will be reviewed by Richard Dineen, Development Services Manager. Once approved, it will go straight to Building Permit.

Administrative amendments also benefit from having neighborhood support, and we have received a letter of support from La Luz, Bosque School's nearest neighbor. Based on past conversations with Taylor Ranch, my assumption is that your association is supportive of Bosque School, as well.

Please feel free to call me at 764-9801 if you have any questions or desire any additional information.

Sincerely,

Jacqueline Fishman, AICP
Senior Planner

PRINCIPALS

Karen R. Marcotas, AICP
James K. Strazien, AICP
Christopher J. Green, ASLA



February 6, 2002

Ms. Jolene Wolfley
Taylor Ranch Neighborhood Association
6804 Staghorn Drive NW
Albuquerque, NM 87120

Landscape Architecture
Urban Design
Planning Services

Dear Ms. Wolfley:

The purpose of this letter is to inform you and the Taylor Ranch Neighborhood Association that Consensus Planning, Inc. is submitting an administrative amendment to the City of Albuquerque on behalf of Bosque School.

924 Park Avenue SW
Albuquerque, NM 87102

(505) 764-9801
Fax 842-5495
cp@consensusplanning.com
www.consensusplanning.com

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Please feel free to call me at 764-9801 if you have any questions or desire any additional information.

Sincerely,

Jacqueline Fishman, AICP
Senior Planner

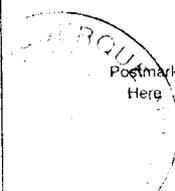
PRINCIPALS

Karen R. Marcotte, AICP
James K. Sirozier, AICP
Christopher J. Green, ASLA

U.S. Postal Service
CERTIFIED MAIL RECEIPT
(Domestic Mail Only; No Insurance Coverage Provided)

7099 3220 0009 2378 6032

Article Sent To:
VIRGINIA KLEBESADEL

Postage	\$.34	
Certified Fee	2.10	
Return Receipt Fee (Endorsement Required)	1.50	
Restricted Delivery Fee (Endorsement Required)		
Total Postage & Fees	\$ 3.94	

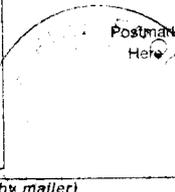
Name (Please Print Clearly) (To be completed by mailer)
VIRGINIA KLEBESADEL
Street, Apt. No., or PO Box No.
4416 GOOSEBERRY ROAD NW
City, State, ZIP+4
ALBUQ NM 87120

PS Form 3800, July 1999 See Reverse for Instructions

U.S. Postal Service
CERTIFIED MAIL RECEIPT
(Domestic Mail Only; No Insurance Coverage Provided)

7099 3220 0009 2378 6056

Article Sent To:
JOLENE WOLFLEY

Postage	\$.34	
Certified Fee	2.10	
Return Receipt Fee (Endorsement Required)	1.50	
Restricted Delivery Fee (Endorsement Required)		
Total Postage & Fees	\$ 3.94	

Name (Please Print Clearly) (To be completed by mailer)
JOLENE WOLFLEY
Street, Apt. No., or PO Box No.
6804 STAGHORN DRIVE NW
City, State, ZIP+4
ALBUQ NM 87120

PS Form 3800, July 1999 See Reverse for Instructions

