ZONING VERIFICATION REQUEST

OVERVIEW

What is a zoning verification statement?
A zoning verification statement is written confirmation provided by the city to confirm the current zoning designation of a particular piece of property.

What type of information is provided in a zoning verification statement?
Verification statements contain the following information:
- The assigned address of the subject site
- The legal description of the property
- The zoning designation of the property
- The overlay district or sector plan affecting the property, if applicable

Zoning verification statements DO NOT include the following:
- Confirmation of the existing development's compliance with current zoning code requirements*, conformance/non-conformance of existing uses or structures, or reference to building or fire codes
- Copies of site plans, special exceptions, certificates or other approvals
- The zoning designations of abutting or nearby properties
- Reference to existing zoning code violations

*Written confirmation of a property’s compliance with current zoning standards, reference to nonconformance/rebuild allowances, and/or types of permitted development on a property are provided through our ZONAL CERTIFICATION process.

How do I obtain a zoning verification statement?
Complete the form on the reverse side of this brochure and return it to:
City of Albuquerque – Code Enforcement Division
600 2nd St. NW, Suite 500
Albuquerque, New Mexico 87102
(505) 924-3847

THERE IS NO FEE FOR A ZONING VERIFICATION STATEMENT

SELF-HELP RESOURCES

- **Zoning Code.** If you would like to view and/or obtain copies of the Comprehensive City Zoning Code, please visit the following website:
  - [http://www.amlegal.com/albuquerque_nm/](http://www.amlegal.com/albuquerque_nm/)
- **Recorded Documents.** If you would like copies of official recorded documents such as site plans, special exceptions or certificates of occupancy, please make a Freedom of Information Act (FOIA) request to:
  - [cityclerk@cabq.gov](mailto:cityclerk@cabq.gov)
- **GIS Data.** If you would like mapping or geographic information, please visit the following website:
  - [www.cabq.gov/gis/advanced-map-viewer](http://www.cabq.gov/gis/advanced-map-viewer)
- **Related City Agencies.** If you would like information on City of Albuquerque building codes, fire codes or other development standards, please visit the following website:
  - [www.cabq.gov](http://www.cabq.gov)

For more information, contact:
City of Albuquerque
Planning Department
Phone: (505) 924-3450
(505) 924-3860
www.cabq.gov/planning

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DID YOU REMEMBER TO...

- Verify that the property is located within the city limits?
- Provide the legal description of the property and/or the Uniform Property Code (UPC) number?
- Submit your request at least seven (7) days before the verification statement is needed?

SUBJECT PROPERTY

ADDRESS

LOT BLOCK SUBDIVISION

UPC #

OWNER OF RECORD

APPLICANT INFORMATION

NAME

COMPANY / ORGANIZATION

ADDRESS

PHONE EMAIL

STATEMENT DETAILS

ADDRESS THE STATEMENT TO: SAME AS APPLICANT

NAME

COMPANY / ORGANIZATION

ADDRESS

PHONE FAX EMAIL

City of Albuquerque
PO Box 1293
Albuquerque, New Mexico 87103
www.cabq.gov

DATE RECEIVED: ____________________________

RECEIVED BY: ____________________________

ZONE: ____________________________

FOR STAFF USE ONLY

ZAP: ____________________________