

# Pre-Application Review Team (PRT) Discussions

CITY PLANNING - Phone (505) 924-3860 Fax (505) 924-3339

SCHEDULE: Tuesday afternoons weekly  
1:30, 2:15, 3:00 & 3:45

Pre-application discussions are available to help applicants acquire information about the processes and requirements pertaining to their request. Representatives from the City Planning Dept. present at the meeting include staff from: *Current Planning, Transportation, Code Enforcement and Neighborhood Coordination*.

Please contact the CITY PLANNING DEPT. at 924-3860 to schedule a PRT appointment.

Also available online is information about general development processes and procedures:

Information: <http://www.cabq.gov/planning/>

Forms: <http://www.cabq.gov/planning/formsvcs/>

## SUMMARY

Pre-Application Review Team (PRT) Discussions provide prospective applicants an opportunity to discuss development proposals in an informal setting with a multi-division Staff team. Advice regarding relevant City requirements, policies, and procedures is provided to assist the applicant. PRT Discussions include evaluation of requests that may be heard by the Environmental Planning Commissions (EPC) such as:

1. Zone Map Amendments
2. Plan amendments including Sector Plan Amendments
3. Annexations
4. Site Development Plans

## SCHEDULE

PRT Discussions are scheduled weekly, every Tuesday afternoon. Appointments are scheduled in 45 minute increments beginning at 1:30 pm. Appointments must be scheduled by 12:00 Noon on Friday prior to the Tuesday meeting and are subject to availability.

All relevant material and information must be submitted to the Planning Department by **Friday at 12:00 Noon** to ensure distribution to appropriate agency representatives in preparation for the PRT Discussion.

INFORMATION can be mailed, faxed, hand delivered or mailed to:

City Planning Department, Plaza del Sol, 3<sup>rd</sup> Floor, 600 2<sup>nd</sup> Street NW, Albuquerque, NM 87102.  
Phone: (505) 924-3860 and Fax: (505) 924-3339.

Upon receipt of your information, our office will contact you to confirm your scheduled appointment.

PLEASE NOTE: Applicants are responsible for submitting adequate information.