

Form L: Historic Preservation and Landmarks Commission (LC)

Please refer to the LC hearing schedule for public hearing dates and deadlines. Your attendance is required.

A single PDF file of the complete application including all plans and documents being submitted must be emailed to PLNDRS@cabq.gov prior to making a submittal. Zipped files or those over 9 MB cannot be delivered via email, in which case the PDF must be provided on a CD.

Type of Request		Historic Zone or Designation	
<input type="checkbox"/> Alteration	<input type="checkbox"/> Sign (see note below)	<input type="checkbox"/> East Downtown – HPO-1	<input type="checkbox"/> Downtown Area
<input type="checkbox"/> Demolition	<input type="checkbox"/> City Landmark Designation	<input type="checkbox"/> Eighth & Forrester – HPO-2	<input type="checkbox"/> Downtown Neighborhood Area – CPO-3
<input type="checkbox"/> New Construction	<input type="checkbox"/> City Overlay Designation	<input type="checkbox"/> Fourth Ward – HPO-3	
Number and Classification of Structures on Property		<input type="checkbox"/> Huning Highland – HPO-4	<input type="checkbox"/> East Downtown – CPO-4
Contributing Structures:		<input type="checkbox"/> Old Town – HPO-5	<input type="checkbox"/> Nob Hill/Highland – CPO-8
Noncontributing Structures:		<input type="checkbox"/> Silver Hill – HPO-6	<input type="checkbox"/> City Landmark
Unclassified Structures:		Residential Property?	<input type="checkbox"/> Yes <input type="checkbox"/> No

***PLEASE NOTE:** Approval of signs in the overlay zones may also require a sign permit from Zoning in addition to LC approval.

HISTORIC CERTIFICATE OF APPROPRIATENESS – MINOR Administrative Decision

- ___ All materials indicated on the project drawing checklist and required by the Historic Preservation Planner
- ___ Letter detailing the scope of the proposal and justifying the request per the criteria in IDO Section 14-16-6-5(D)(3)
- ___ Zone Atlas map with the entire site clearly outlined and labeled
- ___ Letter of authorization from the property owner if application is submitted by an agent
- ___ Required notices with content per IDO Section 14-16-6-4(K)(6)
 - ___ Office of Neighborhood Coordination notice inquiry response and proof of emailed notice to affected Neighborhood Association representatives
- ___ Sign Posting Agreement

INFORMATION REQUIRED FOR ALL LANDMARKS COMMISSION PUBLIC HEARING APPLICATIONS

- ___ Interpreter Needed for Hearing? ___ if yes, indicate language: _____
- ___ Proof of Pre-Application Meeting with City staff per IDO Section 14-16-6-4(B)
- ___ Zone Atlas map with the entire site clearly outlined and labeled
- ___ Letter of authorization from the property owner if application is submitted by an agent
- ___ Required notices with content per IDO Section 14-16-6-4(K)(6)
 - ___ Office of Neighborhood Coordination notice inquiry response, notifying letter, and proof of first class mailing
 - ___ Proof of emailed notice to affected Neighborhood Association representatives
- ___ Buffer map and list of property owners within 100 feet (excluding public rights-of-way), notifying letter, and proof of first class mailing
- ___ Sign Posting Agreement

DEMOLITION OUTSIDE OF HPO Requires Public Hearing

- ___ Proof of Neighborhood Meeting per IDO Section 14-16-6-4(C)
- ___ Letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-6(B)(3)

HISTORIC CERTIFICATE OF APPROPRIATENESS – MAJOR Requires Public Hearing

- ___ All materials indicated on the project drawing checklist (8 packets for residential projects or 9 for non-residential or mixed-use)
- ___ Letter detailing the scope of the proposal and justifying the request per the criteria in IDO Section 14-16-6-(D)(3)


HISTORIC DESIGN STANDARDS AND GUIDELINES Requires Public Hearing

- ___ Proof of Neighborhood Meeting per IDO Section 14-16-6-4(C)
- ___ Proposed Design Standards and Guidelines
- ___ Letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-6(E)(3)

ADOPTION OR AMENDMENT OF HISTORIC DESIGNATION Requires Public Hearing

- ___ Proof of Neighborhood Meeting per IDO Section 14-16-6-4(C)
- ___ Letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-7(C)(3)

I, the applicant or agent, acknowledge that if any required information is not submitted with this application, the application will not be scheduled for a public meeting or hearing, if required, or otherwise processed until it is complete.

Signature:		Date:
Printed Name:		<input type="checkbox"/> Applicant or <input type="checkbox"/> Agent
FOR OFFICIAL USE ONLY		
Project Number:	Case Numbers	
	-	
	-	
	-	
Staff Signature:		
Date:		