

**FORM ZHE: Conditional Uses, Expansions of Nonconforming Uses, and Variances – ZHE**

*Please refer to the ZHE public hearing calendar for 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](mailto: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.*

**INFORMATION REQUIRED FOR ALL ZHE APPLICATIONS**

- Interpreter Needed for Hearing?  if yes, indicate language: \_\_\_\_\_
- Proof of Neighborhood Meeting per IDO Section 14-16-6-4(C)
- Letter of authorization from the property owner if application is submitted by an agent
- Zone Atlas map with the entire site clearly outlined and labeled
- Required notices with content per IDO Section 14-16-6-4(K)(6)
  - Office of Neighborhood Coordination inquiry response, notifying letter, and proof of first class mailing
  - Proof of emailed notice to applicable 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
- Photos (site and existing structures, if applicable)
- Site Plan or Drawing (all dimensions of property, buildings and structures on subject site and adjoining lots that are within 25 feet of the proposed subject site)

**CONDITIONAL USE**

- Proof of Pre-Application Meeting with City staff per IDO Section 14-16-6-4(B)
- Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-6(A)(3)

**EXPANSION OF NONCONFORMING USE**

- Proof of Pre-Application Meeting with City staff per IDO Section 14-16-6-4(B)
- Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-6(C)(3)

**VARIANCE – ZHE**

- Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-6(N)(3)

**Note: Any variance request from IDO Standards in Sections 14-16-5-3 (Access and Connectivity), 14-16-5-4 (Subdivision of Land), 14-16-5-5 (Parking and Loading), or DPM standards shall only be granted by the DRB per IDO Section 14-16-6-6(L). See Form V. Other variance requests accompanying a Site Plan – EPC must be granted by the EPC per IDO Section 14-16-6-6(M). See Form P1.**

**Requested Actions:**

Application# \_\_\_\_\_  
 Section No. \_\_\_\_\_ Reference No. \_\_\_\_\_  
 Action Description \_\_\_\_\_

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 Section No. \_\_\_\_\_ Reference No. \_\_\_\_\_  
 Action Description \_\_\_\_\_


Application# \_\_\_\_\_  
 Section No. \_\_\_\_\_ Reference No. \_\_\_\_\_  
 Action Description \_\_\_\_\_

*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:** \_\_\_\_\_  Applicant or  Agent

**FOR OFFICIAL USE ONLY**

Project Number:	Case Numbers	
	-	
	-	
	-	
Staff Signature:		
Date:		