

[Note: Items with an asterisk (*) are required.]

[Date*]

[Name* of Property Owner or Neighborhood Association (NA) Representative, Name of NA]

[Address* of Property Owner or NA Representative]

RE: Public Notice of Proposed Project

Dear _____ [Name* of Property Owner or NA Representative],

In accordance with the procedures of the City of Albuquerque’s Integrated Development Ordinance (IDO) **Subsection 14-16-6-4(K)(2) Mailed Public Notice**, we are notifying you as a

_____ [Property Owner or NA Representative] that

_____ [Name of Agent/Property Owner/Developer]

will be submitting the following application(s): [Application(s) per Table 6-1-1 in the IDO]

to be reviewed and decided by [Decision-making body per Table 6-1-1]

The application(s) is/are for [description of project/request]

1. Property Owner* _____
2. Agent* [if applicable] _____
3. Subject Property Address* _____
4. Location Description _____
5. Zone Atlas Page _____ [Available here: <http://data.cabq.gov/business/zoneatlas/>]
6. Legal Description _____
7. Area of Property [typically in acres] _____
8. IDO Zone District _____

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- 9. Overlay Zone [if applicable] _____
- 10. Center or Corridor Area [if applicable] _____
- 11. Current Land Use [vacant, if none] _____
- 12. Deviations Requested [if applicable] _____
- 13. Variances Requested [if applicable] _____

This application will be decided administratively by staff. No public meeting or hearing is required.

You can ask for more information by contacting Catalina Lehner at CLehner@cabq.gov or 505-924-3935.

NOTE: Anyone may request and the City may require an applicant to attend a City-sponsored facilitated meeting with Neighborhood Associations, based on the complexity and potential impacts of a proposed project [IDO Section 14-16-6-4(D)]. To request a Facilitated Meeting regarding this project, contact the Planning Department at devhelp@cabq.gov or 505-924-3955. To view and download the Facilitated Meetings Criteria, visit <http://www.cabq.gov/planning/urban-design-development/facilitated-meetings-for-proposed-development>.

Please contact me with any questions or concerns at _____ [phone number*] or via _____ [email*].

More information about the project can be found here: [project webpage*, if applicable]

_____.

Useful Links

Integrated Development Ordinance (IDO):

<http://www.cabq.gov/planning/codes-policies-regulations/integrated-development-ordinance>

IDO Interactive Map

<https://tinyurl.com/IDOzoningmap>

Sincerely,

_____ [Agent/Property Owner/Developer]

Cc: _____ [Other Neighborhood Associations, if any]

