
[Date]

[Name of Neighborhood Representative, Neighborhood Association]

[Address of Neighborhood Representative]

Re: Neighborhood Meeting about Future Development Application

Dear Neighborhood Association Representative,

In accordance with the procedures of the City of Albuquerque’s Integrated Development Ordinance (IDO) **Subsection 14-16-6-4(C) Neighborhood Meeting**, we are providing you an opportunity to discuss the following application(s) we will be making for a project proposed in or near your neighborhood:

[Application(s) per Table 6-1-1 in the IDO (e.g. “Conditional Use”)]

This would be an informal meeting where the _____ [Agent/ Developer/ Property Owner] would present the proposal, and we can discuss any ideas or concerns you may have.

Contact Information

[Name]

[Phone Number and/or Email]

Project or Development Proposal

[Site Address and/or Location]

[Name(s) of Agent/ Developer/Property Owner, if different from Contact Name above]

[Short Description of Proposal]

Per the IDO, you have 15 days from the date of this letter to respond, by either 1) requesting a meeting or 2) declining the meeting. If you do not respond within 15 days, you are waiving the opportunity for a Neighborhood Meeting, and we can submit our application anytime thereafter. We would like to submit our application on this date:

_____ *[Anticipated Submittal Date]*

If you would like to meet, please let us know when your next regular neighborhood meeting is scheduled or provide a few alternative dates that fall within 30 days of your response to this letter.

Before submitting our application, we will send Mailed and/or Emailed Public Notice as required by IDO Table 6-1-1 to make you aware of the public _____ *[hearing/meeting]* at which the project will be reviewed and decided by the City.

Attachments *(if any)*:

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]*
