Pre-application Review Team (PRT) Meeting

Pre-application Review Team (PRT) Meetings are available to help applicants identify and understand the allowable uses, development standards, and processes that pertain to their request.

PRT Meetings are for informational purposes only; they are non-binding and do not constitute any type of approval. Any statements regarding zoning at a PRT Meeting **are not** certificates of zoning. The interpretation of specific uses allowed in any zone district is the responsibility of the Zoning Enforcement Officer (ZEO).

SUMMARY

PRT Meetings are an opportunity for prospective applicants to discuss development proposals in an informal setting with staff from all relevant Planning Department Divisions. City staff provide advice about relevant City policies, standards, and processes for most requests, including:

- Site Plans (Administrative, DRB, or EPC)
- Master Development Plans and Framework Plans
- Amendments to approved Site Plans
- Conditional Use Approvals
- Variances
- Annexations
- Zoning Map Amendments

PRT Meetings **do not** include review of proposals for subdivisions or street vacations. Please email devhelp@cabq.gov for information about these actions.

PRT Meetings include City Planning Department staff representatives from Current Planning, Transportation, and Code Enforcement. A representative for the Fire Marshall attends these meetings on Tuesdays. Attendance of other staff can be requested and is subject to availability.

A Pre-application Meeting is required for some applications. (See Table 6-1-1 in the IDO.) PRT Meeting notes submitted with an application fulfill this requirement, and a $50 fee will be charged as part of the application.

More information:

- PRT Information, Schedule, and Deadlines: http://www.cabq.gov/planning/urban-design-development/pre-application-review-team-meetings
- Zone Atlas pages: http://www.cabq.gov/planning/agis-maps/maps-for-the-public
- Forms: http://www.cabq.gov/planning/online-forms
- Maps: http://www.cabq.gov/planning/agis-maps/maps-for-the-public
- Planning Department requirements and processes: http://www.cabq.gov/planning

APPOINTMENTS

Requests for appointments must be submitted to the Planning Department in order to be scheduled for a PRT Meeting. The PRT information page linked above has the PRT Meeting schedule and request deadline. For the most accurate and comprehensive responses, please complete the request as fully as possible and submit any relevant information, including site plans, sketches, and prior approvals.

Appointments will only be scheduled once a completed request form and Zone Atlas page have been submitted. Due to high demand, we do not reserve time slots without a completed request.

Send your completed request form, Zone Atlas page with the property location marked, and any other relevant information via email to Geraldine Delgado at gdelgado@cabq.gov. The form can be printed, filled out, and scanned to be submitted or downloaded to be filled out and emailed as an electronic form.

Geraldine Delgado will confirm your appointment time. You can contact her at 505-924-3860 with questions.

PRE-APPLICATION REVIEW TEAM (PRT) MEETING REQUEST

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When you submit PRT notes to meet a Pre-application Meeting requirement in Table 6-1-1, you will be charged a $50 PRT fee.

Official Use only

PA#: _____ Received By: _____ Date: _____

APPOINTMENT DATE & TIME: _____

Applicant Name: _____ Phone#: _____ Email: _____

PROJECT INFORMATION:

For the most accurate and comprehensive responses, please complete this request as fully as possible and submit any relevant information, including site plans, sketches, and previous approvals.

Size of Site: _____ Existing Zoning: PC _____ Proposed Zoning: PC _____

Previous case number(s) for this site: _____

Applicable Overlays or Mapped Areas: _____

Residential – Type and No. of Units: _____

Non-residential – Estimated building square footage: _____ No. of Employees: _____

Mixed-use – Project specifics: _____

LOCATION OF REQUEST:

Physical Address: _____ Zone Atlas Page (Please identify subject site on the map and attach) _____

BRIEFLY DESCRIBE YOUR REQUEST (What do you plan to develop on this site?)

_____

_____

QUESTIONS OR CONCERNS (Please be specific so that our staff can do the appropriate research)

_____

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