

Pre-application Review Team (PRT) Meeting

Pre-application Review Team (PRT) Meetings are available to help prospective applicants identify and understand 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 relevant Planning Department Divisions. City staff provide advice about relevant City regulations, standards, and processes for most types of 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 a review of proposals for subdivisions or street vacations. Please email devhelp@cabq.gov for information about these actions.

PRT Meetings include Planning Department staff representatives from Current Planning, Transportation and Code Enforcement. For Fire Marshal comments, please contact Bob Nevarez by email at rnevarez@cabq.gov or call 505-924-3611. Attendance of other staff can be requested and is subject to their availability.

A PRT Meeting is required for some types of applications (see Table 6-1-1 in the IDO). PRT Meeting notes submitted with an application fulfill this requirement. If a PRT is required by Table 6-1-1, a \$50 fee will be charged at the time of the application. Otherwise, PRT Meetings are free.

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>
- Planning Department requirements and processes: <http://www.cabq.gov/planning>

Appointments for Zoom PRT Meetings

Due to the COVID pandemic, in-person PRT Meetings are not being held. PRT Meetings are available on Zoom by request. To schedule a Zoom PRT Meeting, please email Linda Rumpf at lrumpf@cabq.gov. Requests for PRT appointments must be submitted to the Planning Department in order to be scheduled. The PRT information page linked above has the PRT Meeting Schedule and request deadlines. For the most accurate and comprehensive responses, please complete the request form as fully as possible and provide any relevant information, such as site plans, sketches and prior approvals. The form can be printed, filled out, and scanned to be submitted, or it can be downloaded, filled out and emailed.

Zoom meeting appointments will only be scheduled once a completed request form and Zone Atlas page have been submitted. Due to high demand, time slots cannot be reserved.

Please send your completed request form, Zone Atlas page with the property location marked and any other relevant information via email to Diego Ewell at dewell@cabq.gov. You may contact Diego at 505-924-3860 if you have any questions.