



Pre-Application Review Team (PRT) Discussion

Phone (505) 924-3860 Fax (505) 924-3339

SUMMARY:

Pre-Application Review Team (PRT) discussions are available to help applicants acquire information about the processes and requirements pertaining to their request. Representatives from the City Planning Department present at the meeting include: Current Planning, Transportation, and Code Enforcement. A representative from the Fire Marshal's Office will also be in attendance. PRT Discussions provide prospective applicants an opportunity to discuss development proposals in an informal setting with various members of the Planning Department team. Advice regarding relevant City requirements, policies and procedures is provided to assist applicants. PRT Discussions include evaluation of requests that may be heard by the Environmental Planning Commission (EPC) such as:

1. Zone map amendments
2. Plan amendments including sector plan amendments
3. Annexations
4. Site development plans

PRT discussions **do not** include review of proposals for subdivisions, street vacations, variances or special exceptions; nor do PRT Discussions provide verification of certification of zoning. The interpretation of specific uses allowed within various zones is the responsibility of the Zoning Enforcement Officer. Any statements regarding zoning at the pre-application discussion **are not** certificates of zoning. **The discussions are for informational purposes only and they are non-binding and do not constitute any type of approval.**

SCHEDULE:

Applications are taken on a first-come, first-served basis. Once the completed application and the zone atlas page are submitted, you will be scheduled for the next available appointment. PRT discussions occur every Tuesday afternoon. Appointments are scheduled in 30 minute increments beginning at 1 p.m.

Schedule: Tuesdays at 1 p.m., 1:30 p.m., 2 p.m., 2:30 p.m. & 3 p.m.

***Please contact Michael Vos, Development Facilitator,
via email at mvos@cabq.gov or phone at (505) 924-3955***

In order to keep the appointment assigned to you, all relevant material and information, including the application and zone atlas page, must be submitted to the Planning Department by **Friday at 12 p.m.** This will ensure distribution to appropriate agency representatives in preparation for the PRT Discussion. **If all of the materials are not received by the noon deadline, your time slot will be given to the next available applicant.**

RESOURCES:

Visit us online for additional information about general development process and procedures:

Information: <http://www.cabq.gov/planning>

Forms: <http://www.cabq.gov/planning/online-forms>