

# 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 relevant Planning Department Divisions. City staff provide advice about relevant regulations, standards, and processes for most requests, including:

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

You will receive written notes based on the information you provide on the PRT application form and from any related materials.

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

A Pre-application 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. Please note that a \$50 fee will be charged as part of the future application when it is submitted.

More information:

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

Please send your completed PRT request form, Zone Atlas page with the property location clearly marked, and any other relevant information via email to Planning PRT at [planningprt@cabq.gov](mailto:planningprt@cabq.gov). The form can be printed, filled out, and scanned to be submitted or downloaded, filled out and emailed as an electronic form.