

COMMUNITY RESIDENTIAL PROGRAM
AND
EMERGENCY SHELTER
APPLICATIONS / REVIEW PROCEDURES
AND
REGULATIONS



City of Albuquerque
Planning Department
Code Enforcement Division

ORDINANCE 41 - 1987

COMMUNITY RESIDENTIAL PROGRAMS AND EMERGENCY SHELTERS

APPLICATION AND ANNUAL REVIEW PROCEDURES

Ordinance 41-1987 of the Comprehensive City Zoning Code, establishes definitions, approved zoning, and regulations for community residential programs and emergency shelters. These uses are categorized by type and size, and limited by separation and density within Council District and Planning Information Area. Facilities are regulated by applicable licensing through the State of New Mexico and by Section 14-16-3-12 Community Residential Program Regulations, and Section 14-16-3-13 Emergency Shelter Regulations, of the Comprehensive City Zoning Code, R.O.A. 1994.

If you have any questions regarding this material, feel free to contact our Code Enforcement Division. We are located at 600 2nd Street NW, Suite 500, or we can be reached at (505) 924-3850, Monday thru Friday, 8:00 a.m. to 5:00 p.m.

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INTRODUCTORY SUMMARY

Ordinance 41-1987, amending the Comprehensive City Zoning Code, establishes the definitions, zoning districts, and regulations governing Community Residential Programs and Emergency Shelters. The ordinance provides for recognition of existing facilities, and sets requirements for proper maintenance of service provision and neighborhood impact. Where applicable, licensing of the facility and program through the New Mexico Department of Health, DHI, Health Facility Licensing & Certification Bureau, shall provide further controls. Integral to all facilities operations, both pre-existing and proposed, are the requirements of a Neighborhood Relations Program, which must include a method for recording and resolving complaints by neighbors, and the Annual – Review Process of program function by the Code Enforcement Division – Zoning Code Office.

Enforcement of the ordinance necessitated identification and mapping of existing facilities, development of review procedures for proposed facilities, development of application and notification forms, and a complete review and compilation of ordinance requirements to identify various levels of use created by the amendment. Existing facilities were documented through State of New Mexico licensing records, City Human Services records, and Zoning file records and confirmed by field investigation where necessary. Every effort has been made to establish a comprehensive listing of existing facilities.

1. Enactment 8-1991, effective February 20, 1991, amends the regulations and parking requirements for Community Residential Programs.
2. Enactment O-2005-004, effective February 16, 2005, amends the regulations to prohibit all premises licensed to sell alcoholic beverages from being located within 500 feet of community residential programs.
3. Enactment O –2005-012, effective March 16, 2005, amends the regulations and allows the city to consider certain covenants and restrictions compatible with the neighborhood.
4. Enactment O-2006-023, effective July 19, 2006, amends the regulations and the total combined number of Community Residential Programs & Emergency Shelters located in any City Council District.
5. Further enacted amendments are reflected in this revised handbook.

DEFINITIONS OF COMMUNITY RESIDENTIAL PROGRAMS

As contained in Section 14-16-1-5 of the Comprehensive City Zoning Code, R.O.A. 1994.

Community Residential Program: A dwelling unit(s) providing to its residents a planned program of care consisting of full-time programmatic supervision, counseling and/or therapy, and assistance in the development of daily living skills; such residence and program is provided to persons who are physically disabled, developmentally disabled, psychiatrically disabled, have drug or alcohol problems, are under the legal custody of the state, are minors with social and/or behavioral problems; or are persons who have disabilities associated with aging. A community residential program does not include skilled nursing care.

Community Residential Corrections Program: A community residential program for persons currently in the custody of, or recently released by, correctional authorities which is designed to offer an alternative to imprisonment and/or to facilitate ex-offender reintegration into community life.

Community Residential Programs for Substance Abusers: A community residential program for persons who require such services by reason of the effects of alcohol and drug abuse.

In most instances, where a community residential program is allowed, a distinction is made between a Community Residential Program (CRP) and a Community Residential Corrections Program (CRCP) or Community Residential Program for Substance Abusers (CRPSA). These distinctions are further categorized by numbers and ages of client residents, creating eight total types of community residential programs.

1. Community Residential Program, but not corrections or substance abuse:
 - a. CRP 10 - Up to 10 client residents.
 - b. CRP 18 - Up to 18 client residents.

2. Community Residential Corrections Program:

- a. CRCP 10 - Up to 10 client residents.
- b. CRCP 15 - Up to 15 client residents.

3. Community Residential Program for Substance Abusers:

- a. CRPSAY 7 - Up to 7 client residents, all of whom shall be under 18 years old.
- b. CRPSA 10 - Up to 10 client residents.
- c. CRPSA 15 - Up to 15 client residents.

4. Community Residential Program, all-inclusive: CRP.

Table 1, page 7, is a reference to types of community residential programs as allowed permissively or conditionally in each zoning district.

FAMILY.

- (1) An individual;
- (2) Two or more persons related by blood, marriage, legal guardianship, or adoption, plus resident domestic servants; or
- (3) Any group of not more than five persons living together in a dwelling.

**TABLE 1
COMMUNITY RESIDENTIAL PROGRAMS BY ZONING DISTRICT**

ZONE	CRP 10	CRP 18	CRPSA Y 7	CRPSA 10	CRPSA 15	CRCP 10	CRCP 15	CRP
R-1	P							
RA-1 RA-2	P							
R-LT RT R-G	P							
R-2	P	C	C	C		C		
R-3	P	C	P	C		C		
R-4	P	P	P	C		C		
R-C	P	C	C	C		C		
R-D	P	*	*	*		*		
O-1	P	P	C	C	C	C	C	
C-1	C	C						
C-2	C	C	C	C	C	C	C	C
C-3	C	C	C	C	C	C	C	C
I-P								
M-1			C	C	C	C	C	
M-2								
SU-1	*	*	*	*	*	*	*	*
SU-2	*	*	*	*	*	*	*	*
SU-3	*	*	*	*	*	*	*	*
H-1	P							

P= Permissive Use

C= Conditional Use

***= Determined by the Zoning Enforcement Officer, (Code Compliance Official), review of restrictions found in the Zoning Code pursuant to specific development plan guidelines.**

COMMUNITY RESIDENTIAL PROGRAM REGULATIONS

*As contained in Section 14-16-3-12 of the Comprehensive City Zoning Code, R.O.A. 1994.
Restrictions governing client number and age requirements are found in each Zoning District.*

- (A) Applicants for permissive Community residential programs shall satisfy the Zoning Enforcement Officer and applicants for conditional Community residential programs shall satisfy the Zoning Hearing Examiner that they will meet the following standards:
- (1) Prior to occupancy of the facility, the program will obtain any applicable license from the State of New Mexico; any city approval is conditional upon the Zoning Enforcement Officer receiving state confirmation that an appropriate license has been issued or certification that a license is not required by the state.
 - (2) The program will provide a planned program of care consisting of full-time programmatic supervision, counseling and/or therapy, and assistance in the development of daily living skills.
 - (3) The program will be operated under the authority of a reputable governing board, proprietor, or government official to whom staff are responsible and who will be available to city officials, if necessary, to resolve complaints pertaining to the facility. To afford accessibility, a governing board shall include one or more residents of the Albuquerque metropolitan area.
 - (4) The design of the facility will be compatible with the neighborhood within which it is located, including its landscaping and architecture. The Zoning Enforcement Officer or the Zoning Hearing Examiner, whichever is applicable, shall consider lawful covenants and/or should consider elements and characteristics of the neighborhood including but not limited to:
 - (a) roof types;
 - (b) setbacks;
 - (c) percentage of impervious surface coverage;
 - (d) garage style and design;
 - (e) major facade elements;

- (f) landscaping type and design; and
- (g) architectural style

that apply to the facility and are in effect at the time of review in the determination of whether the design of the facility will be compatible with the neighborhood.

- (5) The health and safety of the residents will be protected by the physical structure which will be used. Programs which are not licensed by the state shall satisfy the Zoning Enforcement Officer that they meet all city ordinances and regulations; in doing so, he shall seek the review of the Fire Marshal [i.e., the Chief of the Fire Prevention Bureau] and the Director of the Department of Environmental Health.
- (6) The operators will have a workable, written plan for facilitating good relationships with neighboring residents and businesses, including a method for recording and resolving complaints by neighbors pertaining to the operations of the program. Complaints, efforts to resolve complaints, and the result of such efforts shall be recorded.
- (7) In order to better allow integration of the clients of Community residential programs into their neighborhoods, Community residential programs shall be located a minimum of 1,500 feet from any other Community residential program or Emergency shelter.
- (8)
 - (a) The total combined number of Emergency shelters and Community residential programs located in any City Council District shall not exceed one for each 1,000 dwelling units within that Council District.
 - (b) If the periodic realignment of the boundaries of a Council District causes the number of Emergency shelters and Community residential programs to exceed one for each 1,000 dwelling units, those shelters and programs legally established prior to the time of the realignment shall be allowed to continue to operate, however, no new shelters or programs shall be approved until the requirements of subsection (8)(a) can be met .
- (9) Notice to neighbors of proposed permissive community residential programs is not required; however, it is highly recommended that applicants notify leaders of affected

neighborhood associations, nearby businesses, and neighbors.

(10) The above regulations shall not apply to Community residential programs legally established prior to the effective date of this section, September 2, 1987, except:

- (a) Existing community residential programs shall be counted in respect to decisions on the location of new programs; and
- (b) By September 2, 1988, existing Community residential programs shall comply with the procedures for complaints (division (6) above) and annual review (division (E)(1) below).

(11) Distance from premises selling or dispensing alcoholic beverages.

- (a) In order to better integrate into the community the clients of community residential programs and the patients of hospitals for treatment of substance abusers, any licensee that sells or dispenses alcoholic beverages, including but not limited to beer and wine, for on or off-premises consumption, pursuant to Chapter 13, Article 2 ROA 1994, shall not locate within 500 feet of a community residential program, including but not limited to, community residential programs for substance abusers and community residential corrections programs or hospitals for treatment of substance abusers.
- (b) In each zone in the Zoning Code that allows for a licensee to sell alcoholic beverages within the city, all licensees' establishments must meet this separation requirement from the effective date of Ord. 4-2005, or March 1, 2005, whichever is later.
- (c) This separation requirement applies prospectively to all licensees, selling alcoholic beverages, locating their establishments within the city. Licensees' establishments currently existing pursuant to paragraph (b) will be considered nonconforming uses pursuant to § 14-16-3-4 ROA 1994.
- (d) Nothing in this requirement for separation between liquor establishments and community residential programs or hospitals for treatment of substance abusers

shall prohibit a community residential program or a hospital for treatment of substance abusers from choosing to locate within 500 feet of an existing licensees' establishment dispensing alcohol.

- (B) (1) The applicant shall take all necessary steps to comply with all city ordinances and state licensing. When appropriate, the applicant shall obtain a letter that no state license is required from the State Health and Environment Department.
- (2) The Zoning Enforcement Officer shall not deny an application for a permissive Residential care facility unless he concludes there is clear and convincing evidence that such use will be injurious to adjacent property, the neighborhood, or the community in ways specified in division (A) of this section. Any such denial may be appealed to the Planning Commission.
- (C) Community residential programs must evaluate and exclude any client who is a threat to others, based on the specific history of the individual, the current behavior of the individual, and/or current illegal use of a controlled substance by the individual, if said threat cannot be eliminated by reasonable accommodation.
- (D) Every provider shall send complaint procedures to each property owner within a 100 feet of the property within 45 days subsequent to city approval, to facilitate good neighbor relations. Neighboring residents and businesses may, if written complaints are not resolved within 30 days after bringing them to the attention of the program operators, file such complaints with the Zoning Enforcement Officer for review, investigation, and possible mediation.
- (E) Review Process.
 - (1) Operators of community residential programs shall annually submit to the Zoning Enforcement Officer copies of complaints received, efforts to resolve complaints, and the result of such efforts; their current license; up-dated program description; up-dated listing of board members, proprietors, or responsible government officials; and up-dated neighborhood relations plan; when there are no changes since the previously filed documents, a statement to this effect is sufficient. The Zoning Enforcement Officer shall review this documentation, along with records of any complaints filed with the

city to assure that the program continues to function in accord with city regulations and the original terms of the city's approval. For programs licensed by the State of New Mexico, this review will occur at the time of application for license renewal. For other programs it will occur at the anniversary of the date upon which approval was originally granted.

- (2) If evidence indicates changes in the program materially in violation of the original terms of approval or major unresolved complaints attendant upon the use of the facility as a community residential program, the Zoning Enforcement Officer may refer the matter to the Zoning Hearing Examiner for a public hearing to determine if the approval should be terminated or its terms amended. This process shall apply whether the use is permissive or conditional. The decision of the Zoning Hearing Examiner is subject to appeal to the Planning Commission within 15 days of decision.
- (F) Notwithstanding division (E) above, if the Zoning Enforcement Officer finds clear and convincing evidence that the program is violating the original terms of its approval, he may take action to enforce the terms of approval at any time; normally after written warning, the Zoning Enforcement Officer will initiate criminal enforcement action or seek an injunction.
- (G) Fees; Approval of Applications.
- (1) The Zoning Enforcement Officer shall charge a fee of \$55 for review of standards specified in division (A) of this section as to a community residential program hereafter established which has not been approved for the previous year. The fee and review applies to both permissive and conditional uses.
 - (2) The above fee shall reserve the location as to distance and separation criteria for 90 days, to the degree that the site met the location requirements of this section when the fee and application were tendered. After the expiration of 90 days, upon showing of significant improvements since the previous extension or application, up to three 90-day extensions shall be granted, which will maintain the location as to distance and separation. No application can be extended beyond 360 days from the date of original application. This provision does not exclude the applicant from reapplying for the

same location, meeting all of the other appropriate requirements; however, other applications which have been filed shall take priority over the reapplication as to distance and separation.

- (3) The Zoning Enforcement Officer shall charge a fee of \$35 for the annual review specified in division (E) of this section.
- (H) A dwelling occupied by a group meeting the definition of a family is allowed, as is any family, regardless of whether it also meets the definition of a community residential program. Dwellings occupied in this manner shall not be counted or controlled as community residential programs as provided in this section, but this does not relieve them of applicable state licensing requirements.
- (I) The Planning Director and the Zoning Enforcement Officer may form advisory citizen committees to advise them in administering the provisions of this division (I); particularly appropriate would be a committee to advise the Zoning Enforcement Officer and Zoning Hearing Examiner concerning community residential program quality and a committee to assist in the formation of training programs for citizens and neighborhood associations regarding community residential programs.

('74 Code, § 7-14-40L) (Am. Ord. 23-2001; Am. Ord. 30-2002; Am. Ord. 4-2005; Am. Ord. 12-2005; Am. Ord. 23-2006)

APPLICATION AND REVIEW PROCEDURES FOR COMMUNITY RESIDENTIAL PROGRAMS

1. VERIFICATION OF PROPOSED LOCATION

Prior to commitment to a specific property and to application submittal, applicant must first confirm through the Code Enforcement Office that the proposed community residential program site shall meet the separation and density requirements; that the proposed community residential program shall comply with the zoning district's use restrictions of program type, client age and client resident number; and that the proposed community residential program site shall meet the off-street parking requirements.

2. REQUIREMENTS FOR A NEW FACILITY

The following documentation must be submitted with the **Community Residential Program/Emergency Shelter Application** form for review of a proposed facility:

- a. A written description for the program of care consisting of full-time programmatic supervision counseling and/or therapy. Include client(s) needs and population (number of clients). A sample of the daily and weekly care with assistance in development of daily living skills, ratio of staffing, supervision and training specific to the program of care provided;
- b. Listing of board members, proprietors, or government officials, which provides specific contact information (name, title, mailing address and/or phone number), to whom staff are responsible and who will be available to city officials, (a governing board shall include one or more residents of the Albuquerque metropolitan area);
- c. Site plan providing dimensions and specifying designated parking areas, landscape areas, property lines, ingress/egress; a Floor plan specifying number/type of rooms; and an Elevation Plan or colored photographs of the building;
- d. Written neighborhood relations program specifying the plan for facilitating good relations with neighboring residents/businesses and the facility's method for recording and resolving complaints (see samples - Neighborhood Relations Program/Complaint Log);

- e. Copy of notice to leaders of affected neighborhood associations, nearby business and neighbors of proposed permissive community residential program;
- f. Completed Community Residential Program & Emergency Shelter Application form;
- g. \$55.00 Application Review fee;
- h. Copy of applicable license issued by the State, or certification (letter from state) that a license is not required by the State; and
- i. Facilities not licensed by the State must acquire and provide documentation of City Fire Marshal and Environmental Health reviews of the facility.

3. POST-APPLICATION APPROVAL OF A NEW FACILITY

Note: City approval of a new Community Residential Program shall consist of a notice of approval subject to specific conditions:

- a. Notice of approval will specify the number of allowed client residents;
- b. Using the list of properties provided by the Code Enforcement Office, the facility's complaint procedures must be sent to the listed property owners within 45 days of city approval; and
- c. The program will obtain any applicable license from the State of New Mexico; therefore, any city approval is conditional upon the Zoning Enforcement Officer (Code Compliance Official) receiving state confirmation that an appropriate license has been issued or certification (letter from appropriate State of NM office) that a license is not required by the State; and
- d. No community residential program application can be extended beyond 360 days from the date of original application.

4. LICENSING

Prior to occupancy of the facility as a Community Residential Program, applicants must obtain and provide the following:

- a. License issued by the State of NM or written certification (letter from state) that a license is not required by the state;

b. Programs that are not licensed by the State shall seek and provide City Fire Marshal (505) 764-6300 and Environmental Health (505) 768-2718 review/approval of the facility; and

c. City of Albuquerque Business Registration.

Note: Any changes made to the program and/or property due to State and/or Fire Marshal and Environmental Health reviews must be provided for the completion of application.

5. ANNUAL - REVIEW PROCESS

Operators of established facilities shall be required to annually submit the following:

- a. Copies of complaint logs;
- b. Copy of current license issued by the State of NM or current State, Fire Marshal and Environmental Health reviews; if
- c. Applicable, an up-dated program description, up-dated listing of board members, proprietors, or responsible government officials, and up-dated neighborhood relations plans; and
- d. \$35.00 Annual - Review Process fee.

DEFINITION OF AN EMERGENCY SHELTER

As contained in Section 14-16-1-5 of the Comprehensive City Zoning Code, R.O.A. 1994.

Emergency Shelter: A facility which provides sleeping accommodation to six or more persons for a period not normally exceeding 30 consecutive days, with no charge or a charge substantially less than market value; it may provide meals and social services.

Emergency shelters are of two (2) types:

1. ES 18 - Up to 18 clients normally present.
2. ES - More than 18 clients.

Table 2, page 18, is a reference to type of emergency shelters as allowed permissively or conditionally in each zoning district.

**TABLE 2
EMERGENCY SHELTERS BY ZONING DISTRICT**

ZONE	E.S. up to 18	E.S.
R-1		
RA-1, RA-2		
R-LT, RT, R-G		
R-2	C	
R-3	C	
R-4	C	
R-C	I	I
R-D	*	*
O-1	I	I
C-1	I	I
C-2	C	C
C-3	C	C
I-P		
M-1	P	P
M-2	P	P
SU-1	*	*
SU-2	*	*
SU-3	*	*
H-1	I	I

P= Permissive Use

C= Conditional Use

I= Incidental to a Church

***= Determined by the Zoning Enforcement Officer, (Code Compliance Official) review of restrictions found in the Zoning Code pursuant to specific development plan guidelines.**

EMERGENCY SHELTER REGULATIONS

As contained in Section 14-16-3-13 of the Comprehensive City Zoning Code, R.O.A. 1994.

- (A) Applicants for permissive emergency shelters shall satisfy the Zoning Enforcement Officer and applicants for conditional emergency shelters shall satisfy the Zoning Hearing Examiner that they will meet the following standards:
- (1) The program is operated under the authority of a reputable governing board, proprietor, or government official to whom staff are responsible and who will be available to city officials, if necessary, to resolve complaints pertaining to the facility.
 - (2) The design of the facility will be compatible with the neighborhood within which it is located, including its landscaping, architecture, and client waiting areas satisfactory to generally keep clients from waiting on the public right of way.
 - (3) The facility is in compliance with health, fire, safety, sign, and parking regulations.
 - (4) The facility will have staffing, supervision, and security arrangements appropriate to the number of clients and to its hours of operations, and a program for client referrals to social services or the provision of services directly.
 - (5) The operators have a written plan for facilitating good relationships with neighboring residents and businesses, including especially a method for recording and resolving complaints by neighbors pertaining to the operations of the program. Efforts to resolve complaints and the result of such efforts shall be recorded.
 - (6) Emergency shelters shall be located a minimum of 1,500 feet from any other emergency shelter, and no more than one other emergency shelter shall be within one mile of the proposed emergency shelter.
 - (7) The total combined number of emergency shelters and community residential programs located in any Planning Information Area, as defined by the city's Planning Department, shall not exceed one for each 1,000 dwelling units within that Planning Information Area.

- (8) The above regulations shall not apply to emergency shelters legally established prior to the effective date of this division (A) except:
- (a) Existing emergency shelters shall be counted in respect to decisions on the location of new emergency shelters; and
 - (b) Within one year from the September 2, 1987, effective date of these amendments, existing emergency shelters shall comply with the procedures for complaints (division (5) above) and annual review (division (D)(1)(a) of this section).
- (B) The Zoning Enforcement Officer shall not deny an application for a permissive emergency shelter unless he concludes there is clear and convincing evidence that such use will be injurious to adjacent property, the neighborhood, or the community in ways specified in division (A) above. Any such denial may be appealed to the Planning Commission.
- (C) Neighborhood residents and businesses may, if written complaints are not resolved within 30 days after bringing them to the attention of the program operators, file such complaints with the Zoning Enforcement Officer for review, investigation, and possible mediation.
- (D) Review Process.
- (1) Operators of emergency shelters shall annually submit to the Zoning Enforcement Officer copies of their up-dated program description; up-dated listing of board members, proprietors, or responsible government officials; and up-dated neighborhood relations plan; when there are no changes since the previously filed documents, a statement to this effect is sufficient. Operators shall also have available for review, if requested, the complaint log for the previous year. The Zoning Enforcement Officer shall review this documentation, along with records of any complaints filed with the city to assure that the program continues to function in accord with its original terms of approval. This review will occur at the anniversary of the date upon which approval was originally granted, except the Zoning Enforcement Officer may allow it to occur at the time of application for license renewal if some part of the establishment is licensed

by the State of New Mexico.

- (2) If evidence indicates changes in the shelter materially in violation of the original terms of approval or major unresolved complaints attendant upon the use of the facility as an emergency shelter, the Zoning Enforcement Officer may refer the matter to the Zoning Hearing Examiner for a public hearing to determine if the approval should be terminated or its terms amended. This process shall apply whether the use is permissive or conditional. The decision of the Zoning Hearing Examiner is subject to appeal to the Planning Commission within 15 days of decision.
- (E) Notwithstanding division (D) above, if the Zoning Enforcement Officer finds clear and convincing evidence that the emergency shelter is violating the original terms of this approval, he may take action to enforce the terms of approval at any time.
- (F) Fees.
- (1) The Zoning Enforcement Officer shall charge a fee of \$55 for review of standards specified in division (A) of this section as to an emergency shelter hereafter established which has not been approved for the previous year.
 - (2) The Zoning Enforcement Officer shall charge a fee of \$35 for the annual review specified on division (D) of this section.

('74 Code, § 7-14-40M) (Am. Ord. 23-2001; Am. Ord. 30-2002)

APPLICATION AND REVIEW PROCEDURES FOR EMERGENCY SHELTERS

1. VERIFICATION OF PROPOSED LOCATION

Prior to commitment to a specific property and to application submittal, applicant must first confirm through the Code Enforcement Office that the proposed emergency shelter site shall meet the separation and density requirements; that the proposed emergency shelter facility shall comply with the zoning district's use restrictions and client number; and that the proposed emergency shelter site shall meet the off-street parking requirements.

2. REQUIREMENTS FOR A NEW FACILITY

The following documentation must be submitted with the Community Residential Program/Emergency Shelter Application form for review of a proposed facility:

- a. Listing of board members, proprietors, or government officials, which provides specific contact information (name, title, mailing address and/or phone number), to whom staff are responsible and who will be available to city officials;
- b. Site plan providing dimensions and specifying designated parking areas, landscape areas, property lines, ingress/egress; a Floor plan specifying number/type of rooms and specifying designated client waiting areas, an Elevation plan or colored photographs of the building, to include all signage;
- c. Written program description specific to appropriate staffing, supervision, and security arrangements, client population (number of clients), hours of operation, and planned program for client referrals to social services or the provision of services directly;
- d. Written neighborhood relations program specifying the plan for facilitating good relations with neighboring residents/businesses and especially the facility's method for recording and resolving complaints (see Samples – Neighborhood Relations Program/Complaint Log);
- e. Documentation that the facility meets the applicable health, fire and safety regulations (Building Code, Fire Marshal and Environmental Health reviews/approvals of the facility);
- f. If some part of the emergency shelter establishment is licensed by the State of NM, provide a copy of the applicable license.

- g. Completed Community Residential Program & Emergency Shelter Application;
and
- h. \$55 Application Review fee.

3. **REQUIRED ANNUAL - REVIEW PROCESS** *Operators must annually submit the following:*

- a. If applicable, an up-dated program description, up-dated listing of board members, proprietors, or responsible government officials, and up-dated neighborhood relations plan;
- b. Upon request, the complaint log for the previous year; and
- c. \$35.00 Annual - Review Process fee.

OFF-STREET PARKING REGULATIONS

As contained in Section 14-16-3-1 of the Comprehensive City Zoning Code, R.O.A., 1994. Restrictions governing parking requirements in the front yard setback area are found in each applicable Zoning District.

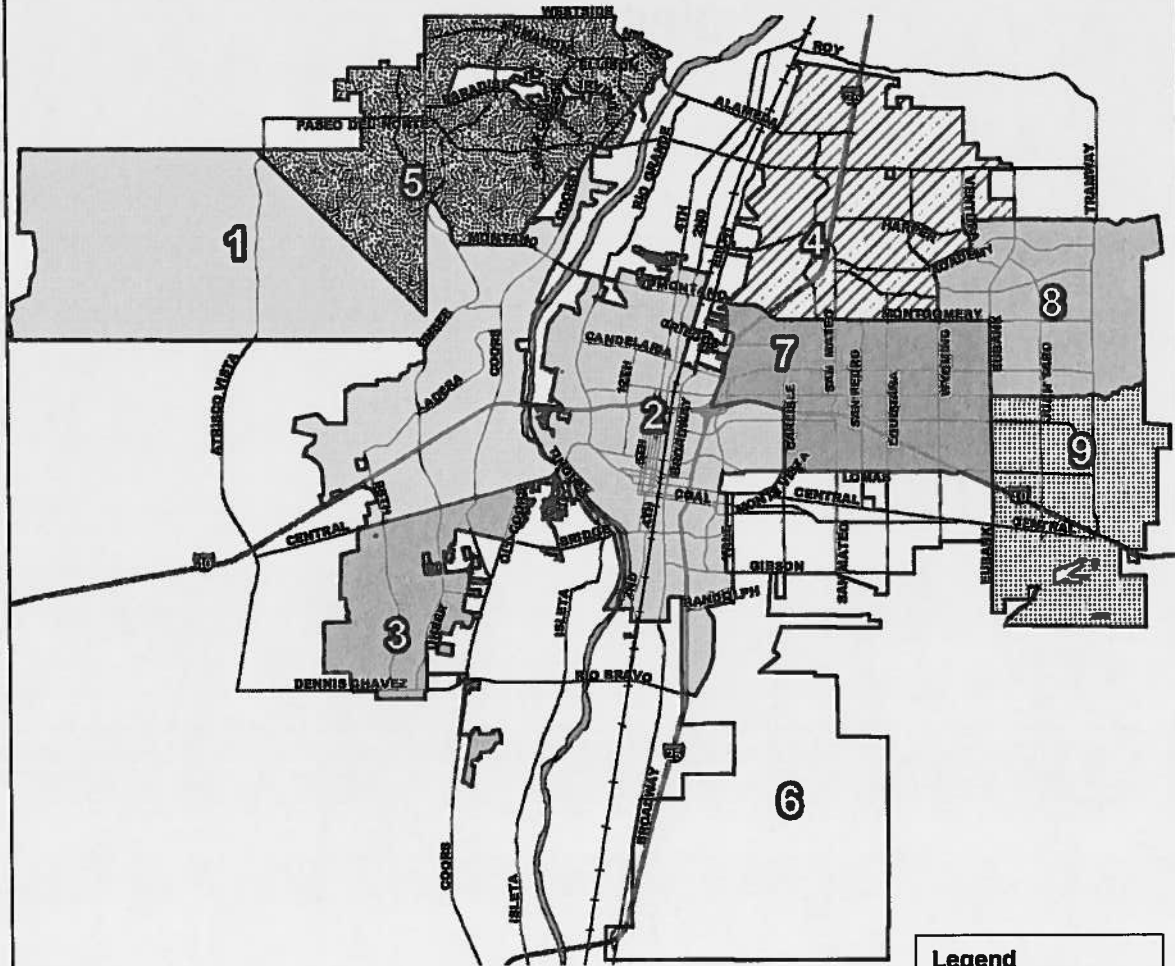
Section 14-16-3-1:

- (A): Parking spaces for automobiles and light trucks shall be provided on-site or on a site zone P-R within 300 feet of the use, measured along the shortest public right-of-way, as follows.
However, if a use is covered by a duly approved development plan, any different parking requirement of that plan shall apply.
- (6) Community residential corrections program: two spaces per employee on the largest shift; however, a different requirement may be applied as part of conditional use approval, based on the needs of the specific operation.
- (7) Community residential program other than community residential corrections program: one space plus one space per four clients or fraction thereof; however, a different requirement may be applied as part of conditional use approval, based on the needs of the specific operation.
- (11) Emergency shelter: seven spaces; however, a different requirement may be applied as part of conditional use approval, based on the needs of the specific operation.

APPENDICES

COUNCIL DISTRICT MAP

Albuquerque City Council Districts



Legend

City Council Districts

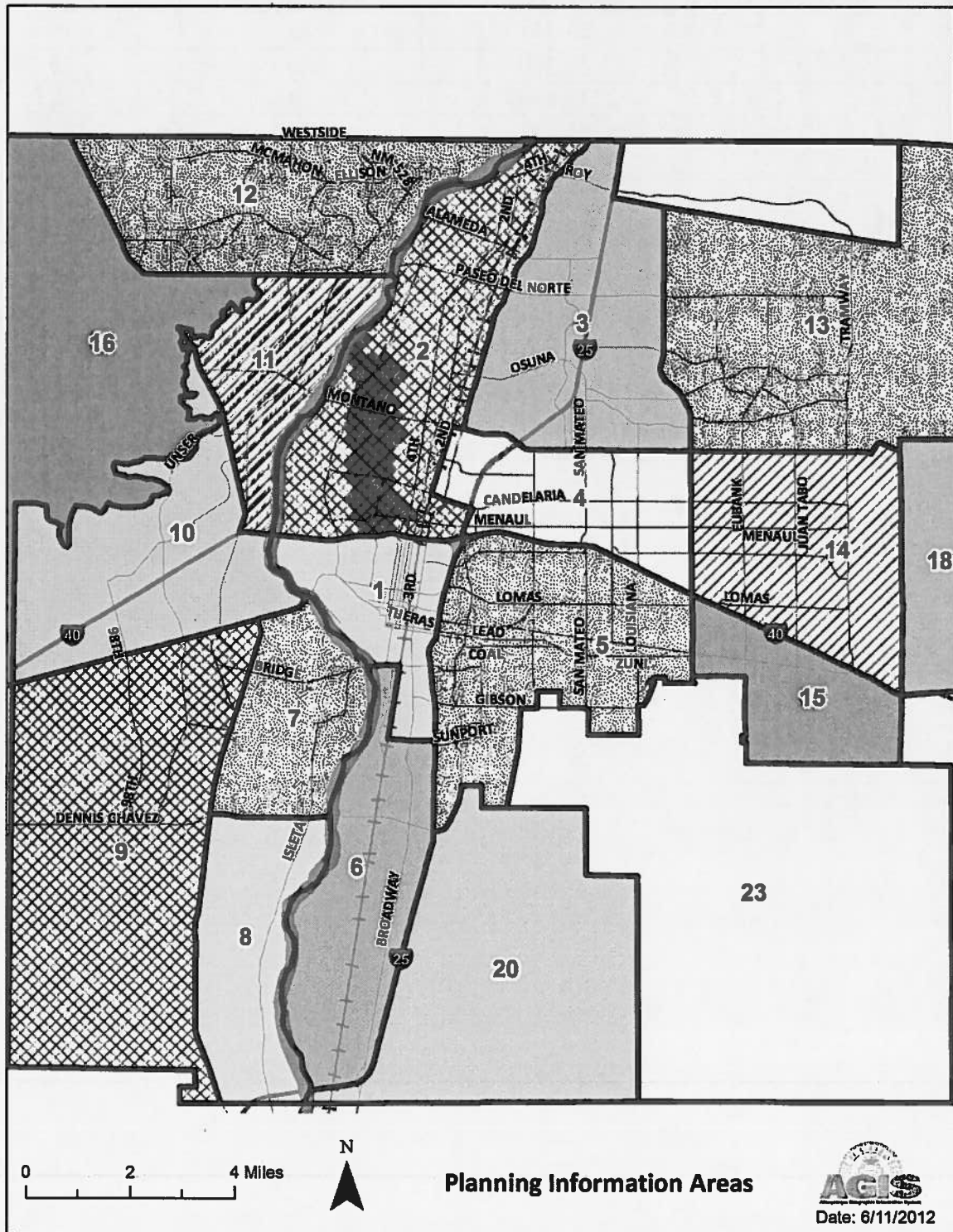
- 1, Ken Sanchez
- 2, Roxanna Meyers
- 3, Isaac Benton
- 4, Brad Winter
- 5, Dan Lewis
- 6, Roy Garduño
- 7, Michael D. Cook
- 8, Trudy Jones
- 9, Don Harris



Date: 12/13/2012

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PLANNED INFORMATION AREA MAP



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CITY COUNCIL DISTRICT DENSITY

Council District	Total Existing: CRP(s) & ES(s)	Dwelling Units: 2010 Census	Total Allowed: CRP(s) & ES(s)	Total Available CRP(s)& ES(s)
1	8	24,431	24	16
2	10	30,559	30	20
3	1	19,138	19	18
4	7	26,547	26	19
5	5	24,363	24	19
6	15	28,652	28	13
7	21	29,712	29	8
8	13	28,410	28	15
9	12	26,851	26	14

Dwelling Units are from the 2010 Census. Dwelling units are houses, manufactured homes or apartments, as defined in Section 14-16-1-5 of the Comprehensive City Zoning Code, R.O.A., 1994. Mobile homes maybe included in this data. Council Districts revised as per the 2010 census.

Our Albuquerque Geographic Information System Office has provided the 2010 Census and Council District information

Revised: October 15, 2013

OPERATING FACILITIES WITHIN COUNCIL DISTRICT 1

MAP	ADDRESS	FACILITY NAME	TYPE
E-10	6333 Cuesta Pl NW	Cuesta Manor	CRP-Aging
E-11	5004 Mariah Rd NW	Mariah Shelter Care Home	CRP-Aging
G-11	3130 Vista Grande NW	West Ridge Village	CRP-Aging
H-10	7600 Maplewood Dr NW	The Garland House, LTD	CRP-Aging
J-11	524 58th NW	Casa De Las Amigos	CRP
J-11	1430 Atrisco Pl NW	Atrisco Lights Shelter Care Home	CRP-Aging
J-11	4917 Regina Cir NW	Little Rose's Board and Care Home	CRP-Aging
J-11	701 57th St NW	Precious Gifts Community Residential Housing	CRP-10

Facilities Pre - 1987: None

Total existing facilities: 8

Total Facilities allowed per density: 24 (24,431 Dwelling Units: April 4, 2012)

By type:

CRP-10:	2 facility(s)
CRP-18:	0 facility(s)
CRP, Develop. Disabled:	1 facility(s)
CRP, Physically Disabled:	0 facility(s)
CRP, Youth:	0 facility(s)
CRP, Aging:	2 facility(s)
CR Corrections Program:	0 facility(s)
CRP, Substance Abuse:	0 facility(s)
Emergency Shelter:	0 facility(s)

Revised: May 10, 2012

OPERATING FACILITIES WITHIN COUNCIL DISTRICT 2

MAP	ADDRESS	FACILITY NAME	TYPE
G-15	715 Candelaria Rd NE	ABQ Opportunity Center for the Homeless	Emergency Shelter
G-13	2908 Indian Farm Ln NW	Casa De Carino , LLC	CRP- Aging
G-14	701 Candelaria Rd NW	Ditmas House New Mexico	CRP-Corrections
K-14	205 7 th St NW	Saint Mary's Rest Home	CRP- Aging
K-14	509 2 nd St SW	ABQ Rescue Mission	Emergency Shelter
K-14	Address on File	S.A.F.E House	Emergency Shelter
K-14	218 Iron Ave SW	Good Shepard Rescue Center	Emergency Shelter
K-14	212 Broadway Blvd SE	Integrity Recovery House	CRP - Psychiatrically
H-14	2206 4 th St NW	ABQ Rescue Mission	CRP-Corrections
J-15	1817 Sigma Chi Rd NE	Zoned for CRP	Vacant

Facilities Pre - 1987:

K-14	205 7th NW	Saint Mary Rest Home	CRP-Aging
K-14	218 Iron Ave SW	Good Shepard Rescue Center	Emergency Shelter
K-14	509 2 nd St SW	ABQ Rescue Mission	Emergency Shelter
K-14	Address on File	S.A.F.E House	Emergency Shelter
H-14	2206 4 th St NW	ABQ Rescue Mission	CRP-Corrections

Total existing facilities: 10

Total facilities allowed per density: 30 (30,559 Dwelling Units: May 10, 2012)

By type:

CRP-10:	0 facility(s)
CRP-18:	0 facility(s)
CRP, Develop. Disabled:	0 facility(s)
CRP, Physically Disabled:	0 facility(s)
CRP, Youth:	0 facility(s)
CRP, Aging:	2 facility(s)
CR Corrections Program:	2 facility(s)
CRP, Substance Abuse:	0 facility(s)
Emergency Shelter:	4 facility(s)

Revised: May 10, 2012

OPERATING FACILITIES WITHIN COUNCIL DISTRICT 3

MAP	ADDRESS	FACILITY NAME	TYPE
Q-11	2404 Gun Club Rd SW	ARCA Gun Club Home	CRP – Developmentally Disabled

Facilities Pre - 1987: None

Total existing facilities: 1

Total facilities allowed per density: 19 (19,138 Dwelling Units: April 19, 2012)

By type:

CRP-10:	0 facility(s)
CRP-18:	0 facility(s)
CRP, Develop. Disabled:	1 facility(s)
CRP, Physically Disabled:	0 facility(s)
CRP, Youth:	0 facility(s)
CRP, Aging:	0 facility(s)
CR Corrections Program:	0 facility(s)
CRP, Substance Abuse:	0 facility(s)
Emergency Shelter:	0 facility(s)

Revised: May 10, 2012

OPERATING FACILITIES WITHIN COUNCIL DISTRICT 4

MAP	ADDRESS	FACILITY NAME	TYPE
C-18	8505 Rancho Santa Fe NE	Buena Vista Senior Care, LLC	CRP-Aging
D-20	7620 Buckboard NE	Mesa Arriba Family Care Home	CRP-Aging
E-18	6917 Marilyn Ave NE	Children's Treatment Center, LLC	CRP-Youth
E19	7534 Bear Canyon Rd NE	A Love for Life LLC	CRP-Aging
F-18	4405 Andrew Dr NE	Andrew House	CRP-Aging
F-19	7100 Carriage Rd NE	Grace Adult Care Homes Inc.	CRP-Aging
F-19	7813 American Heritage NE	American Heritage Home	CRP-Aging

Facilities Pre - 1987: None

Total existing facilities: 07

Total facilities allowed per density: 26 (26,547 Dwelling Units: April 19, 2012)

By type:

CRP-10:	0 facility(s)
CRP-18:	0 facility(s)
CRP, Develop. Disabled:	0 facility(s)
CRP, Physically Disabled:	0 facility(s)
CRP, Youth:	1 facility(s)
CRP, Aging:	6 facility(s)
CR Corrections Program:	0 facility(s)
CRP, Substance Abuse:	0 facility(s)
Emergency Shelter:	0 facility(s)

Revised: May 10, 2012

OPERATING FACILITIES WITHIN COUNCIL DISTRICT 5

MAP	ADDRESS	FACILITY NAME	TYPE
A-10	6128 Aldea Ave NW	Heaven Sent, LLC	CRP-Aging
A-12	4708 Driftwood Ave NW	Mountain View Manor	CRP-Aging
B-12	9846 Academy St NW	Senior Care - Academy Heights	CRP-Aging
B-13	9977 Buckeye NW	Casa Angelina LLC	CRP-Aging
C-13	9151 High Assets Way NW	Life Spire Assisted Living	CRP-Aging

Facilities Pre - 1987: None

Total facilities existing: 5

Total facilities allowed per density: 24 (24,363 Dwelling Units: April 19, 2012)

By type:

CRP-10:	0 facility(s)
CRP-18:	0 facility(s)
CRP, Develop. Disabled:	0 facility(s)
CRP, Physically Disabled:	0 facility(s)
CRP, Youth:	0 facility(s)
CRP, Aging:	6 facility(s)
CR Corrections Program:	0 facility(s)
CRP, Substance Abuse:	0 facility(s)
Emergency Shelter:	0 facility(s)

Revised: May 10, 2012

OPERATING FACILITIES WITHIN COUNCIL DISTRICT 6

MAP	ADDRESS	FACILITY NAME	TYPE
L-19	640 Grove SE	Maya's Place	CRP-18
K-20	126 Gen Chennault St. NE	Sobriety House, LLC	CRP Substance Abuse
L-18	5609 Gibson Blvd SE	ARCA Gibson "B" Home	CRP-Developmentally Disabled
K-20	9101 Copper Ave NE "A"	ARCA Copper "A" Home	CRP-Developmentally Disabled
K-20	9109 Copper Ave NE "B"	ARCA Copper "B" Home	CRP-Developmentally Disabled
L-18	5605Gibson Blvd SE	ARCA Gibson "A" Home	CRP-Developmentally Disabled
L-19	1120 Louisiana Blvd SE	ARCA Park Home	CRP-Developmentally Disabled
L-18	7100 Trumbull Ave SE	ARCA Trumbull Home	CRP-Developmentally Disabled
L-18	615 Louisiana Blvd SE	ARCA Louisiana Home	CRP-Developmentally Disabled
L-18	509 Cardenas SE	Endorphin Power Company	CRP-18
K-17	4020 Central Ave SE	Mesa House (of TLS, Inc.)	CRP-Developmentally Disabled
K-19	333 Alcazar Street NE	Alcazar House of True Recovery	CRP-10
L-18	1025 Georgia St SE	Georgia House	CRP-10
K-17	3803 Copper Ave NE	The Copper Rose Assisted Care	CRP-Aging
K-18	614 Palomas Dr NE	Casa de Palomas Inc.	CRP-Aging

Facilities Pre - 1987:

L-18	5609 Gibson Blvd SE	ARCA Gibson "B" Home	CRP-Developmentally Disabled
K-20	9101 Copper Ave NE "A"	ARCA Copper "A" Home	CRP-Developmentally Disabled
K-20	9109 Copper Ave NE "B"	ARCA Copper "B" Home	CRP-Developmentally Disabled
L-18	5605Gibson Blvd SE	ARCA Gibson "A" Home	CRP-Developmentally Disabled
L-19	1120 Louisiana Blvd SE	ARCA Park Home	CRP-Developmentally Disabled
L-18	7100 Trumbull Ave SE	ARCA Trumbull Home	CRP-Developmentally Disabled
L-18	615 Louisiana Blvd SE	ARCA Louisiana Home	CRP-Developmentally Disabled
K-17	4020 Central Ave SE	Mesa House (of TLS, Inc.)	CRP-Developmentally Disabled

Total existing facilities: 15

Total facilities allowed per density: 28 (28,652 Dwelling Units: April 19, 2012)

By type:

CRP-10:	2 facility(s)	CRP, Aging:	2 facility(s)
CRP-18:	2 facility(s)	CR Corrections Program:	0 facility(s)
CRP, Develop. Disabled:	8 facility(s)	CRP, Substance Abuse:	1 facility(s)
CRP, Physically Disabled:	0 facility(s)	Emergency Shelter:	0 facility(s)
CRP, Youth:	0 facility(s)		

Revised: May 10, 2012

OPERATING FACILITIES WITHIN COUNCIL DISTRICT 7

MAP	ADDRESS	FACILITY NAME	TYPE
G-19	7808 Palo Duro Ave NE	Casa Palo Duro	CRP-Aging
J-17	5020 Mountain Rd NE	Senior Care - Mountain	CRP-Aging
H19	7621 Prospect Ave NE	Night N Gail Assisted Living	CRP-Aging
G-18	3225 Georgia St NE	Aspen Care, Inc.	CRP-Aging
H-18	2818 Cuervo Dr NE	Casa Milagro	CRP-10
G-20	9300 Arvilla Ave NE	Senior Care - Arvilla	CRP-Aging
G-19	3501 Stardust Dr NE	Stardust Place	CRP-Aging
J-20	1213 Marron Circle NE	Children's Treatment Center, LLC	CRP-Youth
J-17	4720 Hannett Ave NE	Hannett House	CRP-Aging
J-17	1419 Solano Dr NE	Caregivers of Albuquerque - Villa Solano	CRP-Aging
		Caregivers of Albuquerque -Hoffmantown Specialty Care Home	CRP-Aging
H-20	2606 Wyoming Blvd NE	Specialty Care Home	CRP-Aging
G-19	2957 Wisconsin St NE	Caregivers of Albuquerque-Wisconsin House	CRP-Aging
G-19	7300 Ottawa Rd NE	Ottawa House-Caregivers of Alb., LLC	CRP-Aging
J-19	1509 San Pablo St NE	Casa San Pablo	CRP-Aging
H-16	2331 Menaul NE	Diersen Charities Albuquerque	CR Corrections Program
J-20	9909 Robin St NE	Robin House	CRP-Aging
G-16	4308 Tulane NE	Tender Heart Assisted Living	CRP-Aging
G-18	6001 Rogers Ave NE	Highpoint Care, Inc.	CRP-Aging
			CRP-Developmentally Disabled
J-18	1105 Georgia St NE	Frank Gray House	CRP-Developmentally Disabled
H-19	2804 Vermont St NE	Vermont House Manor	CRP-Aging
J-19	900 Espanola St NE	Casa Angelina East LLC	CRP-Aging

Facilities Pre - 1987: None

Total existing facilities: 20

Total facilities allowed per density: 29 (29,712 Dwelling Units: April 19, 2012)

By type:

CRP-10:	1 facility(s)
CRP-18:	0 facility(s)
CRP, Develop. Disabled:	1 facility(s)
CRP, Physically Disabled:	0 facility(s)
CRP, Youth:	1 facility(s)
CRP, Aging:	17 facility(s)
CR Corrections Program:	1 facility(s)
CRP, Substance Abuse:	0 facility(s)
Emergency Shelter:	0 facility(s)

Revised: October 15, 2013

OPERATING FACILITIES WITHIN COUNCIL DISTRICT 8

MAP	ADDRESS	FACILITY NAME	TYPE
F20	9109 Galaxia Way NE	Lotus Home Galaxia	CRP-Aging
F-20	8604 Camino Osito NE	Vista Sandia	CRP-Aging
E-20	6116 Casa Feliz NE	Meadows Senior Care	CRP-Aging
G-21	3200 Candlelight Dr NE	Casa Del Norte	CRP-Aging
F-21	5304 Van Christopher Dr NE	Marler Manor	CRP-Aging
F-20	8812 Gutierrez Rd NE	Enchantment Senior Home, Inc.	CRP-Aging
G-22	4000 Bermuda NE	Elite Senior Care LLC - Whitney House	CRP-Aging
G-21	10405 Theresa Pl NE	Oasis of the Living Treasure	CRP-Aging
G-21	3508 Reina Dr NE	Casa De La Reina	CRP-Aging
E-20	9214 Layton Ave NE	Simple Pleasures Senior Care of Albuquerque, LLC,	CRP-Aging
F-23	4916 Larchmont Dr NE	Casa Mis Abuelos Dr NE	CRP-Aging
G-23	3111 Toreador Dr NE	Cielos Abiertos LLC	CRP-Aging
G-23	4909 Glenwood Hills Dr NE	Tercer Cielo LLC	CRP-Aging

Facilities Pre - 1987: None

Total existing facilities: 12

Total facilities allowed per density: 28 (28,410 Dwelling Units: April 19, 2012)

By type:

CRP-10:	0 facility(s)
CRP-18:	0 facility(s)
CRP, Develop. Disabled:	0 facility(s)
CRP, Physically Disabled:	0 facility(s)
CRP, Youth:	0 facility(s)
CRP, Aging:	13facility(s)
CR Corrections Program:	0 facility(s)
CRP, Substance Abuse:	0 facility(s)
Emergency Shelter:	0 facility(s)

Revised: October 15 , 2013

OPERATING FACILITIES WITHIN COUNCIL DISTRICT 9

MAP	ADDRESS	FACILITY NAME	TYPE
J21	10300 Constitution Ave NE	Barrett House	Emergency Shelter
H-23	2020 White Cloud NE	Elite Senior Care, LLC -Kathryn House	CRP-Aging
J-21	11601 Bellamah Ave NE	Bellamah House Ltd. Co.	CRP-Aging
J-22	12105 Sierra Grande NE	Sierra Grande Manor	CRP-Aging
L-22	12904 Piru Blvd SE	Singing Arrow Manor, Inc.	CRP-Aging
L-22	13001 Central NE	New Mexico Veterans Integration Center	CRP-50
K-23	14528 Hilldale NE	Hilldale House (Active Solutions Inc)	CRP-Aging
K-23	705 Monte Alto Dr NE	Constance House	CRP-Aging
H-22	1813 Kriss Pl NE	Senior Care - Kriss	CRP-Aging
J-22	12109 Constitution Ave NE	Henderson House	CRP-10
L-21	1008 Chiricahua Ct SE	Willow Wood	CRP-Aging
H21	1909 Morris St NE	Friendship Gardens ALF	CRP-Aging

Facilities Pre-1987: None

Total existing facilities: 12

Total facilities allowed per density: 26 (26,851 Dwelling Units: April 19, 2012)

By type:

CRP:	1 facility(s)
CRP-10:	1 facility(s)
CRP-18:	0 facility(s)
CRP, Develop. Disabled:	0 facility(s)
CRP, Physically Disabled:	0 facility(s)
CRP, Youth:	0 facility(s)
CRP, Aging:	9 facility(s)
CR Corrections Program:	0 facility(s)
CRP, Substance Abuse:	0 facility(s)
Emergency Shelter:	1 facility(s)

Revised: July 13, 2012

**REQUIRED NOTICE TO OWNERS OF PROPERTIES
LOCATED WITHIN 100 FEET OF APPROVED
COMMUNITY RESIDENTIAL PROGRAM FACILITY
Section 14-16-3-12(D)**

Sample Form

Date:
Name of property owner:
Street address:
City, State, zip code:

Subject Property: (Insert street address)

Dear Property owner:

A Community Residential Program has been approved to locate at _____.

This Community Residential Program location is within 100 feet of the subject property, which records indicate is owned by you.

The Comprehensive City Zoning Code requires that you be advised of procedures for reporting complaints, which may arise from the operation of this facility. Your complaint and the efforts taken to resolve complaints will be recorded by facility staff in a log and complaint form, which is reviewed annually by the Albuquerque Code Enforcement Office.

If a written complaint is not resolved to your satisfaction within thirty days, you may then forward your complaint to the Albuquerque Code Enforcement Office for review, investigation, and possible mediation.

Please forward your complaints to:

Name of facility: _____
Operator: _____
Street address: _____
City, State, zip code: _____

Unresolved complaints may be forwarded to:
Albuquerque Code Enforcement Division – Zoning
600 2nd Street NW, Suite 500 - Phone: (505) 924-3850
Albuquerque, New Mexico 87102
Subject: Community Residential Program

Sincerely,

Name:
Title:

RECOMMENDED NOTICE TO AFFECTED NEIGHBORS

As outlined in Section 14-16-3-12(A)(9) of the Comprehensive City Zoning Code, R.O.A. 1994

The Zoning Code highly recommends that operators of proposed permissive Community residential programs notify leaders of affected neighborhood associations, nearby businesses, and neighbors, per Section 14-16-3-12(A)(9).

The Office of Neighborhood Coordination has suggested that providing the recommended notice can establish a context for early dialogue with neighbors to overcome frustration and fear, and has offered the following as a format for accomplishing such notification:

Dear _____,

This letter is written to notify you of our intent to locate a Community Residential Program under the name and location of: _____, which will serve _____ client residents (number of client residents). This program, which is allowed as a permissive use under the Zoning Code, will serve clients' needs in the following areas: _____ (i.e., senior citizens, displaced youths, etc.).

Our program is designed to meet these needs and provide 24-hour supervision, and the needed treatment.

We would be glad to address any questions you might have about this proposal. Please contact _____ if you have any questions.

Sincerely,

Notification of this type might be hand-delivered or mailed to the surrounding neighbors as well as the affected neighborhood association. Information about how to contact the appropriate neighborhood association can be obtained by contacting the office of Neighborhood Coordination, Basement Level, Plaza Del Sol Building, 600 2nd Street NW, phone 924-3914.

(SAMPLE)
NEIGHBORHOOD RELATIONS PROGRAM

Purpose: (Facility name) strives to promote the rights of people with disabilities and to integrate them into the community. (Facility name) will work to maintain a positive image of our clients as good neighbors and to ensure a program which is consistent with required standards.

Plan:

1. (Facility name) will maintain building and grounds in good repair and order.
2. (Facility name) will provide support to resident clients which enhances their abilities to be productive and responsible members of the community.
3. (Facility name) will be receptive to concerns expressed by other citizens. (Facility name) will explore complaints.

Name of Facility
Complaint Log for the Year 20__ / 20__

Date of Complaint	Complainant's Name	Address & Phone #	Nature of Complaint (Attach complaint form)	Complaint Accepted By

Sample Form

*The City of Albuquerque will required a copy upon Annual Review

I certify there were _____ complaints for the period for the period _____ thru _____

Signature _____ Print Name _____ Title _____ Date _____

COMPLAINT FORM for NEIGHBORS/CLIENTS

Date of Complaint: _____

Address of Facility: _____ (Can be pre-printed or redesigned including these details.)

Person Making Complaint

Staff Receiving Complaint

Name: _____

Name: _____

Address: _____

Title: _____

Phone: _____

Description of complaint:

Sample Form

Efforts to resolve complaint and results:

Staff signature

Title

Date

*The City of Albuquerque will required a copy of this form with each complaint upon Annual Review



CODE ENFORCEMENT DIVISION - ZONING

600 2nd Street NW, Suite 500
Albuquerque, New Mexico 87102
Telephone (505) 924-3850 • Fax (505) 924-3847

COMMUNITY RESIDENTIAL PROGRAM / EMERGENCY SHELTER APPLICATION

Provisions of Zoning Code, R.O.A. 1994, as contained in Sections: 14-16-3-12; 14-16-3-13; 14-16-1-5; 14-16-3-1

Name of Facility:
Address of Facility:
Proprietor or Governing Board:
Mailing Address:
Name of Resident Director:

COMMUNITY RESIDENTIAL PROGRAM - Check (v) the type of program and specify the proposed number of client residents.

- 1. Corrections: () Number of Client Residents: Number of employees on largest shift
2. Substance Abuse: () Number of Client Residents: Under 18 years old: () Over 18 years old: ()
3. Other () describe program):

Number of paved off-street parking spaces (confirmed by Zoning Enforcement site plan approval)

EMERGENCY SHELTER - Indicate:

- 1. Number of clients
2. Is this facility incidental to a church? If "Yes", provide a site plan and floor plan for the entire premises.

Number of paved off-street parking spaces (confirmed by Zoning Enforcement site plan approval)

Applicant's Name/Title Telephone Number Email Address Date

Application Review fee: \$55.00 Account: 425099-4919000

FOR OFFICIAL USE ONLY

Zone: Map: Council District: Number of client residents or clients allowed:

Legal description: Date:

APPROVAL / DISAPPROVAL

By:

Table with 2 columns and 4 rows of checkboxes for program description, site plan, application fee, fire marshal, board members, neighborhood relations, license, and location.



CODE ENFORCEMENT DIVISION - ZONING

600 2nd Street NW, Suite 500
Albuquerque, New Mexico 87102
Telephone (505) 924-3850 • Fax (505) 924-3847

ANNUAL - COMMUNITY RESIDENTIAL PROGRAM REVIEW APPLICATION
Provision of Zoning Code, R.O.A. 1994, Section 14-16-3-12, Community Residential Program Regulations

Name of Facility: _____

Address of Facility: _____

Mailing Address: _____

Administrator/Operator: _____

Check (✓) the following type of program and specify number of client residents served:

- ____ 1. Community Residential Program for (physically disabled, developmentally disabled, psychiatrically disabled, minors, or aging) and specified number of client residents, _____.
- ____ 2. Community Residential Corrections Program and specified number of client residents, _____.
- ____ 3. Community Residential Program for Substance Abusers and specified number of client residents, _____.

Please complete/submit the signed/dated application; the \$35 annual review fee payable to the City of Albuquerque; copy of the complaint log and any complaints received/resolved, any applicable license from the State of New Mexico (unlicensed facilities shall be required to provide written certification from the state that your specific program is exempt from requiring a license, a City of Albuquerque Fire Dept., & Environmental Health review of the facility); if applicable an up-dated program description, up-dated listing of board members/ proprietors/responsible officials, up-dated neighborhood relations plan.

Signature(s) below certify that the documented change(s) are provided for the Review Process:	<i>OR</i>	Signature(s) below certify that there are no documented change(s) made to the program since the previous Review Process:
Updated Program Description is attached. Signature: _____		I certify that there have been no changes to the Program Description. Signature: _____
Updated Listing of Board Members, Proprietors, or Responsible Government Officials is attached. Signature: _____		I certify that there have been no changes to the Board Members, Proprietors or Responsible Government Officials. Signature: _____
Updated Neighborhood Relations Plan is attached. Signature: _____		I certify that there have been no changes to the Neighborhood Relations Plan. Signature: _____

Signature/Title	Telephone Number	Email Address	Date
------------------------	-------------------------	----------------------	-------------

Review Process Fee: \$35.00 / Account 425099-4919000
FOR OFFICIAL USE ONLY

Zone: _____

APPROVAL/DISAPPROVAL

Map: _____

BY: _____

Comments/Attachments



CODE ENFORCEMENT DIVISION - ZONING

600 2nd Street NW, Suite 500

Albuquerque, New Mexico 87102

Telephone (505) 924-3850 • Fax (505) 924-3847

ANNUAL - EMERGENCY SHELTER REVIEW APPLICATION

Provision of Zoning Code, R.O.A. 1994, Section 14-16-3-13, Emergency Shelter Program Regulations

Name of Facility: _____

Address of Facility: _____

Mailing Address: _____

Facility Operator(s): _____

Number of Clients: _____

Please complete and submit the following:

1. Signed/dated application;
2. \$35 annual review fee;
3. If applicable, an Updated Program Description; Updated Listing of Board Members, Proprietors, or responsible Officials; and Updated Neighborhood Relations Plan;
4. Copy of the facility's complaint logs since the previous review (if no complaints were received, provide a copy of the facility's designated complaint log utilized since the previous review); and
5. Copy of current reviews/permits of the facility issued by the City of Albuquerque Environmental Health Dept., & City of Albuquerque Fire Dept., to include any applicable license issued by the State.

Signature(s) below certify that the documented change(s) are provided for the Review Process:	<i>OR</i>	Signature(s) below certify that there are no documented change(s) made to the program since the previous Review Process (previous year):
Up-dated Program Description is attached. Signature: _____		I certify that there have been no changes to the Program Description. Signature: _____
Up-dated Listing of Board Members/Proprietors/or Responsible Government Officials is attached. Signature: _____		I certify that there have been no changes to the Board Members, Proprietors or Responsible Government Officials. Signature: _____
Up-dated Neighborhood Relations Plan is attached. Signature: _____		I certify that there have been no changes to the Neighborhood Relations Plan. Signature: _____

Signature/Title	Telephone Number	Email Address	Date
------------------------	-------------------------	----------------------	-------------

Review Fee: \$35.00 Account 425099-4919000

FOR OFFICIAL USE ONLY

Zone: _____

APPROVAL / DISAPPROVAL

Map: _____

BY: _____

Comments:

