

Public Notice Instructions:

Public Notice must be sent to Neighborhood Associations and/or nearby Property Owners, as follows (confirm notice requirements in the IDO See [Table 6-1-1](#) :

1. Obtain a list of Neighborhood Association Contacts provided by the Office of Neighborhood Coordination (ONC list), by submitting the request at the following website:

<https://www.cabq.gov/office-of-neighborhood-coordination/notice-inquiry-sheet>

Please allow up to two days to receive the ONC list of Neighborhood Association contacts.

2. Prepare an email with the following attachments, to be sent to all contacts shown on the ONC list:

- A. Proof of public notice as required by IDO subsection 14-16-6-4(J).

- Click here for Public Notification Checklist Form:

https://documents.cabq.gov/planning/online-forms/PublicNotice/CABQ_Public_Notice_Checklist.pdf

- Click here for the Public Notice Email Form.

<https://documents.cabq.gov/planning/online-forms/PublicNotice/Emailed-Notice-Administrative-Print&Fill.pdf>

- You must include basic information about the proposed project in these forms.

- B. Attach a copy of the Site Plan and Elevations, along with a brief description of the project and use planned, and any other documentation noted on the Public Notice forms.

- C. Send the Email with all required attachments to all of the contacts on the ONC list (one email is sufficient, sent to all recipients at the same time).

- D. Prepare the following evidence of Public Notice, **to be uploaded as a single pdf document with your Site Plan Administrative application:**

- A copy of the email from the ONC with the list of contacts.
- A copy of the email sent to the list of contacts, along with all attachments.