



REQUEST FOR ZONAL CERTIFICATION

A zoning certification letter is written confirmation provided by the City of Albuquerque referencing the zoning designation of a particular piece of property, listing certain compliance information, and whether or not the existing development on the property is considered a permitted use.

A completed certification letter includes the assigned address, legal description and zoning designation of the subject site; if applicable, reference to the overlay district, sector plan, development plan, project number and/or pertinent special exceptions (variance, conditional use approvals, etc.), and either a statement confirming zoning compliance or a brief description of any outstanding zoning code violations affecting the site.

A certification letter does not include reference to the zoning designations of abutting or nearby properties; copies of site plans, special exceptions, certificates of occupancy, or other approvals; or reference to building codes, fire codes, subdivision requirements, flood plain standards or similar development prerequisites.

There is a \$200 fee for each separate parcel, even if the property includes multiple contiguous parcels held in single ownership. A minimum processing period of thirty (30) business days from receipt of the completed application and full payment can be expected; but depending upon the related research, necessary site inspections, and similar service demands, some certification letters may take up to 45 business days to complete.

Please return this completed application form and related fee by mail or in person to:

City of Albuquerque – Code Enforcement Division, 600 2nd St. NW, Suite 500, Albuquerque, New Mexico 87102

APPLICATION FOR ZONAL CERTIFICATION

PROPERTY TO BE CERTIFIED

ADDRESS: _____

LOT(S)*: _____ BLOCK: _____

SUBDIVISION: _____

UNIFORM PROPERTY CODE*: _____

*There is a \$165 research/investigation/administration fee and a \$35 application fee (\$200 total) for each separate parcel included in the property, even if there are multiple parcels held in single ownership and/or assigned the same UPC number. Applications are not processed until all fees have been paid.

APPLICANT

NAME: _____

COMPANY / ORG.: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

LETTER SHOULD BE ADDRESSED TO: SAME AS APPLICANT

NAME: _____

COMPANY/ORG.: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____



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GENERAL PROPERTY INFORMATION

PROPERTY TYPE (retail, multi-family residential, office, etc.): _____

SITE AREA (acres or sq. ft.): _____ APPROX. AGE(S) OF EXISTING DEVELOPMENT: _____

TOTAL NUMBER OF BUILDINGS: _____

USE FOR EACH BUILDING (e.g., 5 multi-family, 1 office, 2 laundry, 1 garage, etc.): _____

FOR MULTI-FAMILY RESIDENTIAL DEVELOPMENT: _____ total number of units _____ total number of baths
_____ efficiency units
_____ 1 bedroom units
_____ 2 bedroom units
_____ 3 or more bedroom units

NUMBER OF STORIES (note if basements are present): _____

GROSS FLOOR AREA (if multiple buildings, list for each): _____

TOTAL NUMBER OF SIGNS (both free-standing and building-mounted): _____

TOTAL NUMBER OF PARKING SPACES: _____

_____ standard spaces
_____ handicap accessible spaces
_____ motorcycle spaces

I HEREBY AUTHORIZE CITY CODE ENFORCEMENT STAFF TO INSPECT THE SUBJECT PROPERTY FOR THE PURPOSE OF DETERMINING THE STATUS OF THE EXISTING USE AND RELATED ZONING REQUIREMENTS. FURTHER, I UNDERSTAND THAT ANY AND ALL VIOLATIONS NOTED AS A RESULT OF THIS INSPECTION ARE SUBJECT TO IMMEDIATE CORRECTION.

BY: _____ DATE: _____
OWNER / AGENT SIGNATURE

OFFICIAL USE ONLY

ACCEPTED BY: _____ DATE: _____

ZONE: _____ ZAP: _____ ASSIGNED TO: _____

FEE: \$200 PER LOT

ACCOUNT: 441008-4919000