

FORM V2: WAIVER - DHO

Please refer to the DHO public meeting schedule for meeting dates and deadlines. Your attendance is required.

_ SIDEWALK WAIVER

A Single PDF file of the complete application including all documents being submitted must be emailed to PLNDRS@cabq.gov. Zipped files or those over 9 MB cannot be delivered via email, in which case the PDF must be provided to City Staff using other online resources such as Dropbox or FTP. *The PDF shall be organized in the number order below.* Divide the PDF with a title sheet for each of the three documentation sections in **bold** below.

WAIVER DOCUMENTATION

- ___ 1) DHO Application form completed, signed, and dated
- ___ 2) Form V2 with all the submittal items checked/marked
- ___ 3) Zone Atlas map with the entire site clearly outlined and labeled
- ___ 4) Scale drawing showing the location of the proposed waiver, as applicable

SUPPORTIVE DOCUMENTATION

- ___ 5) Letter of authorization from the property owner if application is submitted by an agent
- ___ 6) Letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-6(P)(3)
- ___ 7) Proof of Pre-Application Meeting with City staff per IDO Section 14-16-6-4(B)

PUBLIC NOTICE DOCUMENTATION

- ___ 8) Proof of a Pre-Submittal Neighborhood Meeting per IDO 14-16-6-4(C)
 - ___ Office of Neighborhood Coordination neighborhood meeting inquiry response
 - ___ Proof of email with read receipt OR Certified Letter offering meeting to applicable associations
 - ___ Completed neighborhood meeting request form(s)
 - ___ If a meeting was requested or held, copy of sign-in sheet and meeting notes
- ___ 9) Required Content of Notice at Submittal per IDO Section 14-16-6-4(K)(1) (not required for an extension)
 - ___ Office of Neighborhood Coordination notice inquiry response
 - ___ Completed notification form(s), proof of additional information provided in accordance with IDO Section 6-4(K)(1)(b)
 - ___ Proof of emailed notice to affected Neighborhood Association representatives

___ 10) Interpreter Needed for Hearing? ___ if yes, indicate language: ___

_ WAIVER - IDO

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WAIVER DOCUMENTATION

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- ___ 2) Form V2 with all the submittal items checked/marked
- ___ 3) Zone Atlas map with the entire site clearly outlined and labeled
- ___ 4) Scale drawing showing the location of the proposed waiver, as applicable

SUPPORTIVE DOCUMENTATION

- ___ 5) Letter of authorization from the property owner if application is submitted by an agent
- ___ 6) Letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-6(P)(3)
- ___ 7) Proof of Pre-Application Meeting with City staff per IDO Section 14-16-6-4(B)

PUBLIC NOTICE DOCUMENTATION

- ___ 8) Proof of a Pre-Submittal Neighborhood Meeting per IDO 14-16-6-4(C)
 - ___ Office of Neighborhood Coordination neighborhood meeting inquiry response
 - ___ Proof of email with read receipt OR Certified Letter offering meeting to applicable associations
 - ___ Completed neighborhood meeting request form(s)
 - ___ If a meeting was requested or held, copy of sign-in sheet and meeting notes
- ___ 9) Required Content of Notice at Submittal per IDO Section 14-16-6-4(K)(1) (not required for an extension)
 - ___ Office of Neighborhood Coordination notice inquiry response
 - ___ Completed notification form(s), proof of additional information provided in accordance with IDO Section 6-4(K)(1)(b)
 - ___ Proof of emailed notice to affected Neighborhood Association representatives
- ___ 10) Interpreter Needed for Hearing? ___ if yes, indicate language: ___

_ WAIVER – DPM (MUST BE HEARD WITH SUBDIVISION ACTION)

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WAIVER DOCUMENTATION

- ___ 1) DHO Application form completed, signed, and dated
- ___ 2) Form V2 with all the submittal items checked/marked
- ___ 3) Zone Atlas map with the entire site clearly outlined and labeled
- ___ 4) Scale drawing showing the location of the proposed waiver, as applicable

SUPPORTIVE DOCUMENTATION

- ___ 5) Letter of authorization from the property owner if application is submitted by an agent
- ___ 6) Letter describing, explaining, and justifying the request per the criteria in DPM – Chapter 2
- ___ 7) Proof of Pre-Application Meeting with City staff per IDO Section 14-16-6-4(B)

PUBLIC NOTICE DOCUMENTATION

- ___ 8) Sign Posting Agreement – **this step is not required if waiver is to be heard with a minor subdivision plat**
- ___ 9) Required Content of Notice at Submittal per IDO Section 14-16-6-4(K)(1)
 - ___ Office of Neighborhood Coordination notice inquiry response
 - ___ Buffer map and list of property owners within 100 feet (excluding public rights-of-way) provided by the Planning Department - **this step is not required if waiver is to be heard with a minor subdivision plat**
 - ___ Completed notification form(s), proof of additional information provided in accordance with IDO Section 6-4(K)(1)(b)
 - ___ Proof of emailed notice to affected Neighborhood Association representatives
 - ___ Proof of first class mailing to affected Neighborhood Association representatives and property owners within 100 feet – **this step is not required if waiver is to be heard with a minor subdivision plat**
- ___ 10) Interpreter Needed for Hearing? ___ if yes, indicate language: ___