

**FORM V2: Waiver- DRB**

**Please refer to the DRB case schedules for meeting dates and deadlines. Your attendance is required.**

**WAIVER – IDO**

- Interpreter Needed for Meeting? \_\_\_\_\_ if yes, indicate language: \_\_\_\_\_
- A Single PDF file of the complete application including all documents being submitted must be emailed to [PLNDRS@cabq.gov](mailto:PLNDRS@cabq.gov) prior to making a submittal. Zipped files or those over 9 MB cannot be delivered via email, in which case the PDF must be provided on a CD. PDF *shall be organized* with the Development Review Application and this Form V2 at the front followed by the remaining documents *in the order provided on this form*
- Zone Atlas map with the entire site clearly outlined and labeled
- Letter of authorization from the property owner if application is submitted by an agent
- Letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-6(P)(3), compliance with the DPM, and all improvements to be waived, as applicable. .
- Scale drawing showing the location of the proposed variance or waiver, as applicable
- Proof of Neighborhood Meeting per IDO Section 14-16-6-4(K)
  - 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/held, copy of sign-in sheet and meeting notes
- Required notices with content per IDO Section 14-16-6-4(K)
  - Office of Neighborhood Coordination inquiry response and proof of emailed notice to applicable Neighborhood Association representatives, copy of notification letter, completed notification form(s), and proof of additional information provided in accordance with IDO Section 6-4(K)(1)(b)

**WAIVER – DPM (MUST BE HEARD WITH SUBDIVISION/SITE PLAN ACTION)**


- Interpreter Needed for Meeting? \_\_\_\_\_ if yes, indicate language: \_\_\_\_\_
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- Zone Atlas map with the entire site clearly outlined and labeled
- Letter of authorization from the property owner if application is submitted by an agent
- Justification letter describing, explaining, and justifying the request per the criteria in DPM – Chapter 2
- Drawing showing the easement or right-of-way to be vacated
- Required notices with content per IDO Section 14-16-6-4(K)
  - Office of Neighborhood Coordination notice inquiry response, notifying letter, and proof of first class mailing
  - Proof of Neighborhood Meeting
  - Proof of emailed notice to affected Neighborhood Association representatives
  - Buffer map and list of property owners within 100 feet (excluding public rights-of-way), notifying letter, and proof of first class mailing\* **this step is not required if waiver is to be heard with minor subdivision plat**
- Sign Posting Agreement - **this step is not required if waiver is to be heard with minor subdivision plat**

**TEMPORARY DEFERRAL OF SIDEWALK CONSTRUCTION**

- Interpreter Needed for Meeting? \_\_\_\_\_ if yes, indicate language: \_\_\_\_\_
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- Zone Atlas map with the entire site clearly outlined and labeled
- Letter of authorization from the property owner if application is submitted by an agent
- A scale drawing showing the location of the deferred sidewalk with appropriate dimensions.
- Proof of Neighborhood Meeting

**EXTENSION OF THE IIA FOR TEMPORARY DEFERRAL OF SIDEWALK CONSTRUCTION**

- Interpreter Needed for Meeting? \_\_\_\_\_ if yes, indicate language: \_\_\_\_\_
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- Zone Atlas map with the entire site clearly outlined and labeled
- Letter of authorization from the property owner if application is submitted by an agent
- Letter describing, explaining, and justifying the deferral or extension
- Drawing showing the sidewalks subject to the proposed deferral or extension

<b><i>I, the applicant or agent, acknowledge that if any required information is not submitted with this application, the application will not be scheduled for a public meeting, if required, or otherwise processed until it is complete.</i></b>	
<b>Signature:</b> _____	<b>Date:</b> _____
<b>Printed Name:</b> _____	<input type="checkbox"/> Applicant or <input type="checkbox"/> Agent
<b>FOR OFFICIAL USE ONLY</b>	
Case Numbers: _____	Project Number: _____
	
Staff Signature: _____	
Date: _____	