



APPLICATION REQUIREMENTS FOR DHO WAIVER

**City of Albuquerque
Planning Department**

DHO WAIVER- Development Hearing Officer (DHO)

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

PLAT DOCUMENTATION

- ☐ Zone Atlas map with the entire site clearly outlined and labeled
Can be obtained at: <https://data.cabq.gov/business/zoneatlas>
- ☐ Scale drawing showing the location of the proposed waiver, as applicable

SUPPORTIVE DOCUMENTATION

- ☐ Signed 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)
- ☐ Proof of Pre-Application Meeting with City staff per IDO Section 14-16-6-4(C)

PUBLIC NOTICE DOCUMENTATION

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
<https://www.cabq.gov/office-of-neighborhood-coordination>
- ☐ Completed notification form(s), proof of additional information provided in accordance with IDO Section 6-4(K)(1)(b)
<https://documents.cabq.gov/planning/online-forms/PublicNotice/Emailed-Mailed-Notice-PublicHearing-Print&Fill.pdf>
- ☐ Proof of emailed notice to affected Neighborhood Association representatives