



City of Albuquerque
Planning Department

APPLICATION REQUIREMENTS FOR POLICY DECISIONS REVIEWED BY THE ENVIRONMENTAL PLANNING COMMISSION

Please refer to the Environmental Planning Commission (EPC) hearing schedule for hearing dates and deadlines.

Applications are submitted through ABQ-PLAN. Please be prepared to submit all required documents prior to starting the application. You may save your progress in the system, but the system will not save any attachments until you submit.

REQUIRED FOR ALL POLICY DECISIONS

- Letter of authorization from the property owner if application is submitted by an agent

REQUIREMENTS FOR SPECIFIC APPLICATIONS

- ADOPTION OR AMENDMENT OF COMPREHENSIVE PLAN**
- ADOPTION OR AMENDMENT OF FACILITY PLAN**
 - Plan, or part of plan, to be amended with changes noted and marked
 - Letter describing, explaining, and justifying the request pursuant to IDO §14-16-6-7(A)(3) or §14-16-6-7(B)(3), as applicable
 - Proof of Required Public Notice pursuant to IDO §14-16-6-4(J)
 - Office of Neighborhood Coordination inquiry response
 - Notice and attachments sent to Neighborhood Association representatives
 - Proof of email and/or first-class mailing to Neighborhood Association representatives
- AMENDMENT TO IDO TEXT**
 - IDO section(s) to be amended with changes noted and marked
 - Justification letter describing, explaining, and justifying the request pursuant to IDO §14-16-6-7(D)(3) or §14-16-6-7(E)(3), as applicable
 - Proof of Required Public Notice pursuant to IDO §14-16-6-4(J)
 - Office of Neighborhood Coordination inquiry response
 - Notice and attachments sent to Neighborhood Association representatives
 - Proof of email and/or first-class mailing to Neighborhood Association representatives
 - *For Small Area Text Amendment only:*
 - Buffer map and list of property owners in and within 100 feet (excluding public rights-of-way) of the Small Area
 - Notice and attachments (e.g., letter and site plan sheets) sent to property owners
 - Proof of first-class mailing to property owners

❑ **ZONING MAP AMENDMENT (EPC or Council)**

- Proof of Tribal Meeting pursuant to IDO §14-16-6-4(B), as applicable
- Letter describing, explaining, and justifying the request pursuant to IDO §14-16-6-7(G)(3) or §14-16-6-7(H)(3), as applicable
- Required notices with content per IDO §14-16-6-4(J)
 - Office of Neighborhood Coordination inquiry response
 - Notice and attachments sent to Neighborhood Association representatives
 - Proof of email and/or first-class mailing to Neighborhood Association representatives
 - Buffer map and list of property owners within 100 feet (excluding public rights-of-way)
 - Notice and attachments sent to property owners
 - Proof of first-class mailing to property owners
- Sign Posting Agreement

❑ **ANNEXATION OF LAND**

Note: Application for Zoning Map Amendment is required simultaneously to establish zoning.

- Petition for Annexation Form and necessary attachments
- Letter describing, explaining, and justifying the request pursuant to IDO §14-16-6-7(F)
- Notice of Decision by the Board of County Commissioners
- Zone Atlas map with the entire annexation area clearly outlined and labeled.
 - *The Zone Atlas must show that the site is contiguous to City limits.*