OFFICIAL PUBLIC NOTIFICATION FORM
FOR MAILED OR ELECTRONIC MAIL NOTICE
CITY OF ALBUQUERQUE PLANNING DEPARTMENT

PART I - PROCESS
Use Table 6-1-1 in the Integrated Development Ordinance (IDO) to answer the following:

<table>
<thead>
<tr>
<th>Application Type:</th>
<th>Decision-making Body:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pre-Application meeting required: □ Yes □ No</td>
</tr>
<tr>
<td></td>
<td>Neighborhood meeting required: □ Yes □ No</td>
</tr>
<tr>
<td></td>
<td>Mailed Notice required: □ Yes □ No</td>
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<td></td>
<td>Electronic Mail required: □ Yes □ No</td>
</tr>
<tr>
<td>Is this a Site Plan Application: □ Yes □ No Note: if yes, see second page</td>
<td></td>
</tr>
</tbody>
</table>

PART II – DETAILS OF REQUEST
Address of property listed in application:
Name of property owner:
Name of applicant:
Date, time, and place of public meeting or hearing, if applicable:
Address, phone number, or website for additional information:

PART III - ATTACHMENTS REQUIRED WITH THIS NOTICE
☐ Zone Atlas page indicating subject property.
☐ Drawings, elevations, or other illustrations of this request.
☐ Summary of pre-submittal neighborhood meeting, if applicable.
☐ Summary of request, including explanations of deviations, variances, or waivers.

IMPORTANT: PUBLIC NOTICE MUST BE MADE IN A TIMELY MANNER PURSUANT TO SUBSECTION 14-16-6-4(K) OF THE INTEGRATED DEVELOPMENT ORDINANCE (IDO). PROOF OF NOTICE WITH ALL REQUIRED ATTACHMENTS MUST BE PRESENTED UPON APPLICATION.

I certify that the information I have included here and sent in the required notice was complete, true, and accurate to the extent of my knowledge.

_______________________________ (Applicant signature) ________________________ (Date)

Note: Providing incomplete information may require re-sending public notice. Providing false or misleading information is a violation of the IDO pursuant to IDO Subsection 14-16-6-9(B)(3) and may lead to a denial of your application.
### PART IV – ATTACHMENTS REQUIRED FOR SITE PLAN APPLICATIONS ONLY

Provide a site plan that shows, at a minimum, the following:

- **a. Location of proposed buildings and landscape areas.**
- **b. Access and circulation for vehicles and pedestrians.**
- **c. Maximum height of any proposed structures, with building elevations.**
- **d. For residential development:** Maximum number of proposed dwelling units.
- **e. For non-residential development:**
  - Total gross floor area of proposed project.
  - Gross floor area for each proposed use.