

City of Albuquerque Planning Department  
Property Owner Notice Form for Temporary Use Permit



[Note: Items with an asterisk (\*) are required.]

\_\_\_\_\_  
[Date\*]

\_\_\_\_\_  
[Name\* of Abutting Property Owner]

\_\_\_\_\_  
[Address\* of Property Owner]

**RE: Public Notice of Temporary Use Permit**

Dear \_\_\_\_\_ [Name\* of Property Owner],

In accordance with the procedures of the City of Albuquerque's Integrated Development Ordinance (IDO) **Subsection 14-16-6-5(D)(2)**, this is written notice to you as an abutting Property Owner that an application for a **Temporary Use Permit** will be submitted to the City of Albuquerque Planning Department for a property next to you. This application will be reviewed and decided by the City of Albuquerque Planning Department staff, available by email at [codeenforcement@cabq.gov](mailto:codeenforcement@cabq.gov).

1. Property Owner of Subject Property\* \_\_\_\_\_
2. Agent\* [if applicable] \_\_\_\_\_
3. Subject Property Address\* \_\_\_\_\_
4. Location Description \_\_\_\_\_
5. Zone Atlas Page \_\_\_\_\_ [Available here: <http://data.cabq.gov/business/zoneatlas/>]
6. Legal Description \_\_\_\_\_
7. Area of Property [typically in acres] \_\_\_\_\_
8. IDO Zone District \_\_\_\_\_
9. Overlay Zone(s) [if applicable] \_\_\_\_\_
10. Center or Corridor Area [if applicable] \_\_\_\_\_
11. Current Land Use [vacant, if none] \_\_\_\_\_
12. Deviations Requested [if applicable] \_\_\_\_\_
13. Variances Requested [if applicable] \_\_\_\_\_

The application will request the temporary use for the following land uses and/or activities:

\_\_\_\_\_

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\_\_\_\_\_.

The application will request that the temporary use be allowed for the following duration:

\_\_\_\_\_ [ex: number of days/months/years].

This temporary use will operate in the following days and times:

\_\_\_\_\_  
\_\_\_\_\_.

NOTE: Anyone may request and the City may require an applicant to attend a City-sponsored facilitated meeting with Neighborhood Associations, based on the complexity and potential impacts of a proposed project [IDO Subsection 14-16-6-4(D)]. To request a Facilitated Meeting regarding this project, contact the Planning Department at [devhelp@cabq.gov](mailto:devhelp@cabq.gov) or 505-924-3955. To view and download the Facilitated Meetings Criteria, visit <http://www.cabq.gov/planning/urban-design-development/facilitated-meetings-for-proposed-development>.

Please contact me with any questions or concerns at \_\_\_\_\_ [phone number\*] or via \_\_\_\_\_ [email\*].

More information about the project can be found here: [project webpage\*, if applicable]

\_\_\_\_\_.

**Useful Links**

**Integrated Development Ordinance (IDO):**

<http://www.cabq.gov/planning/codes-policies-regulations/integrated-development-ordinance>

**IDO Interactive Map**

<https://tinyurl.com/IDOzoningmap>

Sincerely,

\_\_\_\_\_ [Agent/Property Owner/Developer/Operator]

Cc: \_\_\_\_\_ [Other Property Owners, if any]

\_\_\_\_\_  
\_\_\_\_\_.