



**City of Albuquerque
Planning Department**

**APPLICATION REQUIREMENTS FOR
VACATION OF RIGHT OF WAY**

VACATION OF RIGHT OF WAY

VACATION OF RIGHT-OF-WAY - Development Hearing Officer (DHO)/COUNCIL

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>

- ☐ Drawing showing the easement or right-of-way to be vacated
- ☐ If easements, list number to be vacated _____
- ☐ Square footage to be vacated see IDO Section 14-6-6-6(M) _____

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(M)

PUBLIC NOTICE DOCUMENTATION

- ☐ Sign Posting Agreement
<https://www.cabq.gov/planning/documents/SignPostingAgreementForm1113.pdf>
- ☐ **Proof of Pre-Application Meeting with City staff per IDO Section 14-16-6-4(C)**
- ☐ Office of Neighborhood Coordination neighborhood meeting inquiry response
<https://www.cabq.gov/office-of-neighborhood-coordination>
- ☐ Proof of email with read receipt OR Certified Letter offering meeting to applicable associations
- ☐ **Required Content of Notice at Submittal per IDO Section 14-16-6-4(K)(1) (not required for an extension)**
- ☐ 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
- ☐ Proof of first class mailing to affected Neighborhood Association representatives and property owners within 100 feet