



**City of Albuquerque  
Planning Department**

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

**VACATION OF PUBLIC RIGHT OF WAY**

**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>
- 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 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 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 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 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