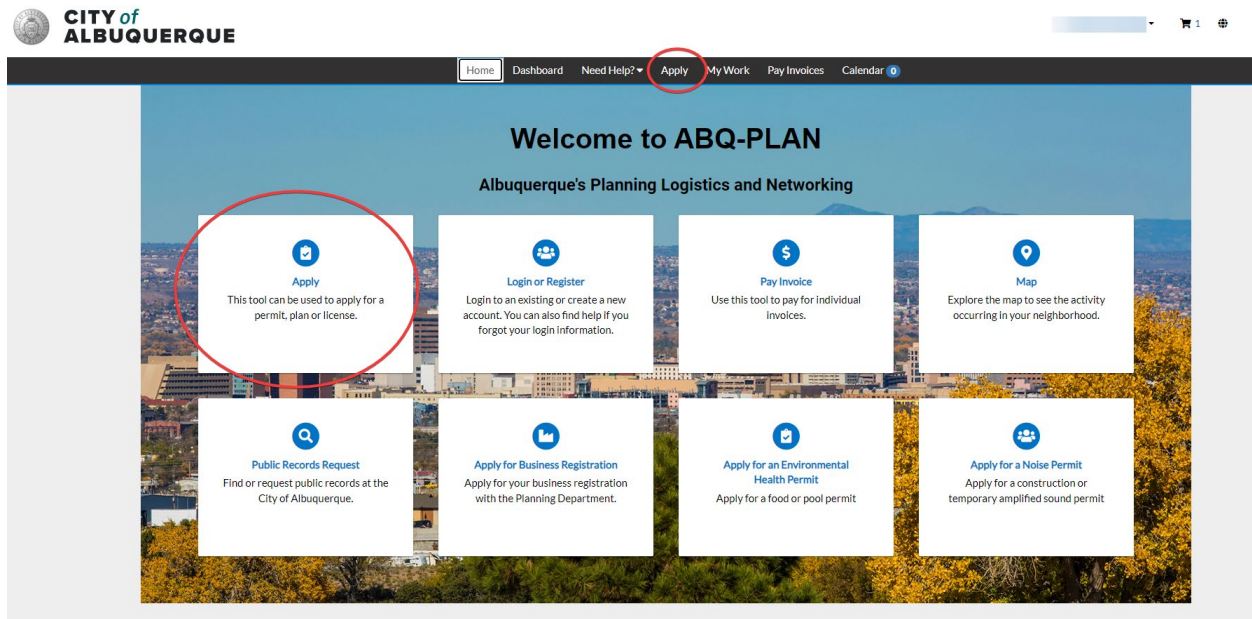


# Conditional Use ZHE Application Public Guide

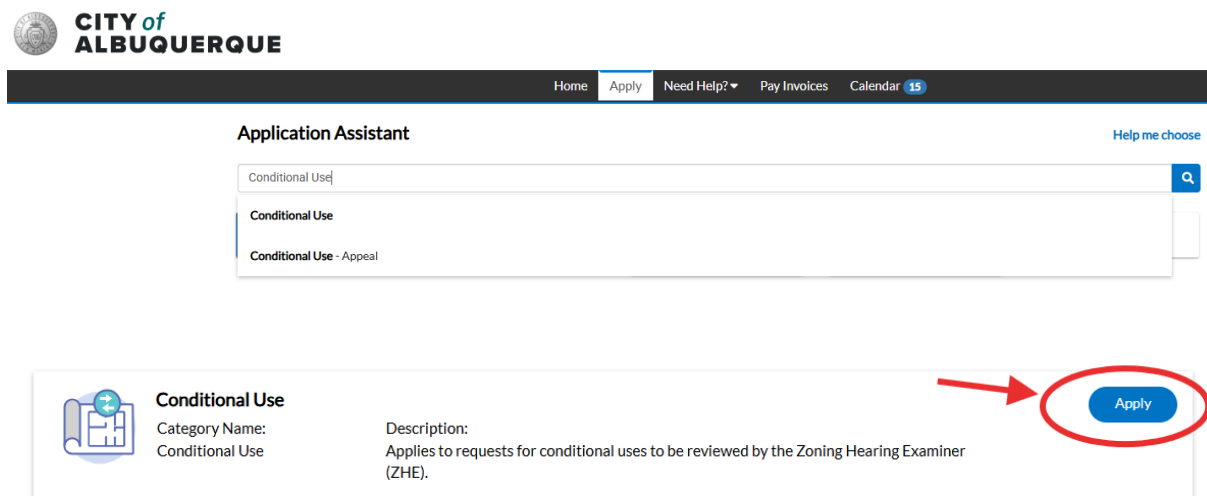
The following is a guide on how to apply for a conditional use application with the Zone Hearing Examiner.

(If you're already logged in):

From the Home Page, click on **Apply** on the black bar or on the **Apply** box:



In the search engine, type: **Conditional Use** to pull up the permit application:



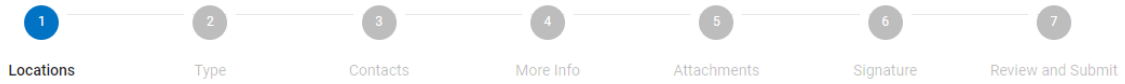
Click on **Apply**:

*(Note: ABQ-Plan does not allow incomplete applications to be saved. Please ensure you have all the documents required for a complete application before proceeding. Templates can be found on our website, or can be requested from [PlanningZHE@cabq.gov](mailto:PlanningZHE@cabq.gov)).*

A complete application requires the following PDF documents:

1. Conditional Use Justification Letter
2. Proposed Sketch plan or Drawing of the site
  - a. Include as much detail as possible
3. Public Notice to Neighborhood Association AND List of Associations notified
  - a. List of Neighborhood Associations received from the Office of Neighborhood Coordination (ONC)
    - i. To get that list please fill out the form here: [Public Notice Inquiry Sheet — City of Albuquerque](#)
  - b. Official Public Notice form (Available on the ZHE website here: [Zoning Hearing Examiner — City of Albuquerque](#))
  - c. Include the email and attachments sent
4. Public Notice to Property Owners
  - a. List of Property Owners notified
    - i. To get a list of everyone within 100ft that must be notified, please send an email to the ZHE Team at <PlanningZHE@cabq.gov>
  - b. Include the Buffer map and list of property owners within 100 feet
  - c. Official Public Notice form (Available on the ZHE website here: [Zoning Hearing Examiner — City of Albuquerque](#)) and attachments (e.g., letter and site plan sheets) sent to property owners
  - d. Proof of first-class mailing to property owners
5. Sign Posting Agreement
  - a. Available on the ZHE website here: [Zoning Hearing Examiner — City of Albuquerque](#)
6. Zone Atlas Map & Buffer Map
7. Please send an email with your contact information and the address you are needing a Zone Atlas and Buffer Map for and it will be sent to you:
  - a. [plnbuffermaps@cabq.gov](mailto:plnbuffermaps@cabq.gov)

If after starting your application, you need to save, click on **Save Draft**. Please be sure to Save Draft after each step. The system does not auto-save.



LOCATIONS

Please select the parcel or address that will be included in the variance. If you have more than one parcel for the project, a separate application is required for each affected parcel or address.

**Type: Location**  
600 2ND ST NW  
Albuquerque, NM 87102

Main Address

**Parcel Number**  
101405828307040801

Main Parcel

[Remove](#)

[Create Template](#)

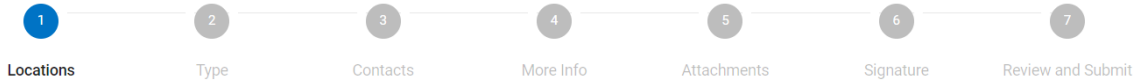
[Save Draft](#)

[Next](#)

Please note that any attachments uploaded will not be saved and if you leave your application, you will have to reupload them.

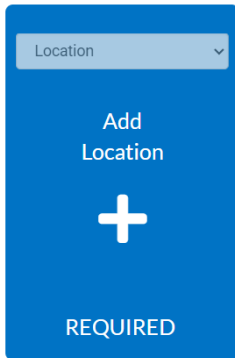
## Step 1 - Location

Click on **Add Location** and type in the location of your property:

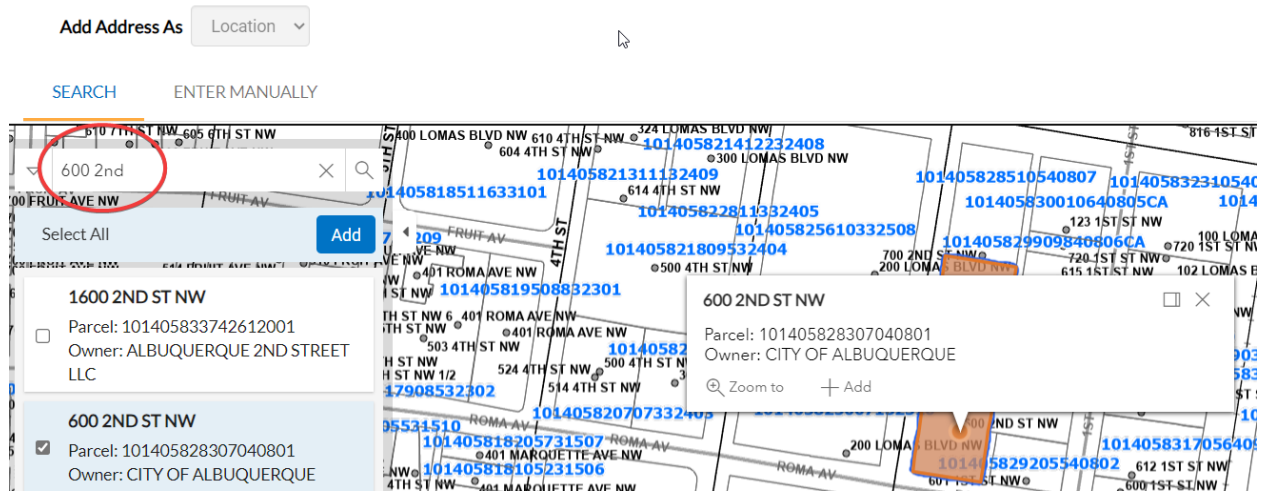


LOCATIONS

Please select the parcel or address that will be included in the variance. If you have more than one parcel for the project, a separate application is required for each affected parcel or address.



Click on the checkbox next to your address, and click on **Add**:

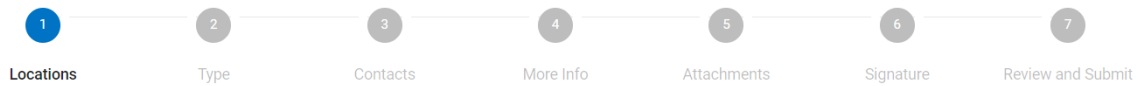


Then click **Next**. (Note: if the checkbox does not appear right away, please return to the previous step and refresh. The location may take a moment to populate on the map).

This will add your property address to your application:

Apply for Plan - Variance ZHE

\*REQUIRED



**LOCATIONS**

Please select the parcel or address that will be included in the variance. If you have more than one parcel for the project, a separate application is required for each affected parcel or address.

**Type: Location**  
600 2ND ST NW  
Albuquerque, NM 87102

**Main Address**

**Parcel Number**  
101405828307040801

**Main Parcel**

[Remove](#)

[Create Template](#)

[Save Draft](#)

[Next](#)

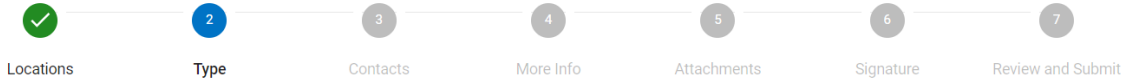
Review that the location is correct, then click **Next**.

## Step 2 – Type

Enter a detailed description of your planned variance, including the measurements. All questions with a red asterisk (\*) are required. Once all required information has been entered click **Next**:

Apply for Plan - Variance ZHE

\*REQUIRED



### PLAN DETAILS

Please provide a brief description of your project and request.

\* Plan Type

\* Description

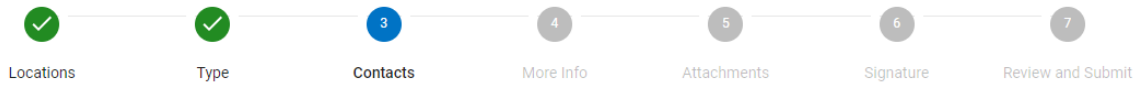
[Back](#) [Create Template](#) [Save Draft](#) [Next](#)

# Step 3 - Contacts

Add contacts to the permit.

Apply for Plan - Variance ZHE

**REQUIRED**



## CONTACTS

Please add any additional contacts that will participate on this project, such as the property owner or agent, or anyone submitting documents, paying invoices, and checking status.

**Applicant**

(You)

600 2nd St NW , Abq, NM

**Owner**

(You)

600 2nd St NW , Abq, NM

Remove

Select Type

**Add Contact**

[Back](#)   [Create Template](#)   [Save Draft](#)   [Next](#)

If you're the Property Owner and the Applicant, you must still add yourself as the Owner. Click on **Add Contact**, type in your name, and then click on **Add**:

[Back to Application](#)

Add Contact

Add Contact As : Owner

[Search](#)   [Enter Manually](#)   [My Favorites](#)

Search

Sort Relevance

Favorite	First Name	Last Name	Company	Action
				<a href="#">Add</a>

Results per page 10 1 - 1 of 1   << < 1 > >>

An important note, anyone who is a contact can see the details of the permit including invoices, any uploaded documentation, and all information provided on the permit.

Once done, click **Next**.

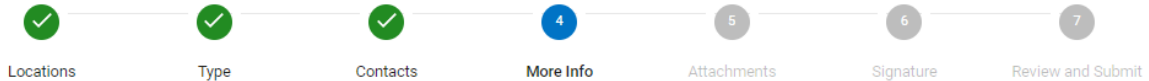
## Step 4 – More Info

Proceed down the page by answering all the relevant questions. You will have a chance to attach your documents on the next page.

All questions with a red asterisk (\*) are required. They are the major cross streets, the IDO Code Section, and the request for an interpreter. If you're unsure of any of these, please reach out to the ZHE Planning team at [PlanningZHE@cabq.gov](mailto:PlanningZHE@cabq.gov)

Apply for Plan - Variance ZHE

\*REQUIRED



### MORE INFO

Please give the following information to the best of your knowledge. Staff will help verify, correct, and complete any fields that you may be unsure of.

### Application Information

[Top](#) | [Main Menu](#)

Existing Project Number

\*Site Location Between Streets

Lomas Blvd and 2nd Street

Case History

\*IDO Code Section

14-16-3-4(N)(3)(b)

\*Do you request an interpreter for the hearing?

Yes

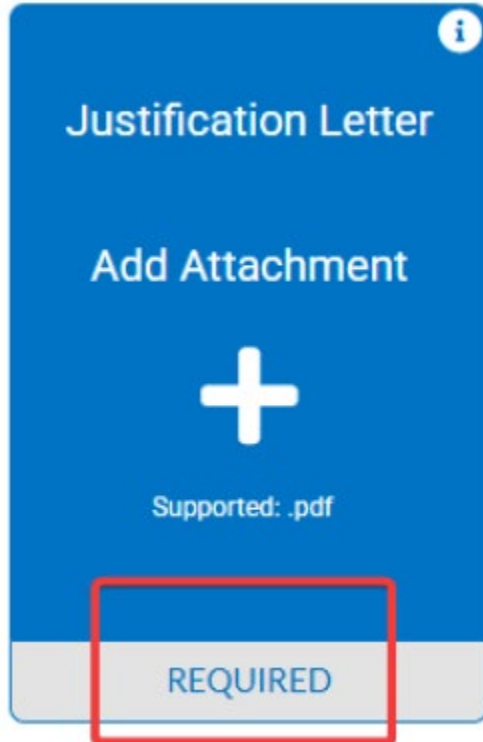
If Yes for an interpreter, which language?

Spanish

After answering the questions, click **Next**.







## Step 5 - Attachments

Now is the time to upload all the documents related to your application page. Required documents are labeled “Required.” All documents must be in PDF format. You can also click on the “Information” icon in the top right of each box for more info on each document required.



You cannot save your uploaded applications. If you need to leave this page, you will need to reupload everything.

Once complete, click **Next**.

 <p><b>Justification Letter</b></p> <p>Test Document.pdf Size: 31.23 KB</p> <p>Remove</p>	 <p><b>Proposed Sketch Plan</b></p> <p>Sketch Plan.pdf Size: 31.86 KB</p> <p>Remove</p>	 <p><b>Public Notice to Neighborhood...</b></p> <p>ONC Email List with Project Email Proof.pdf Size: 39.46 KB</p> <p>Remove</p>	 <p><b>Public Notice to Property Owners</b></p> <p>Public Notice to Neighborhood.pdf Size: 33.44 KB</p> <p>Remove</p>
 <p><b>Sign Posting Agreement</b></p> <p>Test Document - 1.pdf Size: 318.8 KB</p> <p>Remove</p>	 <p><b>Zone Atlas Map</b></p> <p>Test Document - 2.pdf Size: 318.8 KB</p> <p>Remove</p>	<div data-bbox="716 569 937 905"> <p>Select Type</p> <p><b>Add Attachment</b></p> <p>+</p> <p>Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf...</p> </div>	

Back

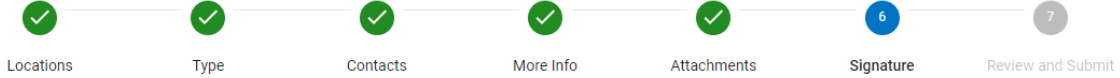
Create Template

Save Draft

Next

## Step 6 – Signature

Read the conditions for submitting your application. Sign your name or enable your type signature, then click **Next**.




### SIGNATURE

1. I, the applicant or agent, acknowledge that if any required information is not submitted with this application, the application will not be scheduled for a public meeting or hearing, if required, or otherwise processed until it is complete.
2. 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
3. I understand that any misrepresentation(s) submitted on my application may result in the revocation or cause the delay in processing of my application.
4. I understand that this application is being accepted provisionally and that inaccurate and/or incomplete information may result in the subsequent rejection of the application.

\* Please type your name as consent to electronically sign this application.

Enable Type Signature

Diane Hernandez December, 30 2024


Back

Create Template

Save Draft

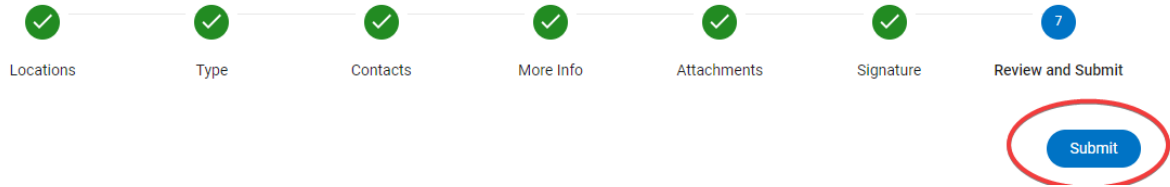
Next

## Step 7 - Review and Submit

Review your application before submitting. Once your application is complete, click **Submit**.

Apply for Plan - Variance ZHE

\*REQUIRED



After you submit your application, our ZHE staff will review and contact you with the next steps. Please note that fees will not be charged until staff has reviewed and accepted your complete application.

### ✔ Your application was successfully submitted!

Congratulations, you have successfully submitted an application. Staff will review the application for completeness within the next 5 business days. If the application is deemed complete, it will be added to the next available ZHE agenda. If the application is not complete, you will receive an email requesting the missing items needed to proceed. Please note that this may delay the scheduling of the ZHE hearing.

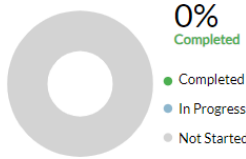
[Continue to plan](#)

If you click on **Continue to plan**, you can view the summary of your application:

Type:	Variance ZHE	Status:	Submitted - Online	Project Name:	
Applied Date:	12/30/2024	Expiration Date:	12/30/2027		
District:	City of Albuquerque	Completion Date:			
Description:	variance test				

- Summary
- Locations
- Fees
- Attachments
- Contacts
- Sub-Records
- More Info

### Progress



0% Completed

- Completed
- In Progress
- Not Started

### Fees


\$0.00

[View Details](#)

### Workflow

- Associate Project Number
- Screen for Completeness
- Verify IDO Citation
- Sign Posting
- Verify Payment
- Create and Email Advertisement
- ZHE Hearing
- ZHE Review
- Issue Project Memo







### Available Actions

 No Actions

If you need to add additional attachments, click on the **Attachments** tab:

Attachments

Sort Needs Action ▾

 <p>Sign Posting Agreement</p> <p>Sign Posting Agreement-2024-12-30-Test Document - 1_v1.pdf Version: 1</p> <p>Status: Awaiting Review</p>	 <p>Zone Atlas Map</p> <p>Zone Atlas Map-2024-12-30-Test Document - 2_v1.pdf Version: 1</p> <p>Status: Awaiting Review</p>	 <p>Public Notice to Property Owners</p> <p>Public Notice to Property Owners-2024-12-30-Public Version: 1</p> <p>Status: Awaiting Review</p>	 <p>Justification Letter</p> <p>Justification Letter-2024-12-30-Test Document_v1.pdf Version: 1</p> <p>Status: Awaiting Review</p>
 <p>Proposed Sketch Plan</p> <p>Proposed Sketch Plan-2024-12-30-Sketch Plan_v1.pdf Version: 1</p> <p>Status: Awaiting Review</p>	 <p>Public Notice to Neighborhood Associations</p> <p>Public Notice to Neighborhood Associations-2024-12-30-ONC Version: 1</p> <p>Status: Awaiting Review</p>	<div data-bbox="738 766 966 808">Other/Misc Documents ▾</div> <div data-bbox="738 829 966 1113" style="background-color: #0070c0; color: white; padding: 10px;"> <p style="text-align: center; font-weight: bold;">Add Attachment</p> <div style="text-align: center; font-size: 2em; margin: 10px 0;">+</div> <p style="font-size: 0.8em;">Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .zip, .csv, .rtf, .txt</p> </div>	

You can then click on the **Add Attachment** box and add any relevant attachments.