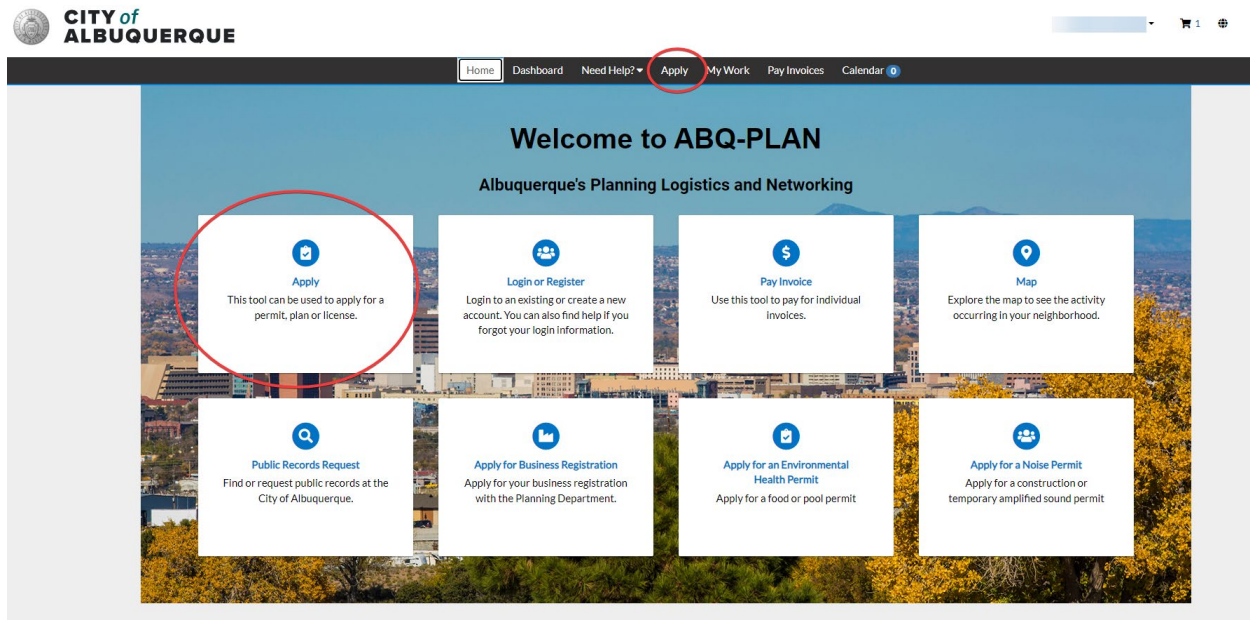


Major Wall Permit Application (Public)

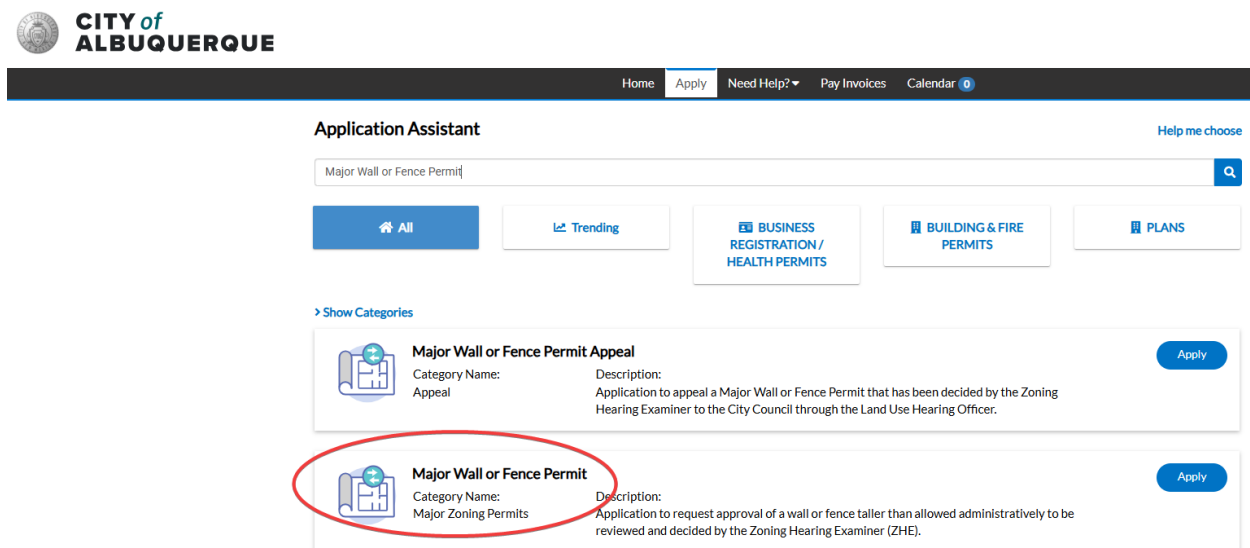
The following is a guide on how to apply for a major/tall wall permit. A tall wall is anything over 3ft that requires a permit from the Zone Hearing Examiner.

(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: **Major Wall** to pull up the **Major Wall or Fence Permit** category:



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).

A complete application requires the following PDF documents:

1. Justification Letter
2. Proposed Sketch plan or Drawing of the site
 - a. Include as much detail as possible (ex: include existing structures, include where the proposed wall/fence will be built, note the type of materials and dimensions of the fence).
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
 - a. Please visit the [IDO Interactive Map](#) to find your Zone Atlas map PDF
 - i. Click the 1 Button at the bottom of the screen and then scroll down and check on Zone Atlas Grid. After that you can click on the map, click through the pop-up results, and the click the link to the Zone Atlas PDF.
 - b. Mark the property on your zone atlas page

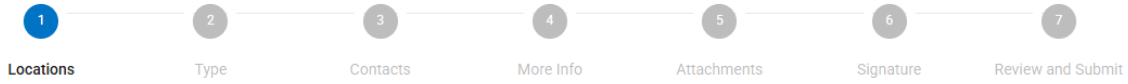
If after starting your application, you need to save, click on **Save Draft** in the bottom right. Please be sure to Save Draft after each step. The system does not auto-save.

Step 1 - Location

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

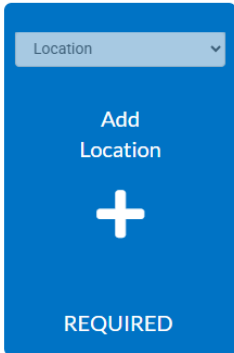
Apply for Plan - Major Wall or Fence Permit

REQUIRED



LOCATIONS

Please select the parcel or address that will be location of the major wall or fence permit. If you have more than one parcel for the project, a separate application is required for each affected parcel or address.



Create Template

Save Draft

Next

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

Add Address As

SEARCH ENTER MANUALLY

Address	Parcel ID	Owner	Selected
1600 2ND ST NW	101405833742612001	ALBUQUERQUE 2ND STREET LLC	<input type="checkbox"/>
600 2ND ST NW	101405828307040801	CITY OF ALBUQUERQUE	<input checked="" type="checkbox"/>

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).

Step 2 - Type

Enter a detailed description of your planned wall repair or wall installation including the height and length of the proposed wall as well as the types of materials to be used. All questions with a red asterisk (*) are required. Once all required information has been entered click **Next:**

PLAN DETAILS

Please provide a brief description of your project and request.

* **Plan Type**

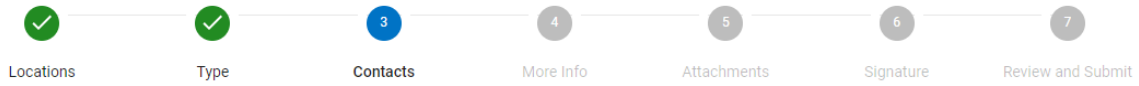
Major Wall or Fence Permit

* **Description**

Include height, length, width, materials,
ect

Step 3 - Contacts

Add contacts to the permit.



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.

[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
				Add

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. If you're unsure of any of these, please reach out to the ZHE Planning team at PlanningZHE@cabq.gov

*Site Location Between Streets

This can be major cross roads or major cross streets

If you need an interpreter and if so, in what language:

*Do you request an interpreter for the hearing?

If Yes for an interpreter, which language?

In the following boxes, please include wall location, if it's at least 10 feet from the lot line, the height.

Proposed Wall Location

Proposed wall located at least 10 feet from line

How tall is the proposed wall (in feet/inches)?

A major wall or fence permit is limited to 5 or 6 feet in height depending on the wall type, design, and location. See IDO Table 5-7-2: Options for a Taller Front or Side Yard Wall. If additional height is necessary, a variance application must also be submitted.

To be approved for a **Major Tall Wall**, you must also meet one of the following criteria:

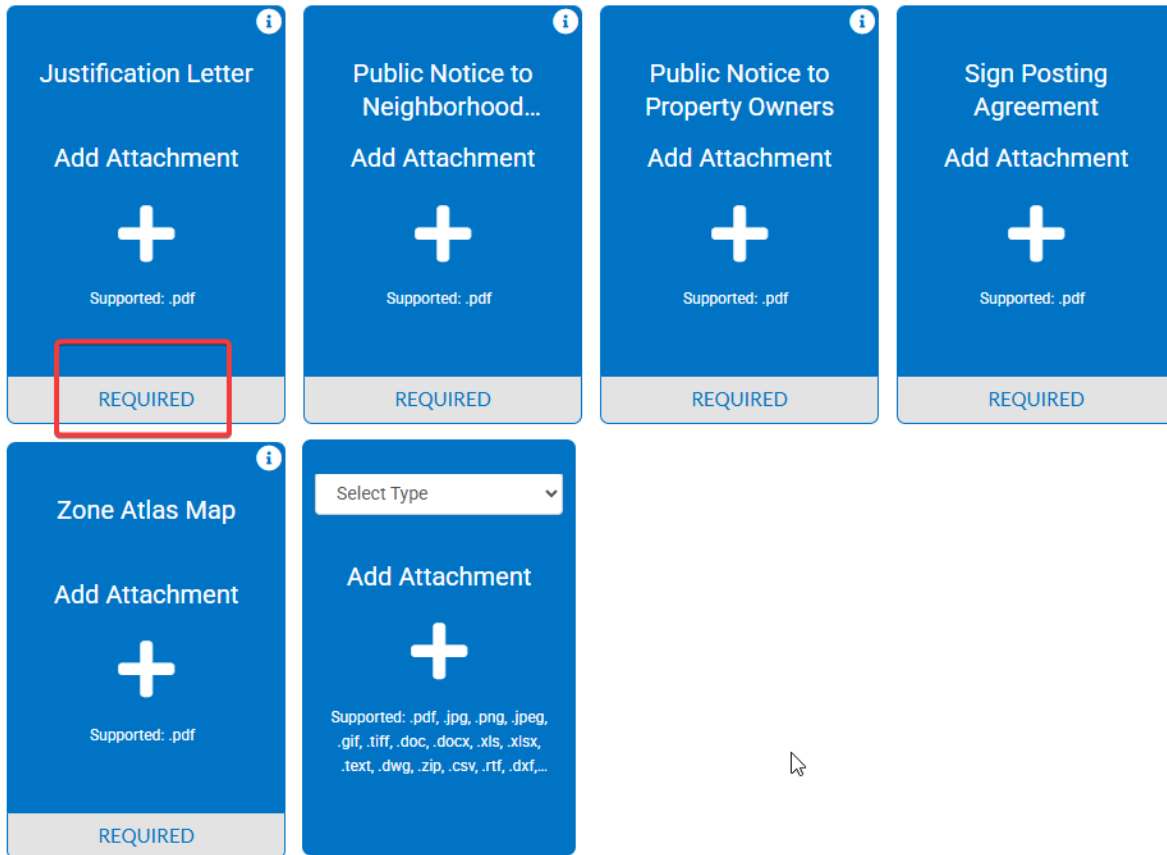
Applicable Wall or Fence Criteria

[te Template](#)

Then, 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**.

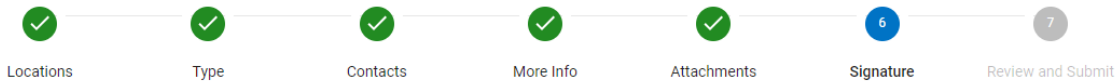
 <p>Justification Letter</p> <p>Test Document.pdf Size: 31.23 KB</p> <p>Remove</p>	 <p>Proposed Sketch Plan</p> <p>Sketch Plan.pdf Size: 31.86 KB</p> <p>Remove</p>	 <p>Public Notice to Neighborhood...</p> <p>ONC Email List with Project Email Proof.pdf Size: 39.46 KB</p> <p>Remove</p>	 <p>Public Notice to Property Owners</p> <p>Public Notice to Neighborhood.pdf Size: 33.44 KB</p> <p>Remove</p>
 <p>Sign Posting Agreement</p> <p>Test Document - 1.pdf Size: 318.8 KB</p> <p>Remove</p>	 <p>Zone Atlas Map</p> <p>Test Document - 2.pdf Size: 318.8 KB</p> <p>Remove</p>	<div data-bbox="714 567 935 903"> <p>Select Type</p> <p>Add Attachment</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

Sign your signature after reading the criteria. You can draw the signature or type it and have it drawn for you. Click **Submit**.



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

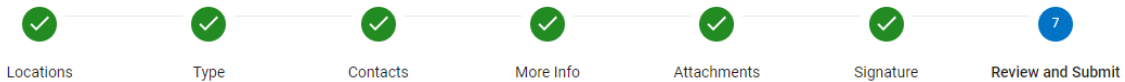
X Your Name

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:

Plan Details | [Tab Elements](#) | [Main Menu](#)

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

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="743 779 964 810" style="border: 1px solid #ccc; padding: 2px;">Other/Misc Documents ▾</div> <div data-bbox="730 753 971 1119" style="background-color: #007bff; color: white; padding: 10px; text-align: center;"> <p>Add Attachment</p>  <p>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.