STEPS TO APPLY FOR A SPECIAL EXCEPTION TO THE INTEGRATED DEVELOPMENT ORDINANCE

ALL APPLICANTS MUST CONTACT CODE ENFORCEMENT (STEP 1) TO START THE APPLICATION PROCESS

Step 1) Initial Review – Contact Code Enforcement Specialists at 924-3857 (select option 1)
- Official Application Form for Special Exceptions
- Copy of relevant IDO section
- Zone Atlas page indicating the subject property
- Instructions for fee payment and sign posting – fees charged per request per lot

Step 2) Public Notice and Submittal Assistance- Contact ZHE Administrative Assistant at 924-3894
- Templates for justifications and authorizations

Step 3) Gather Required Materials to Ensure a Complete Application*
- Letter of Authorization (if required)
- Proof Of Electronic Or Certified Mailing Of Neighborhood Association Meeting Request
- Proof Of Neighborhood Association Meeting, Or Documentation Of Good Faith Effort
- Photos (Site And Existing Structure)
- Sketch Plan
- Relevant IDO Section And Zone Atlas Page Received In Step 1
- Justification Letter That Addresses All Required Criteria
- Sign Posting Agreement
- Payment Of Fees
- **Note for Conditional Use Applications:** If a Conditional Use request either crosses an existing lot line or is requested for a lot proposed to be divided, a sketch plan of the proposed lot configuration and how it relates to nearby buildings and abutting and/or adjacent properties is required. Please provide an explanation of how the new configuration relates to the Conditional Use request. A request must be submitted for each lot existing (and included in a proposed replat) at the time of application.

Step 4) Submit application form and required materials to suzannasanchez@cabq.gov
- Upon confirmation of completeness*****, a hearing date will be scheduled

==***PER IDO SECTION 14-16-4(G)(2) INCOMPLETE APPLICATIONS SHALL BE REJECTED.**==

NOTE: Please contact the ZHE Administrative Assistant at suzannasanchez@cabq.gov if you have questions.