

## Steps for Completing a Zoning Hearing Examiner Application

1. We strongly encourage you to schedule an appointment with a case planner to discuss your application and the process, by emailing [PlanningZHE@CABQ.gov](mailto:PlanningZHE@CABQ.gov)
2. Follow the instructions for completing an ABQ-PLAN application ([Conditional Use](#), [Variance](#), [Wall/Fence](#), Carport).
3. Carport, Variance, and Conditional Use Applications require emailed AND mailed notice. Wall/Fence only (without a variance) requires only emailed notice to Neighborhood Associations.

### Please carefully follow the below instructions:

- a. Public Notice to Neighborhood Associations
  - Obtain a list of Neighborhood Association Contacts provided by the Office of Neighborhood Coordination (ONC list), by submitting the request at the following website:  
  
<https://www.cabq.gov/office-of-neighborhood-coordination/notice-inquiry-sheet>  
  
*Please allow up to two days to receive the ONC list of Neighborhood Association contacts.*
  - Prepare an email with the following attachments, to be sent to all contacts shown on the ONC list:
    - [Official Public Notice](#) Form completed and signed
    - Justification Letter summarizing your request
    - [Zone Atlas Map](#) (or use the version obtained on the ONC form)
    - Drawings, elevations, or other illustrations of this request
  - Send the Email with all required attachments to all of the contacts on the ONC list (one email is sufficient, sent to all recipients at the same time).
  - **Please upload a copy of this email to your CABQ application or email it to [PlanningZHE@CABQ.gov](mailto:PlanningZHE@CABQ.gov) to request we upload it for you.**
- b. Mailed Notice to Property Owners within 100 feet.
  - Request a buffer map and mailing list of property owners by emailing your buffer map request to [plnbuffermaps@cabq.gov](mailto:plnbuffermaps@cabq.gov). Please include the address of your property.
  - Assemble a packet with the following documents:
    - [Official Public Notice](#) Form completed and signed
    - Justification Letter summarizing your request
    - [Zone Atlas Map](#) (or use the version obtained on the ONC form)
    - Drawings, elevations, or other illustrations of this request

**(Take a photo or scan the packet to be uploaded to your application)**

- Once the envelopes are stuffed, stamped and labeled, take a photo of the envelopes and upload to your application in ABQ-Plan or email to us at [PlanningZHE@cabq.gov](mailto:PlanningZHE@cabq.gov)