

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

PLEASE READ AND FOLLOW ALL STEPS IN ORDER TO SUBMIT A COMPLETE APPLICATION

Step 1) Initial Review – Contact Code Enforcement Specialists at 924-3850 (select 8# on keypad)

- Application for Special Exception
- Copy of relevant IDO section
- Criteria needed for justification
- Instructions for payment of *fees, electronic submittals and posting of signs

Step 2) Public Notice - Contact ZHE Administrative Assistant at suzannasanchez@cabq.gov

- Notification list and noticing instructions
- Letter of authorization (if owner has a representative)
- Schedule a Pre-Application Meeting (not required for a variance)

Step 3) Collect and Prepare Documents for Submittal – applicant must provide

- Copy of relevant IDO section
- Letter of authorization (if owner has a representative)
- Proof of a Pre-Application Meeting (not required for a variance)
- Proof of Electronic or Certified Mailing of Neighborhood Association Meeting Request
- Proof of Neighborhood Association Meeting, Neighborhood Association support and/or opposition, or proof the 15-day response period expired without reply
- Proof of Mailed Notice of Hearing to Public and Neighborhood Associations
- Photos (site and existing structure)
- Sketch plan
- Justification letter that addresses all required criteria
- **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 all documents listed in Step 3, by placing them into the zoning drop box at Plaza Del Sol along with your check for payment. Refer to Step 1 for electronic submittals.

*Fees are charged per request, per lot

NOTE: Some processes may be modified due to Covid-19. Please contact the ZHE Administrative Assistant at suzannasanchez@cabq.gov if you have questions.