



## OFFICE OF THE ZONING HEARING EXAMINER

### NEIGHBORHOOD MEETING REQUIREMENTS

- Send a certified letter or email invitation to each Neighborhood Association at least 15 days before the application deadline listed on the Zoning Hearing Examiner Calendar  
**INCLUDE RETURN RECEIPT OR "SENT" TIMESTAMP WITH YOUR APPLICATION**
- If no response in 15 days you may advertise the hearing date via Public Notice
- If the Neighborhood Association chooses to meet
  - Provide information about the proposed project to attendees
  - Provide sign-in sheet, location, date, time, and summary of discussion with your application

YOU MAY USE THE ATTACHED FORM FOR YOUR NEIGHBORHOOD MEETING REQUEST

### PUBLIC NOTICE REQUIREMENTS

- Mail a Notice of Hearing to Neighborhood Associations and all owners of property within 100 feet at least 15 consecutive days before a monthly public meeting or hearing  
**INCLUDE COPY OF YOUR NOTICE, LIST OF ADDRESSES, AND FIRST CLASS MAIL RECEIPT WITH YOUR APPLICATION**
- Send an electronic notice to the Neighborhood Associations  
**INCLUDE COPY OF YOUR NOTICE, LIST OF ADDRESSES, AND "SENT" TIMESTAMP WITH YOUR APPLICATION**

YOU MAY USE THE ATTACHED FORM FOR YOUR NEIGHBORHOOD AND PUBLIC NOTICE OF HEARING

**REQUEST FOR NEIGHBORHOOD MEETING**

Date: \_\_\_\_\_

To Whom This May Concern:

I am requesting approval from the Zoning Hearing Examiner within the City of Albuquerque for a conditional use or variance to allow \_\_\_\_\_

\_\_\_\_\_ (summary of request).

Property owner \_\_\_\_\_

Agent if applicable \_\_\_\_\_

Property Address \_\_\_\_\_, Albuquerque, NM, \_\_\_\_\_ (zip code).

This letter is an offer to meet with you to provide additional information. If you wish to meet, please respond within 15 days. If you do not want to meet, or you support the proposal, please let me know.

Thank you,

Applicant Name \_\_\_\_\_

Email \_\_\_\_\_

Phone Number \_\_\_\_\_

The City may require the applicant to attend a City-sponsored facilitated meeting with the Neighborhood Associations whose boundaries include or are adjacent to the proposed project, based on the complexity and potential impacts of a proposed project. For more information, please contact the ZHE Administrative Assistant Suzie Sanchez at 505-924-3894 or [suzannasanchez@cabq.gov](mailto:suzannasanchez@cabq.gov).

Please note: "You may submit written comments to the Zoning Hearing Examiner up to 6 days before the hearing (5pm on the Wednesday before the hearing). Written comments received after that deadline will not be taken into consideration for this application.

**PUBLIC NOTICE OF HEARING**

Date: \_\_\_\_\_

To Whom This May Concern:

I am requesting approval from the Zoning Hearing Examiner within the City of Albuquerque for a conditional use or variance to allow \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (summary of request).

Property owner \_\_\_\_\_  
Agent if applicable \_\_\_\_\_  
Property Address \_\_\_\_\_, Albuquerque, NM, \_\_\_\_\_ (zip code).

A Hearing will be held on \_\_\_\_\_(date), \_\_\_\_\_(year) beginning at 9:00AM at the Plaza Del Sol Hearing Room, Basement Level on 600 Second Street, NW in Albuquerque, NM.

Please contact me with questions pertaining to this request.

Thank you,

Applicant Name \_\_\_\_\_

Email \_\_\_\_\_

Phone Number \_\_\_\_\_

For more information, please contact the ZHE Administrative Assistant Suzie Sanchez at 505-924-3894 or [suzannasanchez@cabq.gov](mailto:suzannasanchez@cabq.gov).

Please note: "You may submit written comments to the Zoning Hearing Examiner up to 6 days before the hearing (5pm on the Wednesday before the hearing). Written comments received after that deadline will not be taken into consideration for this application.