

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.

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.

[Note: Items with an asterisk (*) are required.]

Neighborhood Meeting Request for a Proposed Project in the City of Albuquerque

Date of Request*: _____

This request for a Neighborhood Meeting for a proposed project is provided as required by Integrated Development Ordinance (IDO) [Subsection 14-16-6-4\(K\) Public Notice](#) to:

Neighborhood Association (NA)*: _____

Name of NA Representative*: _____

Email Address* or Mailing Address* of NA Representative¹: _____

The application is not yet submitted. If you would like to have a Neighborhood Meeting about this proposed project, please respond to this request within 15 days.²

Email address to respond yes or no: _____

The applicant may specify a Neighborhood Meeting date that must be at least 15 days from the Date of Request above, unless you agree to an earlier date.

Meeting Date / Time / Location:

Project Information Required by [IDO Subsection 14-16-6-4\(K\)\(1\)\(a\)](#)

1. Subject Property Address* _____
Location Description _____
2. Property Owner* _____
3. Agent/Applicant* [if applicable] _____
4. Application(s) Type* per IDO [Table 6-1-1](#) [mark all that apply]
 - ☐ Conditional Use Approval
 - ☐ Permit _____ (Carport or Wall/Fence – Major)
 - ☐ Site Plan
 - ☐ Subdivision _____ (Minor or Major)

¹ Pursuant to [IDO Subsection 14-16-6-4\(K\)\(5\)\(a\)](#), email is sufficient if on file with the Office of Neighborhood Coordination. If no email address is on file for a particular NA representative, notice must be mailed to the mailing address on file for that representative.

² If no one replies to this request, the applicant may be submitted to the City to begin the review/decision process.

[Note: Items with an asterisk (*) are required.]

- ☐ Vacation _____ (Easement/Private Way or Public Right-of-way)
- ☐ Variance
- ☐ Waiver
- ☐ Zoning Map Amendment
- ☐ Other: _____

Summary of project/request^{3*}:

5. This type of application will be decided by^{*}: ☐ City Staff
OR at a public meeting or hearing by:
☐ Zoning Hearing Examiner (ZHE) ☐ Development Review Board (DRB)
☐ Landmarks Commission (LC) ☐ Environmental Planning Commission (EPC)
☐ City Council
6. Where more information about the project can be found^{*4}:

Project Information Required for Mail/Email Notice by [IDO Subsection 6-4\(K\)\(1\)\(b\)](#):

1. Zone Atlas Page(s)^{*5} _____
2. Architectural drawings, elevations of the proposed building(s) or other illustrations of the proposed application, as relevant^{*}: Attached to notice or provided via website noted above
3. The following exceptions to IDO standards will be requested for this project^{*}:

- ☐ Deviation(s) ☐ Variance(s) ☐ Waiver(s)

N/A

Explanation:

4. An offer of a Pre-submittal Neighborhood Meeting is required by [Table 6-1-1](#)^{*}: ☐ Yes ☐ No

³ Attach additional information, as needed to explain the project/request. Note that information provided in this meeting request is conceptual and constitutes a draft intended to provide sufficient information for discussion of concerns and opportunities.

⁴ Address (mailing or email), phone number, or website to be provided by the applicant

⁵ Available online here: <http://data.cabq.gov/business/zoneatlas/>

[Note: Items with an asterisk (*) are required.]

5. **For Site Plan Applications only***, attach site plan showing, at a minimum:

- ☐ a. Location of proposed buildings and landscape areas.*
- ☐ b. Access and circulation for vehicles and pedestrians.*
- ☐ c. Maximum height of any proposed structures, with building elevations.*
- ☐ d. **For residential development***: Maximum number of proposed dwelling units.
- ☐ e. **For non-residential development***:
 - ☐ Total gross floor area of proposed project.
 - ☐ Gross floor area for each proposed use.

Additional Information:

1. From the IDO Zoning Map⁶:

- a. Area of Property [typically in acres] _____
- b. IDO Zone District _____
- c. Overlay Zone(s) [if applicable] _____
- d. Center or Corridor Area [if applicable] _____

2. Current Land Use(s) [vacant, if none] _____

Useful Links

Integrated Development Ordinance (IDO):

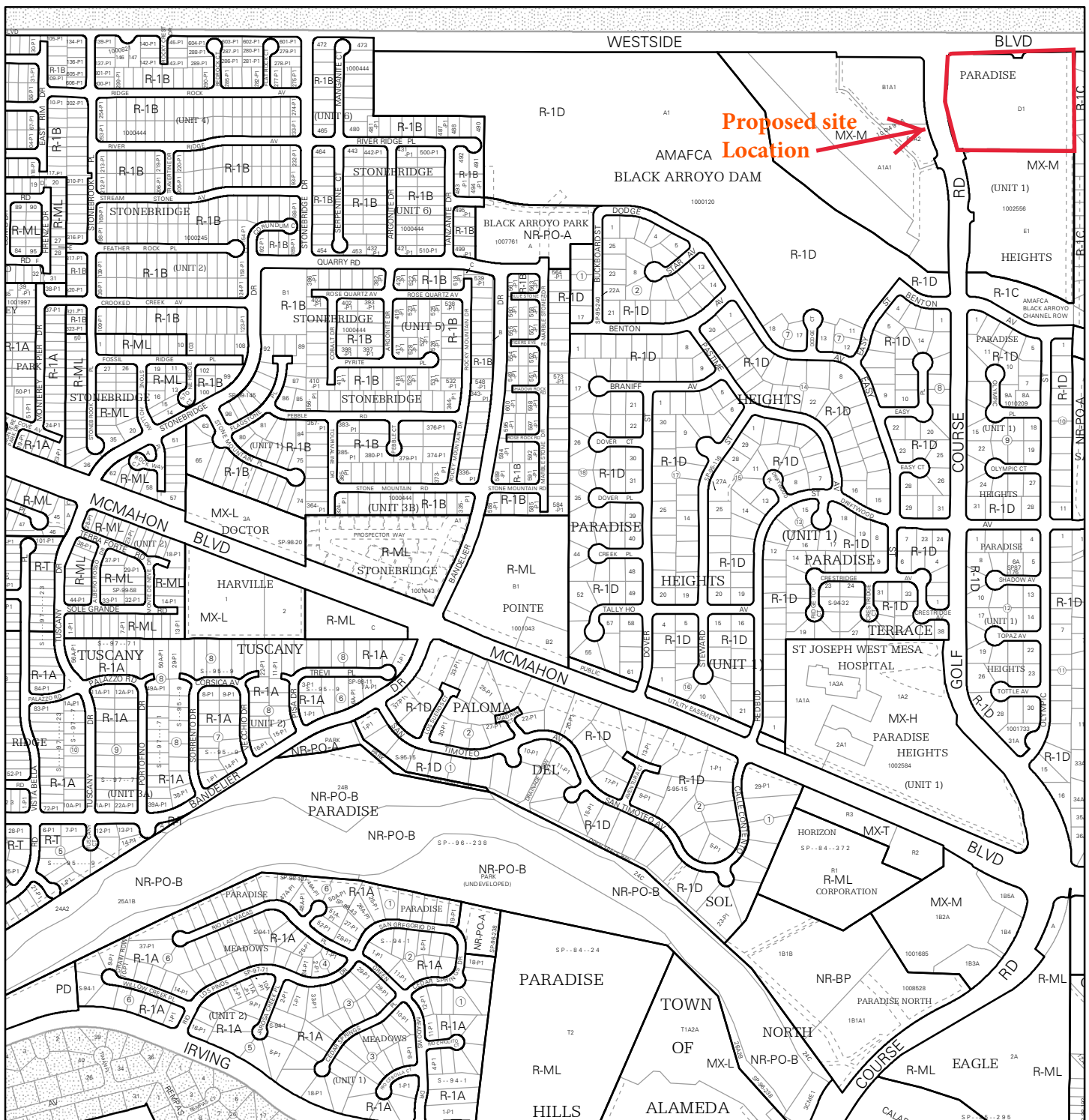
<https://ido.abc-zone.com/>

IDO Interactive Map

<https://tinyurl.com/IDOzoningmap>

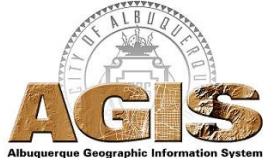
Cc: _____ [Other Neighborhood Associations, if any]

⁶ Available here: <https://tinurl.com/idozoningmap>

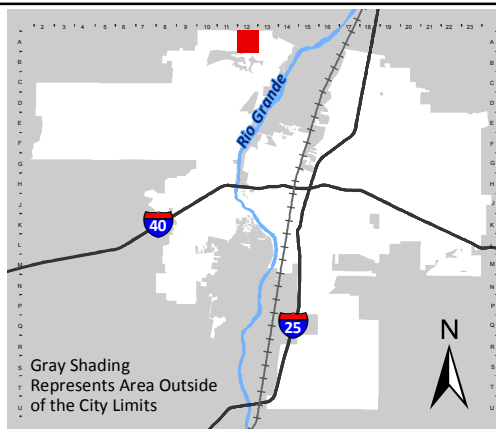


For more details about the Integrated Development Ordinance visit: <http://www.cabq.gov/planning/codes-policies-regulations/integrated-development-ordinance>

IDO Zone Atlas May 2018



IDO Zoning information as of May 17, 2018
The Zone Districts and Overlay Zones
are established by the
Integrated Development Ordinance (IDO).

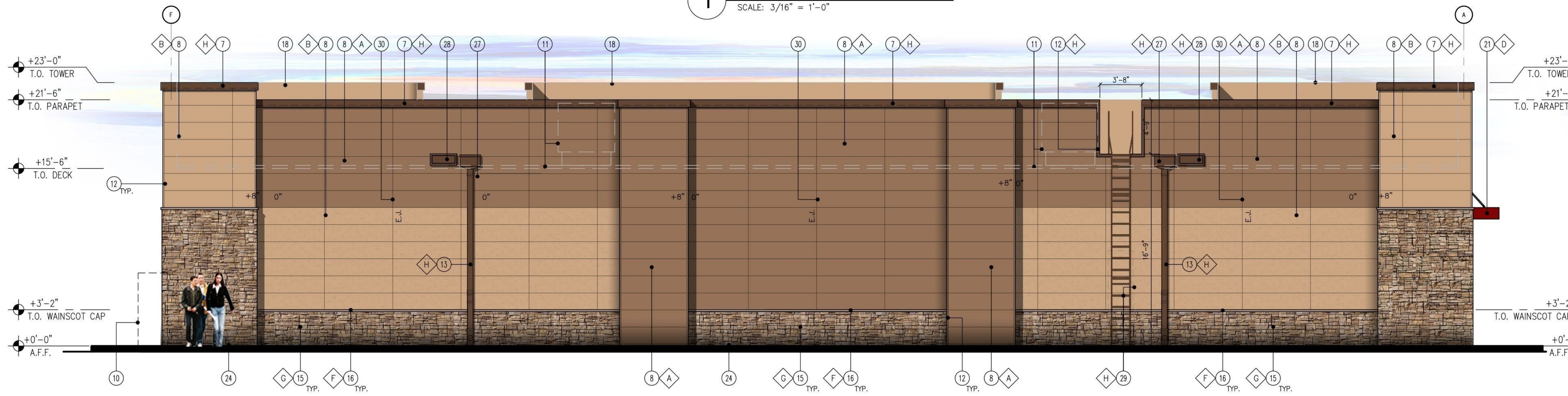


Zone Atlas Page:
A-12-Z

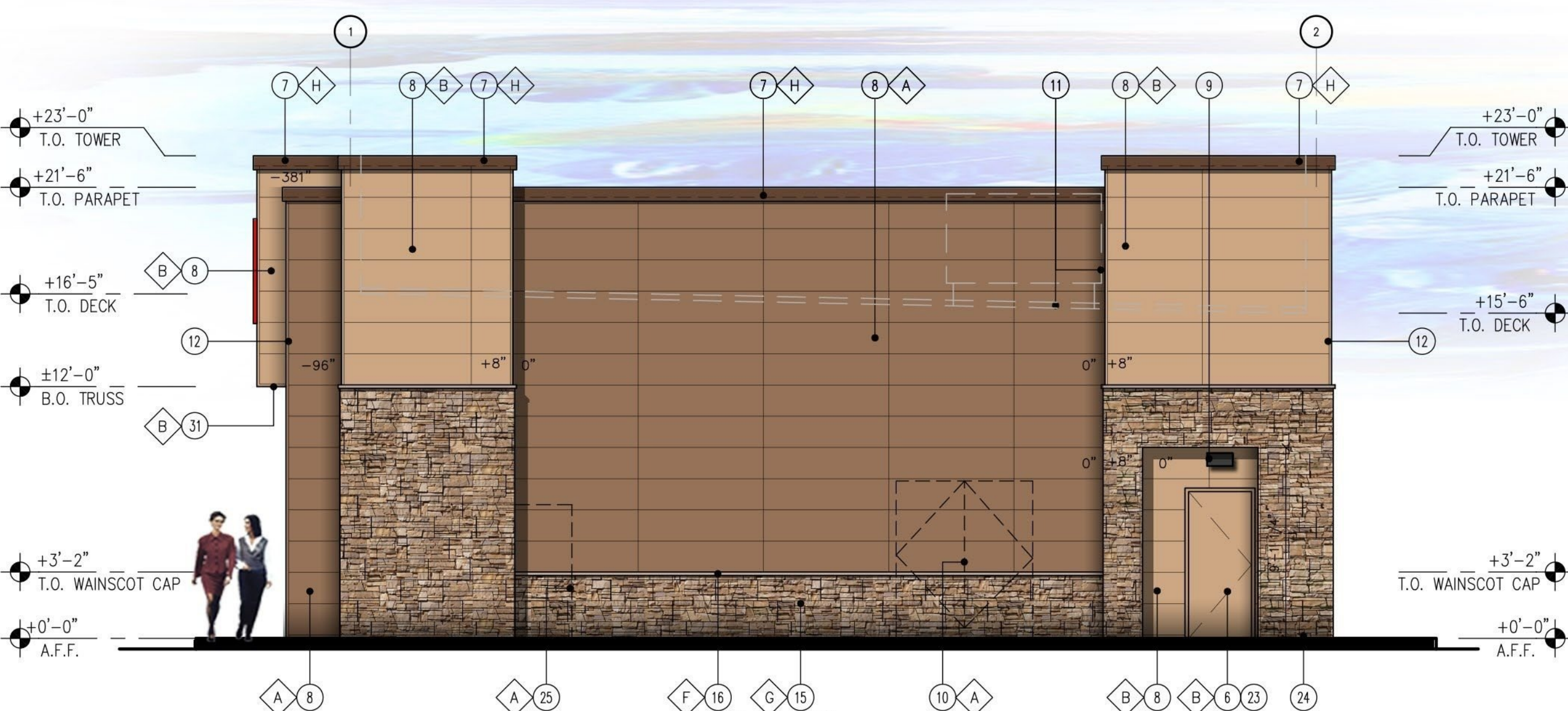
- Easement
 - Escarpment
 - Petroglyph National Monument
 - Areas Outside of City Limits
 - Airport Protection Overlay (APO) Zone
 - Character Protection Overlay (CPO) Zone
 - Historic Protection Overlay (HPO) Zone
 - View Protection Overlay (VPO) Zone
- Gray Shading
Represents Area Outside
of the City Limits
- 0 250 500 1,000 Feet



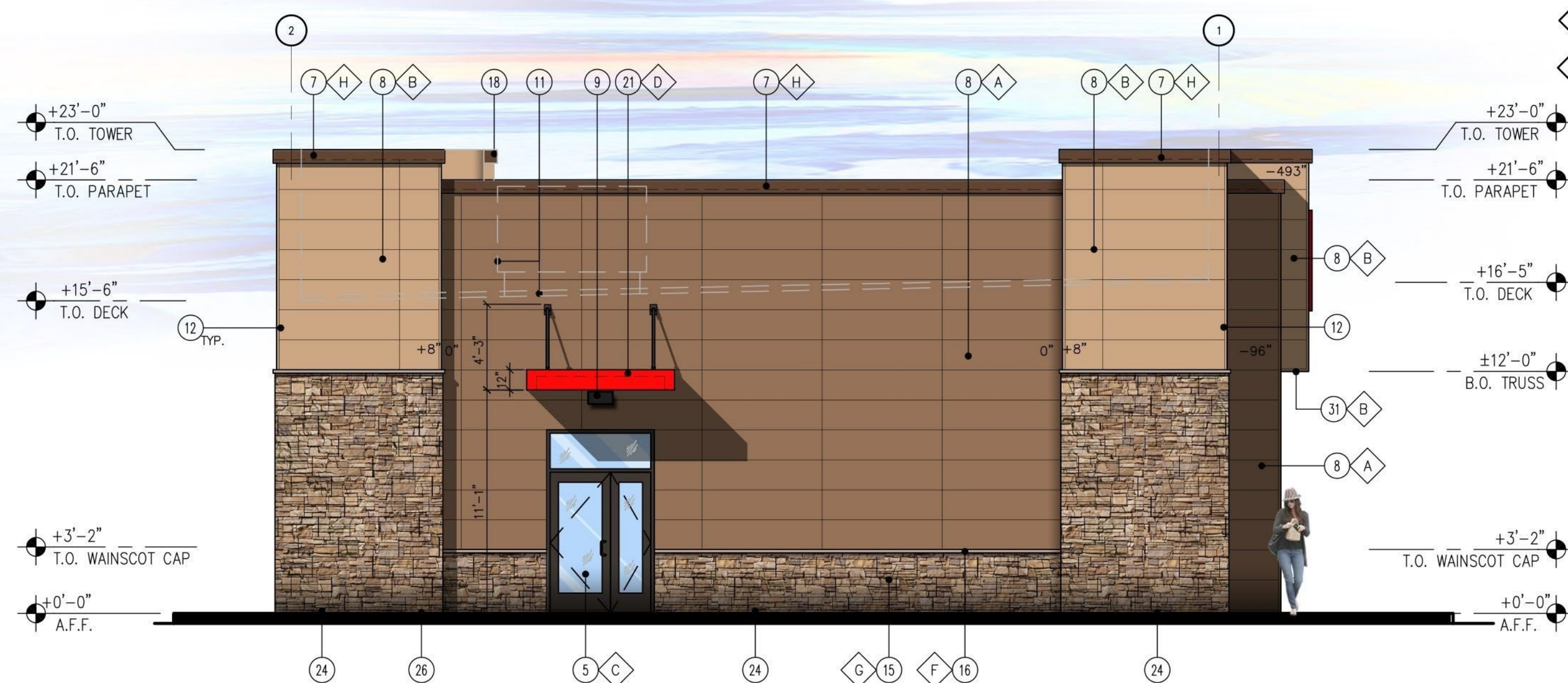
1 FRONT ELEVATION (NORTH)
SCALE: 3/16" = 1'-0"



2 BACK ELEVATION (SOUTH)
SCALE: 3/16" = 1'-0"



3 SIDE ELEVATION (WEST)
SCALE: 3/16" = 1'-0"



4 SIDE ELEVATION (EAST)
SCALE: 3/16" = 1'-0"

KEY NOTES

1. STEEL COLUMN WRAP WITH BREAK METAL
2. LINE OF CANOPY / SOFFIT
3. DARK BRONZE ANODIZED WINDOW FRAME W/ GRAY TINTED GLASS PER SOLARBAN SOLARGRAY SPECS. SEE GLAZING SCHEDULE ON SHEET A6.0
4. INTERNALLY ILLUMINATED SIGN (UNDER SEPARATE PERMIT)
5. DARK BRONZE ANODIZED DOOR W/ GRAY TINTED GLASS STOREFRONT SYSTEM
6. SERVICE DOOR, PAINT TO MATCH SURROUNDING WALL
7. PRE-FINISHED METAL COPING
8. NICHHA FIBER CEMENT WALL PANEL SYSTEM
9. WALL MOUNTED LIGHT FIXTURE, COLOR: BLACK. SEE ELECTRICAL PLAN
10. SES PANEL LOCATION. SEE ELECTRICAL PLAN
11. ROOF LINE AND HVAC UNITS
12. 1-1/2" STAINLESS STEEL CORNER KEY EDGE, TYP. TO ALL CORNERS
13. DOWNSPOUT, RE: PLUMBING PLAN
14. ADDRESSING LOCATION: 8" TALL INCH BLACK NUMBERS. FINAL AREA LOCATION TO BE DETERMINED BY FIRE DEPARTMENT.
15. 1 3/8" THK. X 6" NICHHA KURASTONE HIGH FIBER CEMENT WAINSCOT
16. 1-1/2" HIGH NICHHA FIBER CEMENT CAP INSTALL PER MFR. SPECS.
17. NICHHA ESSENTIAL "OVERHANG" FLASHING
18. PARAPET WALL BEYOND
19. (KNOX) KEY-BOX AT 6'-0" AFF (IF REQUIRED BY FIRE DEPARTMENT)
20. FIRE DEPARTMENT CONNECTION (IF REQUIRED)
21. ALUMINUM AWNING WITH SUPPORT RODS ABOVE THE SIDE ENTRY DOOR BY CIRCLE K VENDOR. PROVIDE BLOCKING IN EXTERIOR WALL FOR AWNING AND SUPPORTS
22. EMERGENCY FUEL SHUT-OFF SWITCH, REFER TO SHEET F1.0 - FUEL PIPING FLOOR PLAN
23. INSULATED METAL DOOR
24. NICHHA ESSENTIAL "STARTER" FLASHING
25. CO2 TANK WITH METAL LOUVERED CONTAINER
26. EXTERIOR FINISH TO EXTEND ABOVE SIDEWALK/GRADE, SEE DET. 8/AB.1 & 11/AB.1
27. LEADER BOX. SEE PLUMBING DWGS.
28. EMERGENCY OVERFLOW SCUPPER. SEE PLUMBING DWGS.
29. METAL ROOF ACCESS LADDER WITH SECURITY DOOR LADDER GUARD MODEL # LG6 C1 P2 BY COTTERMAN
30. CONTROL/EXPANSION JOINT "E.J." LOCATION, SEE DETAIL 5/AB.1
31. HARDIESOFFIT FIBER CEMENT PANELS. SEE DETAIL 2/AB.3

FINISH SCHEDULE

- A - ***NICHHA TUFF BLOCK - COLOR TO MATCH #SW 6095 TOASTY
- B - ***NICHHA TUFF BLOCK - COLOR TO MATCH #SW 6115 TOTALLY TAN
- C - 1" INSULATED, DOUBLE PANED GRAY TINTED GLASS
- D - *SHERWIN WILLIAMS #SW 4081 - **SAFETY RED
- E - *SHERWIN WILLIAMS #SW 7005 - CIRCLE K WHITE
- F - ***NICHHA CHISELED SILL TAN
- G - ***NICHHA LEDGESTONE BLUFF
- H - *SHERWIN WILLIAMS #SW 6090 - JAVA - FIRESTONE MANSARD BROWN SR (USE FOR PRE-FINISHED METAL COPING)
- I - CIRCLE K ORANGE #PMS 144
- J - ***NICHHA TUFF BLOCK - COLOR TO MATCH #SW 4081

* USE SHERWIN WILLIAMS MANUFACTURER ONLY
** COLOR TO BE PRE-ORDERED TO ENSURE AVAILABILITY AT TIME OF CONSTRUCTION
*** PURCHASED BY CIRCLE K/INSTALLED BY G.C. G.C. TO COORDINATE WITH CK PM AND OWNER'S REP circlek@nichha.com

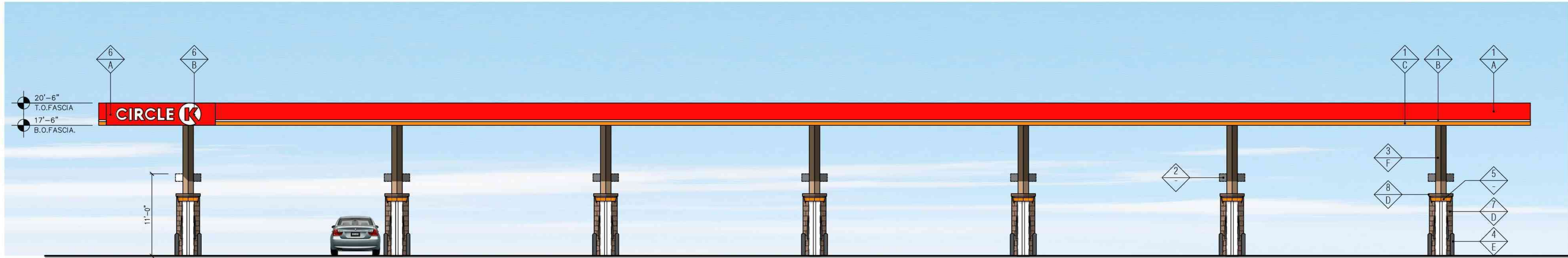


3 "SIDE" ELEVATION (WEST)
SCALE: 1/8" = 1'-0"

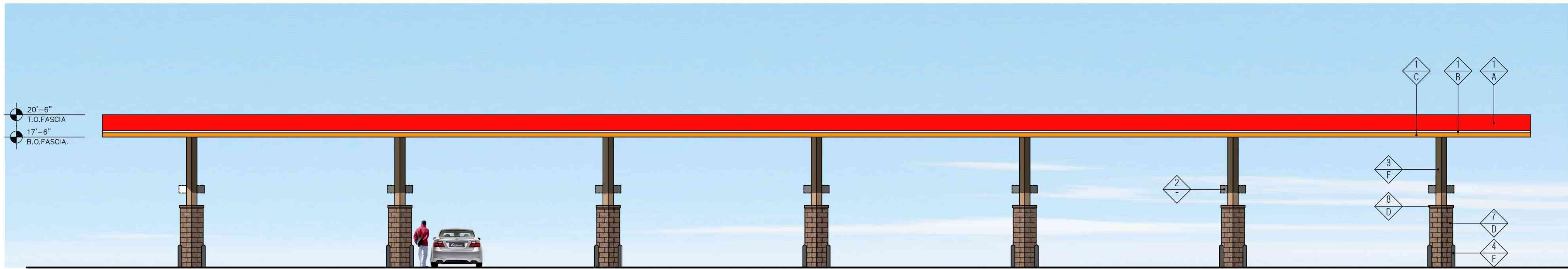
4 "SIDE" ELEVATION (EAST)
SCALE: 1/8" = 1'-0"

FINISH SCHEDULE	
FINISH MATERIAL	
1	ACM PANEL "TEX-COTE"
2	COLUMN FLAGS BY SIGNAGE VENDOR
3	STEEL COLUMN WITH PAINT FINISH
4	6" Ø BOLLARD, 36" HIGH
5	FUEL PUMP
6	INTERNALLY ILLUMINATED SIGN UNDER SEPARATE PERMIT
7	4X8X16 CMU VENEER, SPLIT FACE, GROUTED TO MATCH CMU COLOR
8	4X8X16 SOLID CMU CAP, INSTALL PER MFR. SPECS.
FINISH COLOR	
A	CIRCLE K RED #PMS 485
B	CIRCLE K WHITE
C	CIRCLE K ORANGE #PMS 144
D	SUPERLITE BLOCK SPLITFACE CMU - "BOOT BROWN"
E	PVC BOLLARD SLEEVE "DARK GRAY"
F	SHERWIN WILLIAMS - SW6115 - TOTALLY TAN

Notes:
1. Colors shown on these elevations are for illustration purposes only. For actual colors, refer to manufacturer's samples.
2. The fascia panels are pre-finished by signage vendor.
3. All signs require a separate submittal.
4. All lighting on canopy to be flush mounted with fascia.



2 "FRONT" ELEVATION (NORTH)
SCALE: 1/8" = 1'-0"



1 "REAR" ELEVATION (SOUTH)
SCALE: 1/8" = 1'-0"