APPLICATION FOR SPECIAL EXCEPTION
CITY OF ALBUQUERQUE, PLANNING DEPARTMENT

Office of the Zoning Hearing Examiner
600 2nd Street, NW, Suite 300, 87102
505.924.3918

APPLICATION INFORMATION–PLEASE PRINT

PROFESSIONAL / AGENT NAME (FIRST, LAST): Steven Irwin Sacks Trustee, JUDY TALLEY
MAILING ADDRESS: 1001 Gold AVE SW
CITY: ABQ STATE: NM ZIP CODE: 87102

TELEPHONE (INCLUDE AREA CODE)
(H) 505-224-9508
(W) 505-842-0776
(C) 505-453-4788

OWNER NAME (FIRST, LAST–IF ANY): SAME AS ABOVE
MAILING ADDRESS: 601 11TH ST NW
CITY: ABQ STATE: NM ZIP CODE: 87102

(H) ___-___-____
(W) ___-___-____
(C) ___-___-____

LEGAL DESCRIPTION OF PROPOSED SPECIAL EXCEPTION–PLEASE PRINT

STREET ADDRESS OF SPECIAL EXCEPTION: 1001 Gold AVE. SW ABQ NM
ZIP CODE: 87102
LOT(S): 13 + 14, 8H
TRACT(S):
BLOCK(s): 2
SUBDIVISION / ADDITION / MRGCD MAP NO: Reynolds ADDN ~~Bern. City NM~~
UNIFORM PROPERTY CODE: 1-013-057-473-437-13906

CRITERIA FOR DECISION– I have been given the Criteria for Decision requirements. Initial Here _____

EXPLANATION OF REQUEST– On additional sheet(s) of paper, please state why you want this Special Exception, based on the Criteria for Decision Requirements.

DRAWINGS OF REQUEST– **ATTACH THREE (3) COPIES.** Please follow instructions on the back of this form and attach the appropriate drawings.

ACKNOWLEDGEMENT– I hereby acknowledge that, to the best of my knowledge, this application is correct and complete and that I have received one or more signs that I have agreed to post and maintain as provided and where instructed. I understand that failure to properly post sign(s) is grounds for deferral of my case

SIGNATURE _____ DATE _____

ZONING ENFORCEMENT OFFICE INTERNAL USE ONLY

ZHE 2009080390

PROJECT #: 1008075

APPLICATION #: 09 ZHE 80390

APPLICATION FOR: (CHECK AS APPROPRIATE)
- ☐ (ZHE01) Conditional Use
- ☐ (ZHE02) Expansion of a NonConforming Use
- ☒ (ZHE03) NonConforming Use / Status Established Building
- ☐ (ZHE04) Variance: ☐ Distance ☐ Setback ☐ Height ☐ Parking ☐ Size ☐ Other

SECTION NO P. 14 MFR REFERENCE SECTION NO: 14-16-3-4

(LEGAL AD) ACTION DESCRIPTION: A request for status established building

SECTOR DEVELOPMENT AREA: Huning Castle Reynolds

ZONED SU-2 MFR ZONE MAP PAGE: K-13 NO. OF SIGNS ISSUED: 2

POST SIGN(S) / STREET ADDRESS OF PROPOSED SPECIAL EXCEPTION: 1001 Gold Ave SW

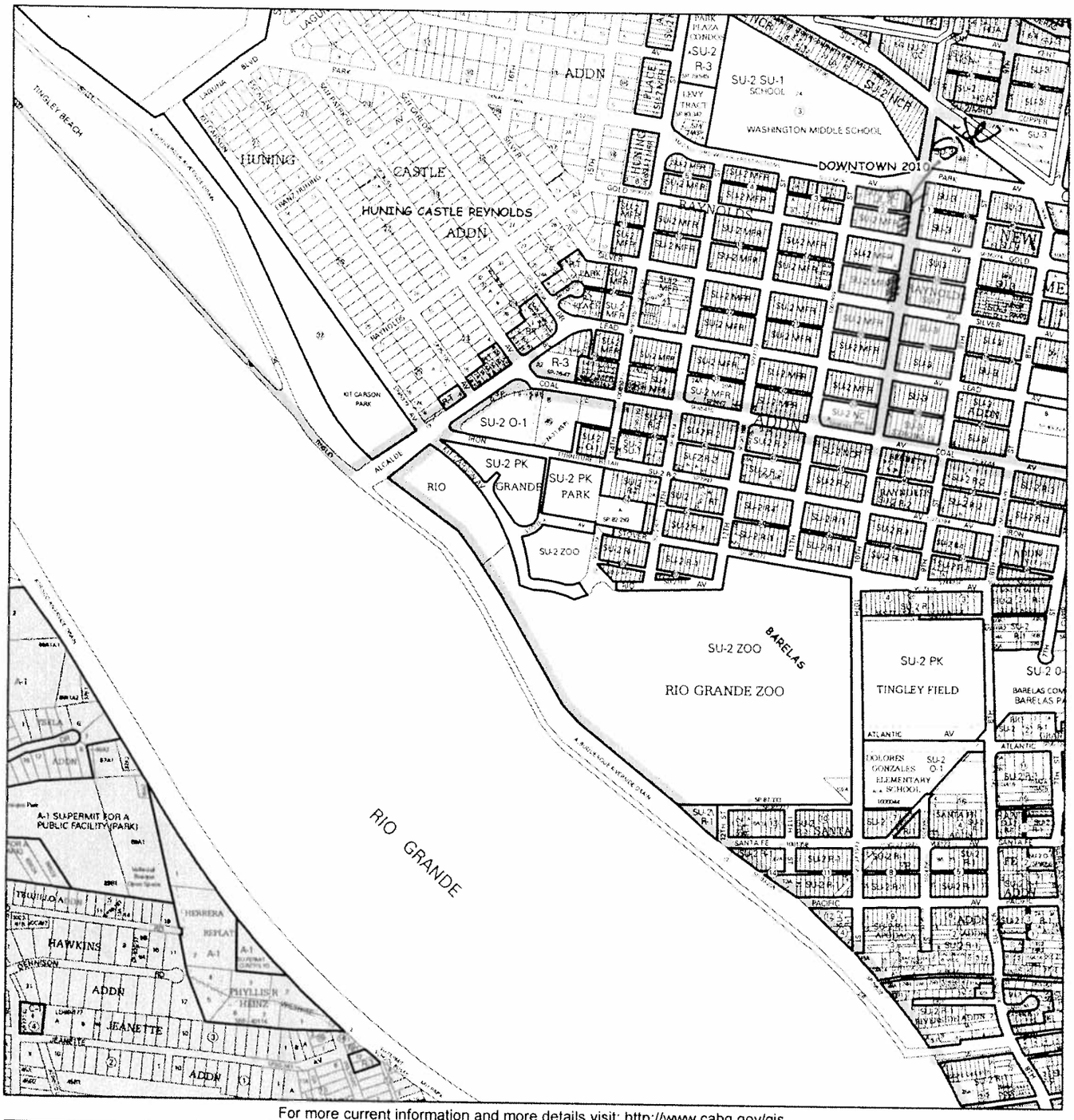
APPLICATION RECEIVED BY Z E O (PRINT FULL NAME): Roberta Shaw DATE: 11/18/09

DATE OF PUBLIC HEARING: 01-19-10

City Of Albuquerque
Treasury Division
11/18/2009 11:18:40 AM
WS# 008 TRANS# 0026
RECEIPT# 00[illegible]
PERMIT# 2009080390 TRSASR
Trans Amt $145.00
APN Fee $35.00
Conflict Manag. Fee $10.00
ZHE Actions $100.00
CK $145.00
CHANGE $0.00
Thank You

FEE: $ 145.00

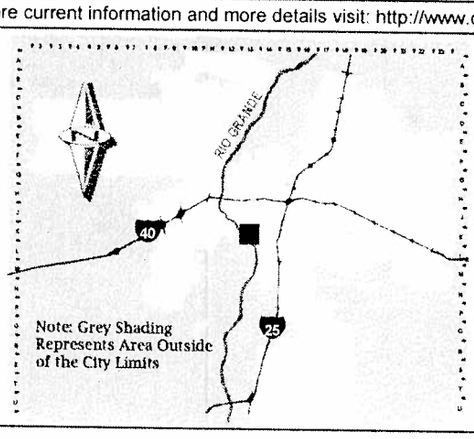
(APN) 441018 / 4971000 $ ANNX 35.00
(CMP) 441032 / 3424000 $ 10.00
(ZHE) 441006 / 3451000 $ 100.00



For more current information and more details visit: http://www.cabq.gov/gis

AGIS
Albuquerque Geographic Information System

Map amended through: 3/10/2009



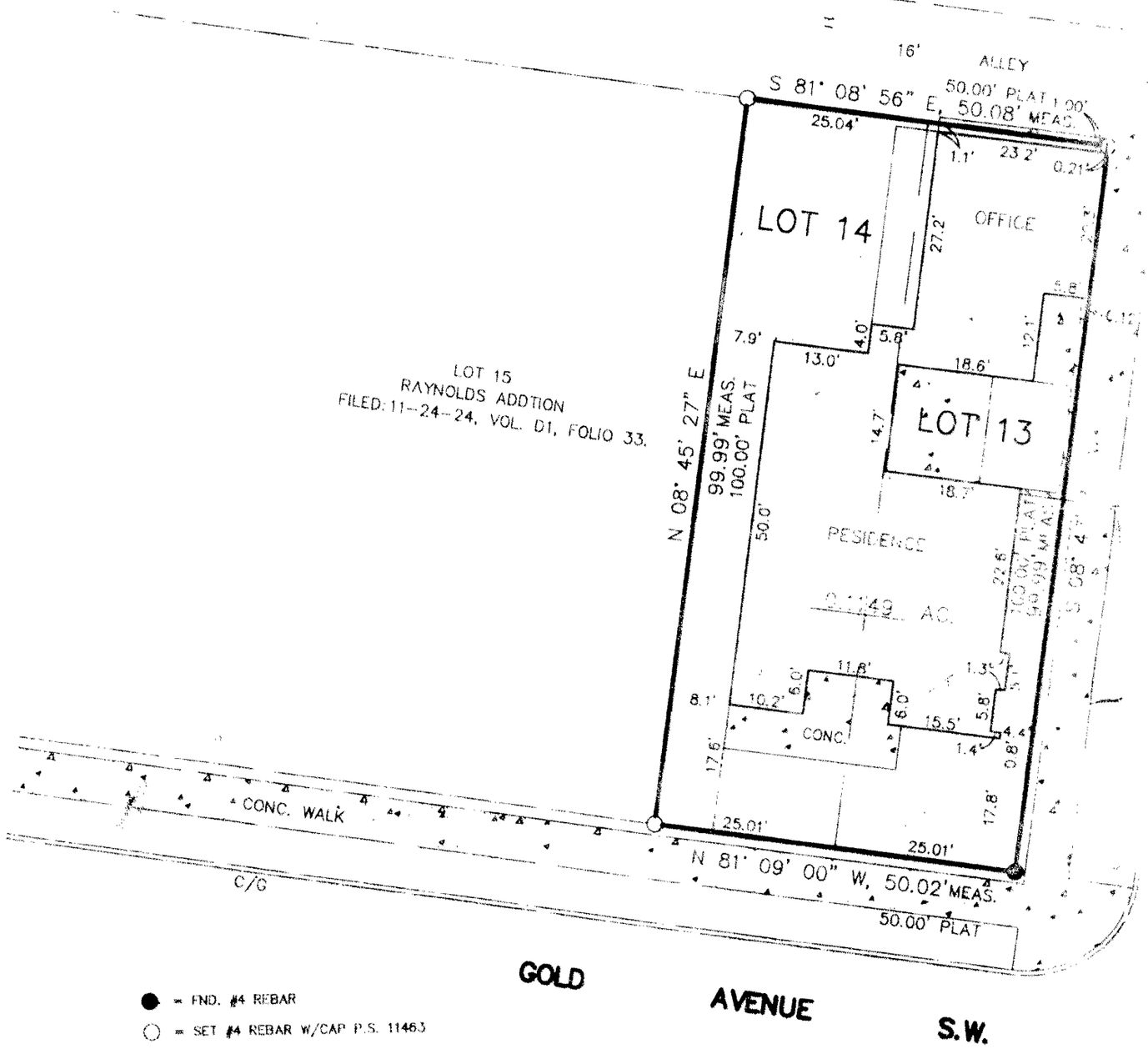
Zone Atlas Page:

K-13-Z

Selected Symbols

SECTOR PLANS
Design Overlay Zones
City Historic Zones
H-1 Buffer Zone
Petroglyph Mon.
Escarpment
2 Mile Airport Zone
Airport Noise Contours
Wall Overlay Zone

0 750 1,500 Feet



GOLD1001.DWG(09/95)

STEVEN I. SACKS, MD
JUDY E. TALLEY, MA,LPCC
1001 GOLD AVE. SW
ALBUQUERQUE, NM 87102
505-842-0776 Fax: 505-248-1582

November 17, 2009

City of Albuquerque, Planning Dept.
Office of Zoning Hearing Examiner
600 2nd ST. NW Ste. 300
Albuquerque, NM 87102

Re: Application for Special Exemption

To Whom it may concern,

As owners of the property located at 1001 Gold Ave. SW, Albuquerque, NM, we are requesting a STATUS ESTABLISHED BUILDING EXCEPTION(for the lifetime of the structure) for the offices located in this building. Our building has been continuously used as offices since the 1950's. We have continued this usage since we purchased the building in 1995.

See enclosed the following attachments:

1. Add establishing 213 10th ST. SW, which is part of 1001 Gold's property as a dental office, provided to us by your zoning office.

2. Huning Castle & Raynolds Addition Neighborhood Sector Development Plan.

3. Map 4 (existing land use dated March 1980).

4. Map 5 (existing zoning dated October 1980.

5. Three copies of the site plan for lots 13 & 14 Raynolds addition.

6. The application.

Information provided your zoning department clearly stated that since 1980 nothing has been updated and therefore we are basing our request as a continuation of its commercial building status.

Sincerely,

Steven I. Sacks, MD

Judy E. Talley, MA,LPCC

on the adjacent neighborhood in terms of traffic, noise, and litter are not allowed. Height, setback, density, and landscaping guidelines are intended to insure that new development will be in scale with existing development on Central Avenue and have a minimum impact on the adjacent neighborhood.

Major institutions in the area should be rezoned for special use. It is recommended that the zoning of the Washington Middle School be changed from R-3 to SU-1 for a school. Other maior institutions should be rezoned as follows: Albuquerque Country Club (SU-1 for a country club and golf course), Albuquerque Little Theatre (SU-1 for a Little Theatre), and the Knights of Columbus Offices at 14th Street and Coal Avenue (SU-1 for a fraternal organization). This zone requires site plan approval for new development. Site plan review is necessary for large parcels of land because of the impact any development would have on the surrounding area.

Proposed zoning is as shown on Map 6. Requirements for the SU-2, Special Neighborhood Zone are as follows:

SU-2, Special Neighborhood Zone

MFR Multi-Family Residential Zone. This zone shall be the same as the R-2 Residential Zone in the Comprehensive City Zoning Code with the following exceptions:

1. Height. Structures shall not exceed 26 feet in height, except as provided in Section 40.C of the Comprehensive City Zoning Code.

2. Lot Size. Minimum lot area shall be 6,000 square feet, except house and townhouse lots shall be as provided in the R-T zone of the Comprehensive City Zoning Code.

3. Off-Street Parking.
   a. Off-street parking shall be provided at the rear of property, with access from the alley. Existing garages and driveways may count toward the parking requirement.
   b. The off-street parking requirement for each dwelling is one space per bath but not less than one and one-fourth spaces. Otherwise, requirements of Section 40.A of the Comprehensive City Zoning Code shall apply.

4. Usable Open Space.
   a. Usable open space shall be provided in an amount equal to 400 square feet for each efficiency or one-bedroom dwelling unit, 500 square feet for each two-bedroom dwelling unit, and 600 square feet for each dwelling unit containing three or more bedrooms.
   b. When two or more dwelling units are hereafter constructed on any given lot, the development shall include landscaping of the ground-level usable open space according to a landscaping plan approved by the Zoning Enforcement Officer prior to issuance of a building permit. Landscaping shall be consistent with the character of the surrounding area, including grass, lawn, shrubs, and street trees. Southwestern style landscaping shall not necessarily be considered consistent with the character of the Raynolds Addition.

§ 14-16-3-4 NONCONFORMANCE REGULATIONS.

(A) ***Nonconforming Building or Structure.***

(1) Removal schedule for buildings and structures which did not violate applicable Zoning Regulations when erected.

(a) Buildings.

1. A building which is non-conforming as to use must be removed or converted to a conforming structure, or approved to maintain its nonconforming use as a status established building, in the following periods for types of buildings as defined in the 1959 edition of the City's Building Code, except as qualified by division 2. below:

a. Types I and II, 60 years;
b. Types III and IV, 53 years;
c. Type V, 53 years.

2. Any adult amusement establishment or adult store that was in conformance with the Zoning Code on March 1, 2004, that becomes a nonconforming use as a result of the 2004 adult use amendments to the Zoning Code shall be allowed to continue to exist as a nonconforming use for the life of the use. Any adult amusement establishment or adult store that was nonconforming as of March 1, 2004 under the Zoning Code must cease the adult activity within five years from the effective date of this amendment or by January 1, 2010, whichever is later.

(b) A sign which on December 31, 1975 was legally nonconforming to the provisions of Commission Ordinance No. 2726, as amended, shall:

1. Be made to conform to this Zoning Code or be removed within five years after it became nonconforming; or

2. Conform to this Zoning Code by January 1, 1979, whichever is a longer time period.

(c) A sign which first became nonconforming through passage of this Zoning Code, including a sign approved under the SU-1 zone which does not conform to C-2 sign regulations and § 14-16-3-5 of this Zoning Code, shall be made to conform within five years of the effective date of this Zoning Code, except:

1. Any sign which violates the brightness regulations of this Zoning Code shall be made to conform as to brightness within one year of the effective date of this Zoning Code.

2. For five years after the effective date of this Zoning Code, any signs on wheels, in use in the city on the effective date of this Zoning Code, may be moved to a new site in a C-2, C-3, M-1, or M-2 zone, even though it violates the sign regulations listed in that zone. Such sign shall comply with all parts of this section. Five years after the effective date of this Zoning Code, such sign shall conform to all parts of this Zoning Code. Such sign shall bear a special seal of compliance, as set forth in § 14-16-3-5(A)(4) of this Zoning Code.

(10) The nonconforming use may be changed to another use equally or more restrictive than the immediately preceding nonconforming use provided, however, that this subsection shall apply to the use of a status established building only after the equal or more restrictive use has been approved in accordance with the Status Established Building Review Procedures set forth in Part 4 herein.

(11) Helipads, law enforcement helipads and medical helipads, which constitute nonconforming uses, must be removed from the premises they are located on within twelve months after they become nonconforming. A helipad, law enforcement helipad or medical helipad which is located in an SU-1 zone and has a site development plan depicting such a helipad approved by the Environmental Planning Commission prior to the adoption of this ordinance shall be deemed conforming.

(12) An establishment that sells alcoholic drink for consumption off premises in the following packages within 500 feet of a pre-elementary, elementary or secondary school, a religious institution, a residential zone, a designated Metropolitan Redevelopment Area (as defined in the State Metropolitan Redevelopment Code), a city owned park or city owned major pubic open space:

(a) distilled spirits, as defined in the New Mexico Liquor Control Act, in any package that contains less that 750 milliliters;

(b) beer, as defined in the New Mexico Liquor Control Act, in any single container labeled as containing 16 or fewer ounces; and

(c) fortified wines with a volume of alcohol of more that 13.5 percent, must vacate the premises, be removed or convert to a conforming use by no later than July 1, 2005 or within one year after it becomes nonconforming, whichever is later.

(B) ***Nonconforming Use of Land -Removal Schedule.*** A legally nonconforming use of land, except a legally nonconforming mobile home, shall be made to conform within:

(a) One year of the effective date of this amendment; or

(b) One year after the activity becomes nonconforming, whichever comes later.

(2) A legally nonconforming use of land consisting of a mobile home shall be made to conform within five years of the effective date of this Zoning Code.

(3) A nonconforming use of land and incidental structures consisting of a mobile home development may remain for the life of the fixtures, which shall never be more than 50 years, to the extent that the development conformed to zoning regulations which were in effect when the development was built or regulations which were subsequently adopted, so long as the mobile home development does not cease operation for a continuous period of one year or more; however, such continuation is permitted only if:

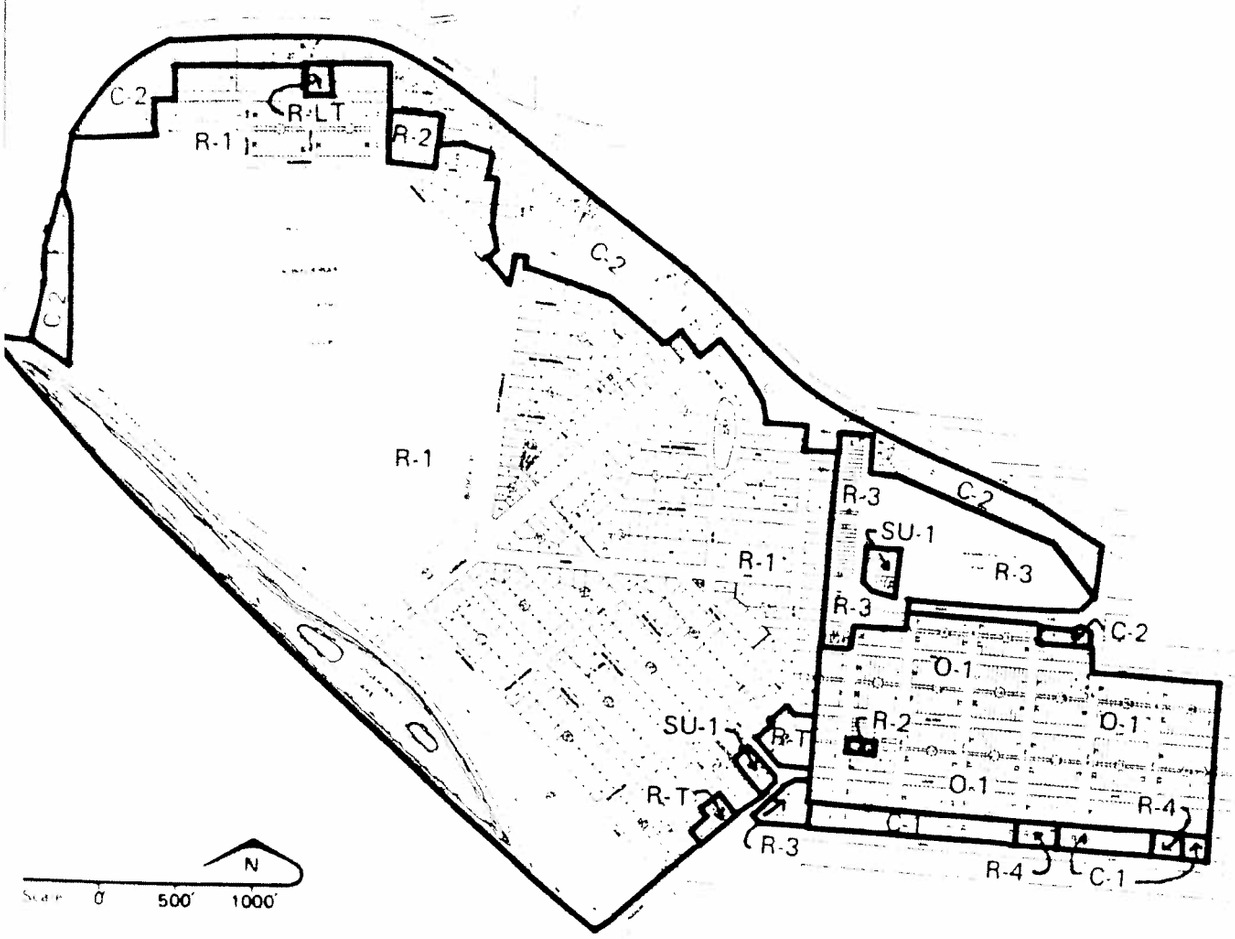
(a) Any private street system servicing the mobile homes is paved at least to a standard approved by the Planning Director and the Traffic Engineer according to the standards of § 14-14-4-6, Subdivision Regulations (even though there may be no new subdivision); and

(b) 1. Mobile homes are skirted with materials compatible with the siding of the mobile home

HUNING CASTLE & RAYNOLDS ADDITION

NEIGHBORHOOD SECTOR DEVELOPMENT PLAN

January 19, 1981



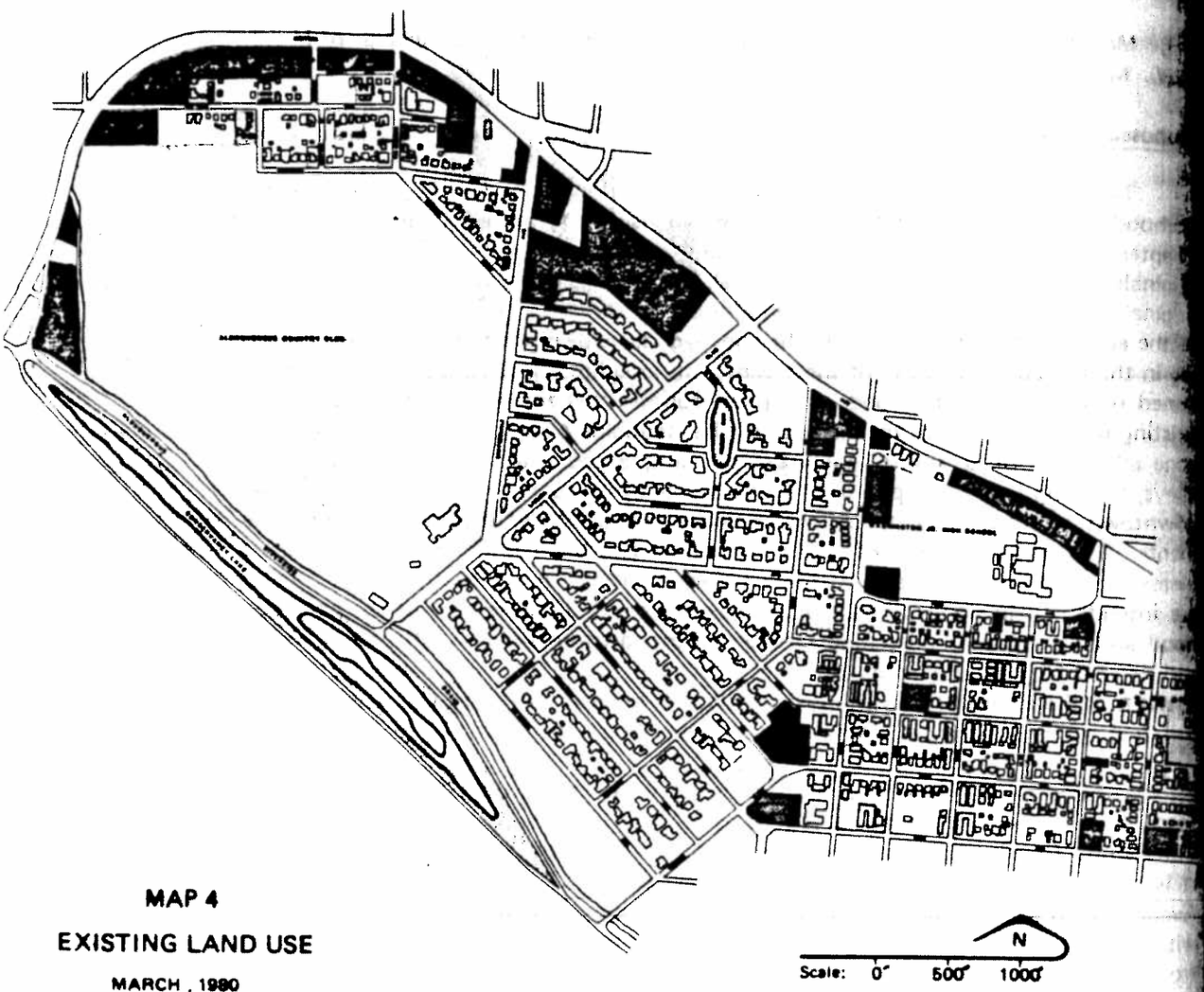
MAP 5

EXISTING ZONING

OCTOBER 1980

R-1 SINGLE FAMILY RESIDENTIAL
R-2 LOW DENSITY APARTMENTS
R-3 MEDIUM DENSITY APARTMENTS
R-4 HIGH DENSITY APARTMENTS
R-LT LIMITED TOWNHOUSES

R-T RESIDENTIAL TOWNHOUSES
O-1 OFFICE / INSTITUTIONAL
C-1 NEIGHBORHOOD COMMERCIAL
C-2 COMMUNITY COMMERCIAL
SU-1 SPECIAL USE



MAP 4

EXISTING LAND USE

MARCH , 1980

- SINGLE FAMILY RESIDENTIAL
- LOW DENSITY APARTMENTS
- MEDIUM DENSITY APARTMENTS
- TOWNHOUSES
- COMMERCIAL
- OFFICE
- PUBLIC/SEMI-PUBLIC INSTITUTIONAL
- PARKING
- OPEN SPACE
- VACANT

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10TH ST NW—Contd
315b Craig John
315c★Scharff Leslie 243-7902
315d Siembieda Wm J
323 Lusk Dick real est 842-1444
MARQUETTE AV NW INTERSECTS (NOT OPEN BETWEEN MARQUETTE AV NW TO MOUNTAIN RD NW)

ZIP CODE 87104
MOUNTAIN RD NW INTERSECTS
1111 Chavez Juan P
1114 Atlas Fiberglass fibreglass boat repr
1115 Vacant
1118 Marquez Harry E ⓒ 242-8143
1124 Marquez Ernest A ⓒ 247-4486
1129 Chavez Candelario G ⓒ 243-1027
1130 Griego Ernestine
1135★Martinez Bruce
1136 Chavez Justo ⓒ 842-6190
1140 Sanchez Robt
1141 Perea Eug ⓒ 243-0467
1146 Lujan Tony F ⓒ 247-4439
1147 Sanchez Raymond M ⓒ 242-7093

ZIP CODE 87107
2804 Hoefer Ruby A Mrs ⓒ
2808 Aragon Ignacio E ⓒ 345-0877
WOODLAND AV NW BEGINS
2900★Haist Beth ⓒ 344-7094
2904 Ortiz Fermin I ⓒ 345-0102
2908 Tidenberg Harold E ⓒ 344-4216
2912 Dennis Glenn A ⓒ 344-5378
LA POBLANA DR NW INTERSECTS
3000 Held Donald W ⓒ 345-1085
3004 Hook Ed J ⓒ 344-5337
3007 Avery Wayne D ⓒ 344-3175
3008 Wilson Frank ⓒ 345-7324
3009 Whisenant Douglas L ⓒ 345-1312
3010 Vacant
3014★Garcia Paul R ⓒ 344-6549
3015 Austin M 345-9659
3017★Raul Clarence
3018 Baker Glenn S ⓒ 344-0147
PHOENIX AV NW INTERSECTS
3100 Fitzgerald D 345-7250
3101★Marcioni Robt 345-5851
3101½ Starkus Chris 344-8462
3102 Flinchum James L ⓒ 344-1072
3103 Arias J A 345-9684
3104 Garcia Edw ⓒ
3106 Vacant
3107 Brooks James H 344-9062
3108 Moffett Michl G 344-9600
3113 Glober Charles Q ⓒ 344-2011
3117 Ball Gladys F Mrs ⓒ 344-5482
LOS ARBOLES RD NW INTERSECTS (NOT OPEN FROM LOS ARBOLES RD NW TO MAJOR AV NW)

MAJOR AV NW BEGINS
CANDELARIA RD NW INTERSECTS
3605 Romero Archie
3607★Aranda Sophie
3608★Farrington Anthony ⓒ 345-7031
3609★Roldarte Tom
3610 Jaramillo Jose ⓒ 345-2030

CHEROKEE INTERSECTS
4100 Gonzales Donato ⓒ 344-8730
4106 Chavez Conrad V ⓒ 344-4358
Rear★Gonzales Richd
4107 Rodriguez Efren D Jr ⓒ 344-8763
4109 Trujillo Celestino ⓒ 344-2174
4112 Lopez Lucy
4408★Maestas Pablo ⓒ 345-1973
4409 Whiteley Howard E ⓒ 344-5684
4410★Mc Daniel Daniel
4410½ Vacant
4416 Trujillo Pita E Mrs ⓒ 344-6084
4416½ Vacant
4417 Smith Mae E Mrs ⓒ 344-0361
4418★Smith V P ⓒ 344-2956
4419 Vacant
4425 Martinez Robt W ⓒ
4426 Zimmerly Peter ⓒ 345-0147
4506 Herren Albert ⓒ 344-5004
4507 Davis Jeffrey
4508 Sosa Valinta ⓒ 345-7227
4515 Caldwell Bill A ⓒ 344-1240
4516 Payne Thos F ⓒ 344-0165
4518 Stern Wendy
4520 Jaramillo Alex ⓒ
13 4523 Phillips Charles L ⓒ 344-2260
BELLROSE AV NW INTERSECTS
4600 Adodaca Caroline L ⓒ 344-6187
4607★Kloss Glenn B ⓒ 344-4840
4608 Encinias Amadeo ⓒ 344-7714
4609 Gonzalos
4611 Turrieta Peter ⓒ
4612★Sedillo Art
4615★Fugazzi Gina
4616 Sanchez Robt ⓒ 345-1791
4619 Hernandez Albert W ⓒ 344-4166
4620 Herrera Carlos R ⓒ 345-2757
4623 Ruybal Lupe Mrs ⓒ 344-4454
4624 Skenandore Lorraine V ⓒ 344-8492
4627 Montoya Richd P
4628 Flores Claudio ⓒ 344-6397
4631 Valles Annie 345-7111
23 4635★Taylor C R
4636 Leyba Willie ⓒ 345-1762
4638 Brandt Bettina Mrs 344-1557
4640 Garcia Manuel
4642 Tafoya Agnes A 344-4574
4644 Apadoca Walter 345-4759
GRIEGOS RD NW INTERSECTS

77

10TH ST SW —FROM 1000 W CENTRAL AV SOUTH TO PACIFIC AV SW

ZIP CODE 87102
131 Washington Middle School 243-2352
PARK AV SW INTERSECTS
203 Bidwell Ona L Mrs 242-5576
205 No Return
211 Armijo
211½ Vacant
213 Valley Dental Lab dental repair 247-2101
★Gonzales Bas
216 Varley Dan 242-5506
220 Vacant
GOLD AV SW INTERSECTS
300★Moore M M 242-8806
301 Bass Hugh L phys 242-4190
302 Rivera Rose
303 Schoenfeld S dentist 247-0303
304 Vacant
306 Rivera Patk 242-9375
313★Joines Mary Mrs ⓒ 243-6372
314 Vacant
315 Mitchell Myra A Mrs ⓒ 247-1993
316 Vacant
317 Carroll Dorothy G Mrs 243-0831
SILVER AV SW INTERSECTS
31 401 Michaluk Wm 242-6542
407 Quayle David ⓒ
409 Stamps Arth F ⓒ 242-4216
411 Vacant
412a★Rincon George Jr 842-5576
412c★Perez Miguel
412d Mays Jerry
413★Hikida Shuichi ⓒ
415 Walker Dale B 243-4191
33 416 Hogue Estelle I Mrs ⓒ 242-2406
417★Sandaval Anna
424 Francis Harold ⓒ 842-8929
LEAD AV SW INTERSECTS
503★Martinez Joe 243-9682
509★Ruiz Ernest 243-2318
514 Vacant
519 Martinez Melvin ⓒ
COAL AV SW INTERSECTS
605 Crupper Filia G 765-5744
607 Pacheco Moris
610 Baca Alf ⓒ
612 Montano Filomeno A ⓒ 242-9168
615 Lucero Jo Ann
617 Lopez
IRON AV SE INTERSECTS
711 Martinez Michl E
715 Sanchez F R
718 Gomez C A ⓒ 242-0409

85

STOVER AV SW INTERSECTS
903 Rio Grande Zoological Park 766-7823
912 Otero Porfirio C ⓒ 243-5025
915 Madrid Mike J ⓒ 242-9509
SANTA FE AV SW INTERSECTS
1001 Vacant
1003 Aragon Lupe 247-4663
1007 Duran Eddie S ⓒ

83

PACIFIC AV SW INTERSECTS
1101 Otero Eduardo ⓒ 243-3638
1104 Vacant
1104½ Vacant
1106 Rubi Elaine 242-1237
1108 Alderete Neddie ⓒ 243-7053

9

11TH ST NW —FROM 1100 W CENTRAL AV NORTH TO GRIEGOS RD NW

ZIP CODE 87102
KENT AV NW INTERSECTS
201 Apartments
1 Vacant
2 Garcia Katie
3 Curry Alma 247-8511
4 Furlonger Margt 242-3523
5 Vacant
6 Ellsworth C M
7 Madrid Peter
8 Bownnie Raycita O
9 Vacant
TIJERAS AV NW INTERSECTS
314 Otero John H ⓒ
315 Schaefer Irene S Mrs ⓒ 242-2321
320 Nicasio Candido ⓒ 243-4282
320½ Lucero Aurela H
323 El Portal Apartments
1 Warcken Rosalie
2 Ortega Rosalita
3 Kendziorski Wm 842-9730
4 Vacant
5 Joe Ramona
6 Vacant
7 Martinez Virginia
8 Peueutens Narcie
9 Peueutens Hilda
10 Matteucci Basil

11

MARQUETTE AV NW INTERSECTS
400 Coronado Apartments 242-2050
1★Baldanado Nancy
2 Vacant
3★Hitt Richd
★Coucks Ben
5★Boxwell Kristine
7 Vacant
8★Vance Leroy R
408 Nicholas Cath ⓒ 247-9875
Stone Mary A 243-5782
409 Read Marion ⓒ
412 Koenig Francis psychologist 242-0439
Durkovich Steph G lwyr 247-2376
415 Eeds Edw L ⓒ 843-7709
416 Chavez Louis 842-6423
420★Johnson Judith
421 Montoya Ezequiel ⓒ 243-2153
422★Denne Richd
ROMA AV NW INTERSECTS
500★Johnston Patrick N 247-7577
501 Muller Anna M ⓒ 247-2603
506 Moore Tom 842-0768
509 Dickson Eliz F Mrs ⓒ 247-2554
Rear★Friedmon Ronald 843-6519
510 Jennings Chris R
512 Welling Ken ⓒ 842-6565
515 Abdalla Nick 243-3412
516 Apartments
1★Pittman M K 243-5459
2★Roark Rod 242-8973
3★Kampa Douglas 242-3872

Lembke Construction Co., Inc.
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ZONE GRID

No Features found.

OWNERSHIP

Rec	UPC CODE	OWNER	OWNER ADDRESS	OWNER CITY	OWNER STATE	OWNER ZIPCODE	PROPERTY CLASS	TAX DISTRICT	LEGAL
1	101305747343713906	SACKS STEVEN IRWIN & TALLEY JUDY	1001 GOLD AVE SW	ALBUQUERQUE	NM	87102	C	A1AM	LOTS 13 & 14 BLK 2 RAYNOLDS ADDN REPT

ZONING

Rec	ZONING	DESCRIPTION
1	SU-2	MFR

ZONE GRID

Rec	ZONE ATLAS GRID
1	K13

PARCELS

Rec	NUMBER	NAME	DESIGNATION	QUADRANT	LOT	BLOCK	SUBDIVISION	PIN
1	1001	GOLD	AV	SW	13	2	RAYNOLDS ADDN	ABQ137101

ZONE GRID

No Features found.

ZONE GRID

No Features found.

NEIGHBORHOODS

Rec	COASDE.AGIS.NEIGHBORHOODASSOCIATIONS.ASSOCIATIONNAME	COASDE.AGIS.NEIGHBORHOODASSOCIATIONS.ASSOCIATIONSTATUS
1	RAYNOLDS ADDN	R

SECTOR PLANS

Rec	SECTOR PLAN NAME
1	HUNING CASTLE REYNOLDS

COUNCIL

Rec	COUNCILOR NAME	COUNCIL DISTRICT
1	BENTON	3

ZIPCODES

Rec	ZIPCODE
1	87102

ZONE GRID

No Features found.

ZONING HEARING EXAMINER'S SPECIAL EXCEPTION APPLICATION CHECKLIST

TO APPLY FOR A SPECIAL EXCEPTION, THE FOLLOWING DOCUMENTS MUST BE SUBMITTED (PLEASE CHECK BOX):

- [x] Three (3) copies of the site plan.
- [x] Drawing showing the following:
  - a. All dimension of property and buildings and all structures on adjoining lots that are within 25 feet of the proposed Special Exception.
  - b. If the Special Exception request is a variance, please show clearly the point of variance and the height, width, and any appropriate dimensions of structures and/or parking spaces.
- [x] Letter stating why applicant is requesting this Special Exception, based on the Criteria for Decision Requirements.
- [x] Zone Atlas page with parcel **clearly marked**.
- [x] Copy of Ordinance, referencing Section Number that pertains to request.
- [x] Traffic Engineering Review – Any request for constructing a structure (carport, wall/fence, shade structure, etc.) in the front and street side yard must contact the Traffic Engineer.
- [x] Applicant is strongly encouraged to go to Office of Neighborhood Coordination (Plaza del Sol, Basement) to obtain names of Neighborhood Associations that may be affected by this request.
- [x] Yellow Signs – Sign must be posted in a conspicuous location fifteen (15) days prior to the hearing. Failure to do so may result in a deferral (delay of hearing).
- [x] If applicant requires an **INTERPRETER**, check box in KIVA.
- [x] Applicant received Special Exception Booklet.

Enforcement Officer Roberta Shaw
(PLEASE PRINT NAME)

Date: 11/18/09

PLEASE ATTACH THIS FORM TO THE ORIGINAL APPLICATION FOR ZHE OFFICE