

ADMINISTRATIVE AMENDMENT INFORMATION SHEET

The Planning Department is authorized to approve minor changes to approved Site Development Plans pursuant to Section 14-16-2-22(A)(6) of the Zoning Code. Changes to approved Site Development Plans are considered "minor" if the following occur:

- if the change is consistent with the use and other written requirements approved by the Planning Commission;
- if the buildings are of the same general configuration;
- if the total building square footage is not greater than 10% of the total square footage approved by the Planning Commission;
- if the vehicular circulation is similar in its effect on adjacent property and streets; and
- if the Planning Director finds that neither the city nor any person will be substantially aggrieved by the altered plan.

Application Requirements

Refer to Application Form P(4) for application requirements.

Notification

Amendments proposing a building expansion of more than 2% of the approved square footage and/or amendments, which may substantially aggrieve any person, require notification by the applicant. In such instances, the *Zoning Code* requires notification to two officers of all Recognized Neighborhood Associations that bound or are adjacent to the subject site and notification to adjacent property owners. The term "adjacent," as it relates to Administrative Amendments, includes property contiguous to the subject site and property that would be contiguous if not for public rights-of-way. Therefore, properties across an alley or street from the subject site are considered adjacent. When notification is required, the following materials must be submitted with the application:

- Developer Inquiry Sheet (completed) from the Office of Neighborhood Coordination (924-3914) plus Notifying Letter (copy) and Certified Mail Receipts
- *Zone Atlas* page highlighting adjacent properties (for which notice has been provided), List of adjacent property owners receiving notice, Notifying Letter (copy) and Certified Mail Receipts

Ownership of adjacent property can be determined by using the Bernalillo County Assessor's web site: www.bernco.gov/assessor. **Notification letters** must clearly describe the project, identify the location of the subject property, provide a phone number for a project contact person, and indicate the phone number for the City Planning Department: 924-3860. The reverse side of this form provides a sample notification letter. Failure to adequately notify may result in delay, denial or forfeiture of approval.

Process / Timeframe

Upon receipt of a complete application, the request is reviewed by Hydrology, Utility Development, and Transportation Planning before final review by the Development Review Division. Oftentimes the Zoning Enforcement office also reviews the submittal, particularly if the request relates to signage. The entire process typically takes 10 or more business days.

Appeal

There is a 15-day period from the date of the final approval for filing appeals with the Planning Department. Appeals to Administrative Amendments are made to the City Council through the Land Use Hearing Officer.