

# Administrative Amendment Sample Notification Letter

(to be sent by the applicant via Certified Mail)

*Date*

*To*

*Address*

*City/State/Zip*

Dear Property Owner / Neighborhood Association Representative:

This letter is to inform you that I will submit an application for an Administrative Amendment to an approved Site Development Plan to the City of Albuquerque Planning Department for review and possible approval. The application will be submitted on or about date. **The City's review process will take a minimum of 15 days** (from the postmarked date of this letter), whereupon a final decision will be rendered.

The specifics of the project are as follows:

- *IDENTIFY THE LOCATION OF REQUEST & SIZE OF THE SITE*
- *DESCRIBE THE REQUEST: WHAT IS BEING CHANGED OR EXPANDED AND WHY*
- *ADDRESS ANY ITEMS THAT MIGHT BE OF CONCERN TO NEARBY OWNERS / RESIDENTS*
- *PROVIDE A DRAWING OR SITE PLAN ILLUSTRATING THE REQUEST*

This application can be reviewed at the City Planning Department offices in downtown Albuquerque at the Plaza del Sol building, located at 600 2<sup>nd</sup> Street NW. It is advised that you call the Planning Department at 924-3860 to schedule a visit so that the project file will be available upon your arrival. To arrange a visit to review this application, please contact the Current Planning Division at 924-3860.

If you have questions about this proposal, please call me at \_\_\_\_\_. If you have any concerns regarding this request, please contact the Current Planning Division at 924-3860 within the next 10 days to speak to the planner who will be reviewing the project.

Sincerely,

*Name*

*Title*

*Company*