



CITY OF ALBUQUERQUE PLANNING DEPARTMENT

Located in the Plaza del Sol Building, 600 Second Street NW

Main Reception Telephone: 505-924-3860

The Planning Department invites you to visit our web site cabq.gov/planning for more detailed information and answers to some frequently asked questions.

Richard J. Berry, Mayor

Planning Department Overview

The Albuquerque Planning Department provides a full range of services from the processing of building permits to the development of long-range, regional plans and policies. The Department is comprised of ten divisions, all of which are located in the Plaza del Sol Building, 600 Second Street NW. Business hours are Monday - Friday, 8:00 a.m. to 5:00 p.m. Our mailing address is P.O. Box 1293, Albuquerque, New Mexico 87103.

Director's Office

505-924-3936

Suzanne Lubar

Acting Planning Director

Associate Director's Office

505-924-3340

Matthew Conrad

Associate Director

ONE STOP SHOP

924-3900

Building & Safety

Land Clark, Chief Building Official

505-924-3313

The Building Safety Division administers the building permit process for residential and commercial construction. This is a fundamental process for ensuring the protection of life and property. The process begins with the submittal of construction documents which are reviewed for compliance with applicable building codes and standards. Approved projects are issued a building permit, allowing construction to begin. The Division also conducts field inspections to monitor compliance. The inspection process culminated with the issuance of a Certificate of Occupancy.

For more information regarding building permits, contact the Building Safety Division, Plan Review Section at 505-924-3963. The Division is located in the basement of Plaza del Sol Building on the westside of the building.

Development Review Services

Bryan Wolfe, City Engineer/Division Manager

505-924-3999

The Development Review Services Division administers the processing and regulation of development services related to subdivision design and permitting for the Planning Department One Stop Shop, the first source of information and advice regarding many other development requests.

Division staff accepts applications for various subdivision activities, scheduled for hearing by the Development Review Board (DRB). The DRB is composed of City staff professionals who have final approval authority unless appealed. The Division staff also processes applications concerning land development matters for hearings before the Environmental Planning Commission (EPC), the Landmarks and Urban Conservation Commission (LUCC). Applications are available online at cabq.gov/planning/pages/devprocess/frontcounter.html.

Appeals of various board decisions are accepted at the front counter, along with site development plan approvals/amendments, text amendments, and amendments to other adopted plans including the Comprehensive Zoning Code and the Subdivision Ordinance. In addition, staff processes new water meter services and construction plans for public infrastructure projects required as a condition of subdivision and/or site plan approval.

Code Enforcement

Brennon Williams, Division Manager

505-924-3454

The Albuquerque Code Enforcement Division is a combination of two former Divisions - Zoning Enforcement and Housing Code Enforcement. The mission of the Division is to regulate the occupancy level and maintenance of all residential structures within the City in order to safeguard life, health, property and public water. Albuquerque Code Enforcement also enforces the Uniform Housing Code to ensure that dwelling units in the City are decent, safe and sanitary. Enforcing the Uniform Housing Code consists of working with tenants and concerned neighborhood associations and accepts referrals from other agencies. This Division is also responsible for administering and implementing other City Codes and Ordinances, including the Comprehensive City Zoning Code.

Albuquerque Code Enforcement issues zoning citations and reviews all building permit applications for compliance. Development standards administered by this Division include landscaping, parking, setbacks, signs and business licenses. This Division also enforces compliance of the Water Conservation Landscaping and Waste Water Ordinance as well as the Weed and Litter Ordinance. The Division assists with business registrations and plays a major role in the Mayor's Nuisance Abatement Task Force.



Deborah Nason, Public Information Officer
(Media Inquiries, Website Updates)

City of Albuquerque, Planning Department

Mailing Address: Plaza del Sol

600 Second Street NW

Albuquerque, NM 87103

Phone: 505-924-3860

Email: dnason@cabq.gov

Office of Neighborhood Coordination

Stephani Winklepleck, Neighborhood Liaison

505-924-3914

The Office of Neighborhood Coordination (ONC) serves as a liaison between neighborhood associations and City government. The Division publishes a monthly newsletter, *Neighborhood News*, that provides information between neighborhoods and local government.

ONC is responsible for implementation of the Neighborhood Recognition Ordinance. This Ordinance (O-92) defines the process by which the City organizes and officially recognizes neighborhood associations who meet the requirements of the ordinance. The Division coordinates notification to recognized and non-recognized neighborhoods or homeowner associations from applicants who apply for zone changes, site development plans and liquor licenses prior to the City's acceptance of such requests.

Albuquerque Geographic Information System - AGIS

Michelle Griecius, Division Manager

505-924-3807

Albuquerque Geographic Information System (AGIS) is the primary GIS group in the City of Albuquerque. AGIS is a Division of the Planning Department.

AGIS maintains and updates dozens of layers of geographic information in a computerized format. Geographic analysis of this data provides City officials a better understanding of existing conditions in Albuquerque, improving their ability to deliver services to Albuquerque citizens. Beyond maintaining and updating information, AGIS creates custom maps and searches its layers of data for specific information. AGIS makes special maps for the Planning Department, all other City Departments, the City Council, and other government agencies. For the general public, AGIS publishes the City Zone Atlas and keeps a list of standard maps available at a reasonable cost. For access to online information for such topics as polling places, existing and proposed bike paths and fire stations, please check the **GIS website at cabq.gov/planning/gis**.

The City of Albuquerque does not discriminate on the basis of race, color, religion, national origin or ancestry, disability, age, gender, Vietnam Era or disabled veteran status, sexual orientation or medical condition in employment or in the provision of services.

If you have a disability and need assistance in obtaining further information regarding any of the services provided by the City of Albuquerque Planning Department, contact the main reception desk at 505-924-3860. TTY users may call any phone number listed in this publication via Relay New Mexico at 1-800-659-8331.

Urban Design and Development

Russell Brito, Division Manager

505-924-3337

The Planning Department's planning functions are housed in the **Urban Design and Development (UD&D) Division**. The UD&D Division's overall charge is to ensure internal and external coordination of long range planning, development review, and redevelopment functions that affect the physical development of Albuquerque. Three sections comprise the UD&D Division: Long Range Planning, Current Planning, and Metropolitan Redevelopment.

The UD&D Division assists and provides staff support to several land use boards, including: the City's principal Development Review Board (DRB), the Environmental Planning Commission (EPC); the City's historic preservation board, the Landmarks and Urban Conservation Commission (LUCC); the City's redevelopment board, the Albuquerque Development Commission (ADC); and the Zoning Board of Appeals (BOA), which hears appeals of special exception decisions made by the Zoning Hearing Examiner.

This division is responsible for developing plans, policies and programs designed to guide the physical development of Albuquerque. As the Division's name suggests, work often involves land use and urban design with an orientation toward improving the quality of life for Albuquerque residents. The **Long Range Planning Section** of the Division drafts new and updated policy and regulatory language by ascertaining and detailing a community's visions and goals with property owners and other stakeholders. These visions and goals become the bases for land use and transportation plans that are reviewed by the EPC and acted upon by the City Council.

The **Current Planning Section** of the Division reviews development proposals against adopted plans, goals, policies, and regulations and recommends actions to the EPC and the City Council. This Section ensures that the intents of adopted plans are implemented as intended by the City's ultimate Zoning authority, the City Council. The Current Planning Section is also responsible for administrative review of development as necessitated by underlying land use regulations.

The **Metropolitan Redevelopment Section** of the Division promotes residential and commercial development and redevelopment in distressed neighborhoods. This Section, also known as the Metropolitan Redevelopment Agency, establishes metropolitan redevelopment areas and works with community groups in establishing their priorities. This Section facilitates the purchases of property for projects, issues RFP's to develop City owned properties and establishes public/private partnerships for redevelopment and revitalization of areas in need.

