

**FORM P(4): SITE DEVELOPMENT PLAN REVIEW – ADMINISTRATIVE APPROVAL (AA)**

**AMENDMENT TO SITE DEVELOPMENT PLAN FOR BUILDING PERMIT (AA02)**

**AMENDMENT TO SITE DEVELOPMENT PLAN FOR SUBDIVISION (AA03)**

- \_\_\_ Letter describing and justifying the request
- \_\_\_ One (1) copy of all applicable sheets of the approved Site Development Plan being amended, folded to fit into an 8.5" x 14" pocket. Approved site development plans should contain signatures of the Development Review Board (DRB).
- \_\_\_ Copy of EPC or DRB *Official Notice of Decision* associated with the approved site development plan
- \_\_\_ One (1) copy of the proposed Site Development Plan, with changes circled and noted, folded to fit into an 8.5" x 14" pocket. Refer to the Site Development Plan for Building Permit or Site Development Plan for Subdivision *Checklist* for information needed on the proposed Site Development Plan.
- \_\_\_ Map from the most recent Zone Atlas, with the entire property(ies) precisely and clearly outlined and crosshatched (to be photocopied)
- \_\_\_ Letter of authorization from the property owner, if the application is submitted by an agent
- \_\_\_ Fee (see fee schedule)
- \_\_\_ Any original and/or related file numbers must be listed on the cover application

**NOTE: The next two items are also required if the square footage change is 2% or more of any building's gross floor area:**

- \_\_\_ Notification letter addressed to owners of adjacent properties and certified mail receipts
- \_\_\_ Office of Neighborhood Coordination (ONC) inquiry response, notification letter to affected Neighborhood Associations and certified mail receipts

**WIRELESS TELECOM FACILITY (WTF)- FREE-STANDING, COLLOCATION or OTHER TYPE (AA04) (EXCEPT FOR COLLOCATION OF A NON-CONCEALED WTF ON A STRAIGHT-ZONED SITE, WHICH GOES TO THE ZONING FRONT COUNTER AT THE BUILDING SERVICES CENTER/ EAST SIDE )**

- \_\_\_ Letter describing the request and discussion of its how it relates to the WTF Ordinance (O-06-40)
- \_\_\_ Letter of authorization from the property owner if application is submitted by an agent
- \_\_\_ Fee (see fee schedule)
- \_\_\_ Any relevant file numbers (case history of previous development applications) must be listed on cover application
- \_\_\_ Copy of EPC *Official Notice of Decision*, if the subject site went through the EPC process
- \_\_\_ Proposed Site Development Plan set: title sheet, notes/photo sheet, site plan sheets, elevation sheets, landscape plan (if free-standing), and survey sheet(s) (3 copies- 11" x 17"). No electrical sheets needed.
- \_\_\_ For collocation on a public utility pole: the PNM approved site dev. plan set for the proposed WTF (1 copy)
- \_\_\_ Photo simulations- before and after the proposed WTF (3 views minimum)
- \_\_\_ Site Development Plan sheets must be stamped by a registered engineer or architect.
- \_\_\_ Copy of approved Site Development Plan being amended by adding the proposed WTF, if applicable (1 copy)
- \_\_\_ City Zone Atlas map page, with location of the subject site clearly indicated
- \_\_\_ 1 map showing Zoning of the subject site and adjacent properties
- \_\_\_ 1 map showing Land Use (ex. residential, commercial, etc.) of the subject site and adjacent properties
- \_\_\_ For free-standing WTFs: Evidence demonstrating that collocation possibilities were considered, consisting of a written response to §14-16-3-17(A)(6)(a through e) and any supporting materials such as engineering maps
- \_\_\_ For collocation on a public utility pole: written response to items a through e in §14-16-3-17(A)(14)
- \_\_\_ Notarized statement re: WTF capacity, number and types of proposed antennas and if another user can be accommodated on the proposed WTF [see §14-16-3-17(A)(13)(d)(2)]
- \_\_\_ Affidavit (notarized statement) re: explanation of factual basis for the proposed WTF's engineering requirements [see §14-16-3-17(A)(13)(d)(3)] **Note: Notarized statement and affidavit must be on separate pages.**
- \_\_\_ Letter of intent re: shared use of proposed WTF if reasonable conditions are met [§14-16-3-17(A)(13)(e)]
- \_\_\_ For free-standing WTFs: Distance to the nearest existing free-standing WTF and the WTF owner's name [§14-16-3-17(A)(13)(d)(5) and (A)(17)]
- \_\_\_ Office of Neighborhood Coordination (ONC) inquiry forms, response based on ¼ mile radius from subject site [§14-16-3-17(A)(13)(f)]
- \_\_\_ Copy of letter and site plan sheet(s) to both contacts for each neighborhood association, with certified return receipts
- \_\_\_ List of property owners within 100 feet of the subject site and copy of letter and site plan sheet(s) sent to property owners, with certified return receipts [§14-16-3-17(A)(13)(f)]
- \_\_\_ Supplemental Application Form for Wireless Projects- filled out completely, with the required attachments provided and labeled.

NOTE: For WTFs proposed to be located on City of Albuquerque property, a lease agreement with the City will be needed. Please contact Catalina Lehner at (505) 924-3935 for more information.

I, the applicant, acknowledge that any information required but not submitted with this application will likely result in rejection of this application and/or deferral of actions.

\_\_\_\_\_  
Applicant's Name (please print!)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



- Checklists complete      Application case numbers:
- Fees collected                      \_\_\_\_\_ - \_\_\_\_\_
- Case #s assigned                      \_\_\_\_\_ - \_\_\_\_\_
- Related #s listed                      \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_  
Planner's Signature / Date

Project #: \_\_\_\_\_