



City of Albuquerque
Planning Department

Application Requirements for Zone Hearing Examiner Applications

Please refer to the Zone Hearing Examiner (ZHE) hearing schedule for hearing dates and deadlines.

Applications are submitted through ABQ-PLAN. Please be prepared to submit all required documents prior to starting the application. You may save your progress in the system, but the system will not save any attachments until you submit.

REQUIREMENTS FOR ALL APPLICATIONS

- ☐ **LETTER OF AUTHORIZATION FROM THE PROPERTY OWNER IF APPLICATION IS SUBMITTED BY AN AGENT**
- ☐ **PUBLIC NOTICE TO NEIGHBORHOOD ASSOCIATIONS**
 - Proof of Required Public Notice pursuant to IDO §14-16-6-4(J)
 - Office of Neighborhood Coordination inquiry response
 - Notice and attachments sent to Neighborhood Association representatives
 - Proof of email and/or first-class mailing to Neighborhood Association representatives
- ☐ **PUBLIC NOTICE TO PROPERTY OWNERS**
 - Buffer map and list of property owners in and within 100 feet (excluding public rights-of-way) of the property
 - Notice and attachments (e.g., letter and site plan sheets) sent to property owners
 - Proof of first-class mailing to property owners
- ☐ **SIGN POSTING AGREEMENT**
- ☐ **ZONE ATLAS MAP**
- ☐ **SITE/SKETCH PLAN**

REQUIREMENTS FOR CARPORT APPLICATIONS

- ☐ **JUSTIFICATION LETTER**
 - Letter describing, explaining, and justifying the request pursuant to IDO §14-16-6-6(G)(3) as applicable

REQUIREMENTS FOR CONDITIONAL USE APPLICATIONS

- ☐ **TRAFFIC SCOPING FORM**
- ☐ **JUSTIFICATION LETTER**
 - Letter describing, explaining, and justifying the request pursuant to IDO §14-16-6-6(A)(3) as applicable

REQUIREMENTS FOR WALL OR FENCE PERMIT APPLICATIONS

☐ JUSTIFICATION LETTER

- Letter describing, explaining, and justifying the request pursuant to IDO §14-16-6-6-6(H)(3) as applicable

REQUIREMENTS FOR VARIANCE APPLICATIONS

☐ JUSTIFICATION LETTER

- Letter describing, explaining, and justifying the request pursuant to IDO §14-16-6-6-6(N)(3) as applicable