



## REQUEST FOR ZONAL CERTIFICATION

A zoning certification letter is written confirmation provided by the City of Albuquerque referencing the zoning designation of a particular piece of property, listing certain compliance information, and whether or not the existing development on the property is considered a permitted use.

A completed certification letter includes the assigned address, legal description and zoning designation of the subject site; if applicable, reference to the overlay district, sector plan, development plan, project number and/or pertinent special exceptions (variance, conditional use approvals, etc.), and either a statement confirming zoning compliance or a brief description of any outstanding zoning code violations affecting the site.

A certification letter does not include reference to the zoning designations of abutting or nearby properties; copies of site plans, special exceptions, certificates of occupancy, or other approvals; or reference to building codes, fire codes, subdivision requirements, flood plain standards or similar development prerequisites.

There is a \$200 fee for each separate parcel, even if the property includes multiple contiguous parcels held in single ownership. A minimum processing period of ten (10) business days from receipt of the completed application and full payment can be expected; but depending upon the related research, necessary site inspections, and similar service demands, some certification letters may take up to 30 business days to complete.

Please return this completed application form and related fee by mail or in person to:

City of Albuquerque – Code Enforcement Division, 600 2<sup>nd</sup> St. NW, Suite 500, Albuquerque, New Mexico 87102

## APPLICATION FOR ZONAL CERTIFICATION

### PROPERTY TO BE CERTIFIED

ADDRESS: \_\_\_\_\_

LOT(S)\*: \_\_\_\_\_ BLOCK: \_\_\_\_\_

SUBDIVISION: \_\_\_\_\_

UNIFORM PROPERTY CODE\*: \_\_\_\_\_

\*There is a \$165 research/investigation/administration fee and a \$35 application fee (\$200 total) for each separate parcel included in the property, even if there are multiple parcels held in single ownership and/or assigned the same UPC number. Applications are not processed until all fees have been paid.

### APPLICANT

NAME: \_\_\_\_\_

COMPANY / ORG.: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

LETTER SHOULD BE ADDRESSED TO:  SAME AS APPLICANT

NAME: \_\_\_\_\_

COMPANY/ORG.: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_



# APPLICATION FOR ZONAL CERTIFICATION

## GENERAL PROPERTY INFORMATION

PROPERTY TYPE (retail, multi-family residential, office, etc.): \_\_\_\_\_

SITE AREA (acres or sq. ft.): \_\_\_\_\_ APPROX. AGE(S) OF EXISTING DEVELOPMENT: \_\_\_\_\_

TOTAL NUMBER OF BUILDINGS: \_\_\_\_\_

USE FOR EACH BUILDING (e.g., 5 multi-family, 1 office, 2 laundry, 1 garage, etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FOR MULTI-FAMILY RESIDENTIAL DEVELOPMENT: \_\_\_\_\_ total number of units \_\_\_\_\_ total number of baths  
\_\_\_\_\_ efficiency units  
\_\_\_\_\_ 1 bedroom units  
\_\_\_\_\_ 2 bedroom units  
\_\_\_\_\_ 3 or more bedroom units

NUMBER OF STORIES (note if basements are present): \_\_\_\_\_

GROSS FLOOR AREA (if multiple buildings, list for each): \_\_\_\_\_

TOTAL NUMBER OF SIGNS (both free-standing and building-mounted): \_\_\_\_\_

TOTAL NUMBER OF PARKING SPACES: \_\_\_\_\_

\_\_\_\_\_ standard spaces  
\_\_\_\_\_ handicap accessible spaces  
\_\_\_\_\_ motorcycle spaces

I HEREBY AUTHORIZE CITY CODE ENFORCEMENT STAFF TO INSPECT THE SUBJECT PROPERTY FOR THE PURPOSE OF DETERMINING THE STATUS OF THE EXISTING USE AND RELATED ZONING REQUIREMENTS. FURTHER, I UNDERSTAND THAT ANY AND ALL VIOLATIONS NOTED AS A RESULT OF THIS INSPECTION ARE SUBJECT TO IMMEDIATE CORRECTION.

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
OWNER / AGENT SIGNATURE

### OFFICIAL USE ONLY

ACCEPTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

ZONE: \_\_\_\_\_ ZAP: \_\_\_\_\_ ASSIGNED TO: \_\_\_\_\_

FEE: \$200 PER LOT

ACCOUNT: 441008-4919000