

CITY OF ALBUQUERQUE, PLANNING DEPARTMENT

Process for Zone Map Amendments

1. Requires approval by the EPC at a public hearing. The EPC process takes approximately 45 days from application deadline to day of hearing.
 - The EPC meets on the 2nd Thursday of each month in the basement of Plaza del Sol beginning at 8:30 a.m. A schedule of important dates regarding the EPC process may be obtained at the application counter on the ground floor or at www.cabq.gov/planning/boards-and-commissions/environmental-planning-commission
2. Notification of affected Neighborhood and Homeowner Associations by certified mail, in advance of submitting an application, is required.
 - For Neighborhood contact information, contact Stephani Winklepleck at **505-924-3902** in the Office of Neighborhood Coordination, located in the basement of the Plaza del Sol building.
3. A Pre-application Facilitated Meeting between the applicant and affected neighborhoods is recommended if the proposed zoning may pose neighborhood concern or conflict. Contact Stephani Winklepleck at **505-924-3902** to set up a facilitated meeting.
4. Zone Map Amendments to SU-1 zoning.
 - An application for a change to SU-1 zoning shall state the proposed use and must be accompanied by a plan that includes, at a minimum, all the elements of a Site Development Plan for Subdivision (SPS), §14-16-2-22(A)(1). For more information regarding the requirements for a SPS, refer to the Definitions Section of the Zoning Code and the SPS checklist which is available on-line at www.cabq.gov/planning/formsvcs.
 - A building permit cannot be approved unless it is consistent with a complete site development plan for building permit (SPBP), approved by the EPC or its designee. The SPBP checklist is available on-line at www.cabq.gov/planning/formsvcs.
 - If the site is currently developed, the applicant may provide an “as-built” drawing, to scale, indicating all the required elements for a site development plan for building permit.
5. The applicant must demonstrate that the proposed zoning is not in conflict with policies 1.A through 1.J of **R-270-1980**. Of these ten policies, it is most important that the applicant provide thorough responses to Policies 1.C and 1.D.
 - Policy 1.C requires that the proposed zone change not be in significant conflict with adopted elements of the Comprehensive Plan or other applicable plans.
 - Policy 1.D requires that the applicant demonstrate that the current zoning is inappropriate for one (or more) of the three reasons listed.