

ZONING VERIFICATION REQUEST

OVERVIEW

HELPFUL HINTS

- Make sure the property is located within the Albuquerque city limits prior to requesting a verification statement.
- Provide the legal description of the property and/or the Uniform Property Code (UPC) number. This information helps staff to identify the property and expedite your request.
- Verification statements are processed in the order that they are received. Depending upon division workload and service demands, verification statements may take up to seven (7) days to complete.

For more information, contact:

City of Albuquerque
Planning Department

Phone: (505) 924-3857

(505) 924-3860

Fax: (505) 924-3847

Email: bnwilliams@cabq.gov



City of Albuquerque
PO Box 1293

What is a zoning verification statement?

A zoning verification statement is written confirmation provided by the city to confirm the current zoning designation of a particular piece of property.

What type of information is provided in a zoning verification statement?

Verification statements contain the following information:

- The assigned address of the subject site
- The legal description of the property
- The zoning designation of the property
- The overlay district or sector plan affecting the property, if applicable

Zoning verification statements DO NOT include the following:

- Confirmation of the existing development's compliance with current zoning code requirements*, conformance/non-conformance of existing uses or structures, or reference to building or fire codes
- Copies of site plans, special exceptions, certificates or other approvals
- The zoning designations of abutting or nearby properties
- Reference to existing zoning code violations

**Written confirmation of a property's compliance with current zoning standards, reference to nonconformance/rebuild allowances, and/or types of permitted development on a property are provided through our ZONAL CERTIFICATION process.*

How do I obtain a zoning verification statement?

Complete the form on the reverse side of this brochure and return it to:

City of Albuquerque – Code Enforcement Division
600 2nd St. NW, Suite 500
Albuquerque, New Mexico 87102
(505) 924-3847

THERE IS NO FEE FOR A ZONING VERIFICATION STATEMENT

SELF-HELP RESOURCES

- **Zoning Code.** If you would like to view and/or obtain copies of the Comprehensive City Zoning Code, please visit the following website:
 - o http://www.amlegal.com/albuquerque_nm/
- **Recorded Documents.** If you would like copies of official recorded documents such as site plans, special exceptions or certificates of occupancy, please make a Freedom of Information Act (FOIA) request to:
 - o cityclerk@cabq.gov
- **GIS Data.** If you would like mapping or geographic information, please visit the following website:
 - o www.cabq.gov/gis/advanced-map-viewer
- **Related City Agencies.** If you would like information on City of Albuquerque building codes, fire codes or other development standards, please visit the following website:
 - o www.cabq.gov

ZONING VERIFICATION REQUEST

DID YOU REMEMBER TO...

- Verify that the property is located within the city limits?
- Provide the legal description of the property and/or the Uniform Property Code (UPC) number?
- Submit your request at least seven (7) days before the verification statement is needed?



City of Albuquerque
PO Box 1293
Albuquerque, New Mexico 87103
www.cabq.gov

SUBJECT PROPERTY

ADDRESS _____

LOT _____ BLOCK _____ SUBDIVISION _____

UPC # _____

OWNER OF RECORD _____

APPLICANT INFORMATION

NAME _____

COMPANY / ORGANIZATION _____

ADDRESS _____

PHONE _____

EMAIL _____

STATEMENT DETAILS

ADDRESS THE STATEMENT TO: _____

SAME AS APPLICANT

NAME _____

COMPANY / ORGANIZATION _____

ADDRESS _____

PHONE _____

FAX _____

EMAIL _____

FOR STAFF USE ONLY

DATE RECEIVED: _____

RECEIVED BY: _____

ZAP: _____ ZONE: _____