



# CITY OF ALBUQUERQUE PLANNING DEPARTMENT

Located in the Plaza del Sol Building, 600 Second Street NW

Main Reception Telephone: 924-3860

The Planning Department invites you to visit our web site

[www.cabq.gov/planning](http://www.cabq.gov/planning) for more detailed information and answers to some frequently asked questions.

Martin J. Chávez, Mayor

## Planning Department Overview

*"Building America's High Desert City" - 2003*

The Albuquerque Planning Department provides a full range of services from the processing of building permits to the development of long-range, regional plans and policies. The Department is comprised of 10 divisions, all of which are located in the Plaza del Sol building, 600 Second Street NW. Business hours are Monday - Friday, 8:00 a.m. to 5:00 p.m. Our mailing address is P.O. Box 1293, Albuquerque, New Mexico 87103.

### Director's Office

924-3936

Richard W. Dineen, AIA, Director

Richard Sertich, AICP, Associate Director

### ONE STOP SHOP

924-3900

#### Building Safety

Bob Williams, Chief Building Official, 505-924-3305

The Building Safety Division administers the building permit process for both residential and commercial construction. This is a fundamental process for ensuring the protection of life and property. The process begins with the submittal of construction documents which are reviewed for compliance with applicable building codes and standards. Approved projects are issued a building permit, allowing construction to begin. The Division also conducts field inspections to monitor compliance. The inspection process culminated with the issuance of a Certificate of Occupancy.

For more information regarding building permits, contact the Building Safety Division, Plan Review Section at 924-3963. The Division is located in the basement of Plaza del Sol building, westside of the building.

#### Development and Building Services Division

Richard Dourte, City Engineer, Div. Manager, 505-924-3999

The Development and Building Services Division administers the processing and regulation of development services related to subdivision design and permitting for the Planning Department One Stop Shop, the first source of information and advice regarding many other development requests.

Division staff accepts applications for various subdivision activities, scheduled for hearing by the Development Review Board (DRB). The DRB is composed of City staff professionals who have final approval authority unless appealed. The Division staff also processes applications concerning land development matters for hearings before the Environmental Planning Commission (EPC), the Landmarks and Urban Conservation Commission (LUCC) and the DRB. Applications are available on line at [www.cabq.gov/planning/pages/devprocess/frontcounter.html](http://www.cabq.gov/planning/pages/devprocess/frontcounter.html).

Appeals of various board decisions are accepted at the front counter, along with site development plan approvals/amendments, text amendments, and amendments to other adopted plans including the Comprehensive Zoning Code and the Subdivision Ordinance. In addition, staff processes new water meter services and construction plans for public infrastructure projects required as a condition of subdivision and/or site plan approval.

#### Albuquerque Code Enforcement

Matt A. Conrad, Division Manager, 505-924-3450

The Albuquerque Code Enforcement division is a combination of two former divisions - Zoning Enforcement and Housing Code Enforcement. The mission of the Division is to regulate the occupancy level and maintenance of all residential structures within the City in order to safeguard life, health, property and public water. Albuquerque Code Enforcement also enforces the Uniform Housing Code to ensure that dwelling units in the City are decent, safe and sanitary. Enforcing the Uniform Housing Code consists of working with tenants and concerned neighborhood associations and accepts referrals from other agencies.

This Division is also responsible for administering and implementing other City codes and ordinances, including the Comprehensive City Zoning Code.

Albuquerque Code Enforcement issues zoning citations and reviews all building permit applications for compliance. Development standards administered by this division include landscaping, parking, setbacks, signs and business licenses. This Division also enforces compliance of the Water Conservation Landscaping and Waste Water Ordinance as well as the Weed and Litter Ordinance. The Division assists with business registrations and plays a major role in the Mayor's Nuisance Abatement Task Force.

*The City of Albuquerque does not discriminate on the basis of race, color, religion, national origin or ancestry, disability, age, gender, Vietnam Era or disabled veteran status, sexual orientation or medical condition in employment or in the provision of services.*

*If you have a disability and need assistance in obtaining further information regarding any of the services provided by the City of Albuquerque Planning Department, contact the main reception desk at 924-3860. TTY users may call any phone number listed in this publication via Relay New Mexico at 1-800-659-8331.*

## Development Review

505-924-3934

Russell Brito, Division Manager

The Development Review Division provides staffing to several land use boards, including the Environmental Planning Commission (EPC), the City's principal development review and planning board. The EPC has authority on zone change requests, site development plans and similar applications; it makes recommendations to City Council on annexations and other matters. The Division also staffs the Landmarks and Urban Conservation Commission (LUCC), the City's historic preservation board, and the Zoning Board of Appeals.

The Development Review Division coordinates and administers various procedures and services relating to land development, including the authority to approve minor modifications to approved plans. The Development Process Executive Committee is charged with administering the development review process citywide. This committee, staffed by the Development Review Division, ensures that the comprehensive manual of development procedures (DPM) remains up-to-date. The Development Review Division also maintains a depository (file room) of applications that have been heard by various City boards; the file room is open to the public.

### Office of Neighborhood Coordination

505-924-3908

Patrick Montoya, Interim Division Manager

The Office of Neighborhood Coordination (ONC) serves as a liaison between neighborhood associations and City government. The Division publishes a monthly newsletter, *Neighborhood News*, that provides information between neighborhoods and local government.

The Division provides a series of training workshops on topics such as Neighborhood Association Patrol Training, Parliamentary Procedure, Zoning Issues and many other relevant topics. It is responsible for implementation of the Neighborhood Recognition Ordinance. This ordinance defines the process by which the City organizes and officially recognizes neighborhood associations who meet the requirements of the ordinance. The Division coordinates notification to recognized neighborhood associations from applicants who apply for zone changes, site development plans and liquor licenses prior to the City's acceptance of such requests.

### Albuquerque Metropolitan Redevelopment Agency

505-924-3470

Cynthia Borrego, Division Manager

The Albuquerque Metropolitan Redevelopment Agency, a division of the Planning department, promotes redevelopment (residential and commercial) in distressed neighborhoods. This is accomplished through strategic planning, creating Metropolitan Redevelopment Areas, working with community groups and leaders to establish their priorities, purchasing property for projects that can act as an anchor for other new development in the area, issuing Requests for Proposals to develop City owned property and then set up public/private partnerships where the private sector is the developer.

If you would like to be notified when we issue a new Request for Proposal, give us a call and we will add your company's name, address and phone number to our "Potential Bidders List."

## Advance Planning and Urban Design

505-924-3931

Debbie Stover, Division Manager

This Division is responsible for developing plans, policies and programs designed to guide the physical development of Albuquerque. As the Division's name suggests, work often has a long-range orientation toward improving the quality of life for Albuquerque residents. Community participation is a key component. The Division works with the community to articulate ideas and develop goals, which are then translated into policy. Extensive coordination with various government agencies and private sector interests is also a critical element of the Division's work, as is on-going public policy analysis.

*The Comprehensive Plan*, the over-arching guide for the development of Albuquerque and Bernalillo County, is the Division's pre-eminent planning responsibility. Other Division responsibilities include developing area and sector plans, administering the City's historic preservation and urban design programs, maintaining and providing data to the public including the 2000 Census.

### Office of Administrative Hearings

505-768-4700

Roberto Albertorio, Esq., Division Manager

A Special Exception request is now part of **The Office of Administrative Hearings** and was created as part of the FY/07 budget process to provide a single site within City government for all administrative hearings required or allowed by statute or ordinance. A public hearing is conducted for special exceptions to the Zoning Code. A special exception is the allowance to develop property in a manner different from what is prescribed by a particular zone category. Special exceptions include variances, conditional uses and expansion of non-conforming uses. After a special exception is filed, all interested parties are given the opportunity to participate in a public hearing. Requests are given due consideration toward the final determination of approval, approval with conditions, or denial.

### Albuquerque Geographic Information System

505-924-3807

Neal Weinberg, Division Manager

Albuquerque Geographic Information System (AGIS) is the primary GIS group in the City of Albuquerque. AGIS is a division of the Planning Department.

AGIS maintains and updates dozens of layers of geographic information in a computerized format. Geographic analysis of this data provides City officials a better understanding of existing conditions in Albuquerque, improving their ability to deliver services to Albuquerque citizens.

Beyond maintaining and updating information, AGIS creates custom maps and searches its layers of data for specific information. AGIS makes special maps for the Planning Department, all other City departments, the City Council, and other government agencies. For the general public, AGIS publishes the City Zone Atlas and keeps a list of standard maps available at a reasonable cost.