

STEPS TO APPLY FOR A SPECIAL EXCEPTION TO THE INTEGRATED DEVELOPMENT ORDINANCE

ALL APPLICANTS MUST CONTACT CODE ENFORCEMENT (STEP 1) TO START THE APPLICATION PROCESS

Initial Review - Contact Code Enforcement Specialists at 924-3857 (select option 1)

- Official Application Form for Special Exceptions
- Copy of relevant IDO section
- Zone Atlas page indicating the subject property

Public Notice and Submittal Assistance - Contact ZHE Administrative Assistant, Diane Hernandez, at 924-3894 or at PlanningZHE@cabq.gov

- Templates for justification letters

Gather Required Materials to Ensure a Complete Application*

- Letter of Authorization (if required)
- Photos (Site and Existing Structure)
- Sketch Plan
- Relevant IDO Section and Zone Atlas Page Received in Initial Review
- Justification Letter That Addresses All Required Criteria
- Sign Posting Agreement
- Public Notice
- Payment

Note for Conditional Use Applications: If a Conditional Use request either crosses an existing lot line or is requested for a lot proposed to be divided, a sketch plan of the proposed lot configuration and how it relates to nearby buildings and abutting and/or adjacent properties is required. Please provide an explanation of how the new configuration relates to the Conditional Use request. A request must be submitted for each lot existing (and included in a proposed replat) at the time of application.

Submittal - Send application form and required materials to PlanningZHE@cabq.gov

- Upon confirmation of completeness, a hearing date will be scheduled and fees will be charged. Fees charges per request per lot.

***PER IDO SECTION 14-16-4(G)(2) INCOMPLETE APPLICATIONS SHALL BE REJECTED.**

NOTE: Please contact the ZHE Administrative Assistant at PlanningZHE@cabq.gov or visit Cabq.gov/planning/boards-commissions/zoning-hearing-examiner if you have questions.