

CITY OF ALBUQUERQUE

PLANNING DEPARTMENT

CODE ENFORCEMENT DIVISION

**TITLE SERVICE COMPANY, M.V.D./WRECKER REQUIREMENTS FOR PLAN SUBMITTAL,
REVIEW, AND APPROVAL**

DEAR APPLICANT:

PER THE UNIFORM ADMINISTRATIVE CODE, 1999 EDITION, SECTION 302.3, ALL SITE PLAN AND LANDSCAPING PLAN SUBMITTALS MUST MEET THE FOLLOWING QUALITY REQUIREMENTS:

- 1. PLANS SUBMITTED SHALL BE DRAWN TO SCALE**
- 2. PLANS SUBMITTED SHALL BE DRAWN ON PAPER NO SMALLER THAN 8 ½ X 11.**
- 3. PLANS SUBMITTED SHALL BE PRINT, XEROX COPIES, OR INK WORK. PLANS DRAWN IN PENCIL ARE UNACCEPTABLE.**
- 4. PLANS SUBMITTED SHALL BE OF SUFFICIENT CLARITY TO INDICATE THE NATURE OF THE PROPERTY, ALL REQUIRED DIMENSIONAL AREAS AND THE EXTENT OF ANY PROPOSED WORK. ALL DETAILS SHOWN SHALL BE DRAWN TO CONFORM TO THE PROVISIONS OF RELEVANT TECHNICAL CODES, LAWS, ORDINANCES, RULES AND REGULATIONS. ORAL EXPLANATIONS ARE NOT ALLOWED.**

NOTE:

- APPLICANTS WHOSE DRAWINGS DO NOT CONVEY THE ABOVE NOTED REQUIREMENTS MUST SEEK PROFESSIONAL ASSISTANCE OUTSIDE OF THIS DEPARTMENT FOR PREPARATION OF THEIR SUBMITTALS.**
- THE REQUIRED SITE INSPECTION IS CONDUCTED ONLY AFTER APPROVAL HAS BEEN GRANTED FOR THE CORRESPONDING SUBMITTAL.**
- INCOMPLETE PLANS WILL NOT BE ACCEPTED.**



**CITY OF ALBUQUERQUE
CODE ENFORCEMENT DIVISION**

600 2ND ST N.W. SUITE 720
ALBUQUERQUE NEW MEXICO 87102

APPLICATION FOR TITLE SERVICE M.V.D. / WRECKERCERTIFICATION / ZONING CERTIFICATON FIELD INVESTIGATION
(ALL INFORMATION MUST BE COMPLETED PRIOR TO THE SUBMISSION OF THE APPLICATION)

APPLICANT INFORMATION

(PLEASE TYPE OR CLEARLY PRINT)

APPLICANTS NAME _____

BUSINESS NAME _____

TELEPHONE (WORK) _____ (CELL) _____ (FAX) _____

PROPERTY TO BE CERTIFIED

ADDRESS _____ LOT (S) _____

SUBDIVISION _____ BLOCK _____

UNIFORM PROPERTY CODE _____

EXPLAIN BUSINESS ACTIVITY _____

PROPERTY OWNER _____

OWNER ADDRESS (IF DIFFERENT FROM ABOVE) _____

SPECIAL INSTRUCTIONS _____

I ACKNOWLEDGE THAT AN ACCURATE SITE PLAN OF THE REFERENCED PROPERTY, AS WELL AS AN INSPECTION CERTIFICATION OF DEALER OR DISMANTLER PLACE OF BUSINESS FORM HAS BEEN SUBMITTED WITH THIS APPLICATION. I HEREBY AUTHORIZE THE CITY OF ALBUQUERQUE, CODE ENFORCEMENT DIVISION TO INSPECT THIS PROPERTY FOR THE PURPOSE OF DETERMINING THE STATUS OF THE USE. I HAVE RECEIVED A COPY OF THE CERTIFICATION REQUIREMENTS AND UNDERSTAND THAT THE CODE ENFORCEMENT OFFICE WILL REVIEW THE SUBMITTED PLAN. ANY VIOLATIONS NOTED AS A RESULT OF THE PLAN REVIEW AND/ OR FUTURE SITE INSPECTIONS ARE SUBJECT TO **IMMEDIATE CORRECTION**.

OWNER/AGENT DATE

FOR OFFICIAL USE ONLY

APPLICATION/SITE PLAN ACCEPTED BY: _____ DATE _____

ZONE _____ MAP _____ TOTAL FEE \$200.00 425099 / 4916000

ASSIGNED TO _____ FOR FIELD INSPECTION.

Research, field investigation / zoning certification processing fee is \$165.00. Note: In addition per Section 14-16-4-6 (C) City Comprehensive Zoning Code, an additional \$35.00 fee will be charged by the City of Albuquerque.



CITY OF ALBUQUERQUE
CODE ENFORCEMENT DIVISION
600 2ND ST N.W. SUITE 720
ALBUQUERQUE NEW MEXICO 87102

TITLE SERVICE CERTIFICATION REQUIREMENTS FOR M.V.D. APPROVAL

THE FOLLOWING INFORMATION IS REQUIRED TO BE SUBMITTED:

1. **A COMPLETED COPY OF AN INSPECTION CERTIFICATION OF DEALER OR DISMANTLER PLACE OF BUSINESS FORM AND AN APPLICATION FOR TITLE SERVICE COMPANY LICENSE FORM.** THESE FORMS ARE AVAILABLE FROM THE STATE OF NEW MEXICO MOTOR VEHICLE DIVISION.
2. **THREE COPIES OF A SITE PLAN OF THE PROPERTY.** THE SITE PLAN SHALL:
 - a. BE AT A SCALE OF AT LEAST 1" = 20". INDICATE THE SCALE DIMENSION.
 - b. INCLUDE THE LOCATION OF PROPERTY LINES. INDICATE THE LOCATION OF ANY PUBLIC RIGHTS-OF-WAY, INCLUDING STREETS, ALLEYS AND SIDEWALKS.
 - c. INDICATE THE DIMENSIONS OF ALL BUILDINGS, STRUCTURES, AND/OR SIGNS ON THE PROPERTY.
 - i. PRINCIPAL BUILDING(S) SHALL BE PLACED ON A PERMANENT FOUNDATION.
 - ii. SIGN(S) MUST INCLUDE THE NAME, ADDRESS, AND PHONE NUMBER OF THE DEALERSHIP. **PLEASE NOTE:** ALL SIGNAGE REQUIRES SEPARATE REVIEW AND PERMIT PRIOR TO INSTALLATION.
 - d. INDICATE THE NORTH DIRECTIONAL ARROW.
 - e. INDICATE THE AREA OF THE ENTIRE PROPERTY IN SQUARE FEET.
 - f. SHOW THE DIMENSIONS OF THE PARKING SPACE LAYOUT.
 - g. INDICATE CUSTOMER, EMPLOYEE AND DISPLAY PARKING. THESE SPACES ARE ALSO REQUIRED TO MARKED WITH A SIGN INDICATING CUSTOMER OR EMPLOYEE PARKING.
 - h. SURFACING REQUIRED ON THE PROPERTY SHALL BE:

BLACKTOP OR EQUAL: TWO INCHES OF ASPHALT CONCRETE ON A PRIME COAT OVER A FOUR INCH COMPACTED SUB GRADE, OR A SURFACE EQUAL OR SUPERIOR PERFORMANCE CHARACTERISTICS.
 - i. INDICATE THE LOCATION OF OFF-STREET-PARKING SPACES, DISPLAY SPACES, AND PARKING BARRIERS.
 - i. THE LOT SHALL HAVE BARRIERS, WHICH PREVENT VEHICLES FROM EXTENDING OVER THE SIDEWALK ABUTTING LOTS OR LANDSCAPE BUFFERS.
 - ii. ONE OFF STREET PARKING SPACE IS REQUIRED FOR EACH 200 SQUARE FEET OF BUILDING AREA.
 - iii. DESIGNATED DISABLED PARKING SPACE (S) MUST BE PROVIDED AND MEET ONE OF THE FOLLOWING.
 1. THE DISABLED PARKING SPACE CAN MEASURE 20 FEET IN LENGTH AND 12-FOOT IN WIDTH.
 2. DISABLED SPACES MAY BE 8.5 FEET IN WIDTH, HOWEVER, AN ADDITIONAL ADJACENT DELINEATED ACCESS AISLE AT LEAST 3.5 FEET IN WIDTH SHALL BE PROVIDED.
 3. DISABLED SPACES 8.5 FEET IN WIDTH MAY SHARE A COMMON ACCESS AISLE BETWEEN THE TWO SPACES.
 - iv. MUST BE LOCATED TO PROVIDE CONVENIENT ACCESS, AT LEAST 36 INCHES WIDE, TO A PRIMARY, ACCESSIBLE ENTRANCE.
 - v. DISABLED SPACES SHALL NOT HAVE SURFACE SLOPES EXCEEDING 1:20 IN ANY DIRECTION.
 - vi. EACH DISABLED SPACE SHALL BE DESIGNATED BY ITS OWN CONSPICUOUSLY POSTED UPRIGHT SIGN.
 - vii. THE SIGN CAN BE EITHER FREE-STANDING OR WALL MOUNTED. IF FREE-STANDING, A BARRIER MUST BE INSTALLED TO PROTECT THE SIGN FROM BEING HIT BY A MOTOR VEHICLE.
 - viii. THE SIGN MUST BE AT LEAST 12 INCHES BY 18 INCHES.
 - ix. THE SIGN MUST BE POSTED AT LEAST FOUR FEET ABOVE GRADE.
 - j. ONE BICYCLE SPACE SHALL BE PROVIDED PER 20 PARKING SPACES OR FRACTION THEREOF.

3. INDICATE THE LOCATION AND DIMENSIONS OF ALL LANDSCAPED AREAS ON PROPERTY.
 - a. PROVIDE A PLANT LEGEND TO SHOW:
 - i. PLANT NAME, COMMON AND SCIENTIFIC.
 - ii. QUANTITY PLANTED.
 - iii. SIZE AT PLANTING
 - iv. WATER USAGE (PER ALBUQUERQUE PLANT LIST).
 - v. WATERING SYSTEM AND RESPONSIBILITY PARTY.
4. TREES SHALL BE PLANTED ALONG ALL STREET FRONTAGES.
 - a. EITHER TWO INCHES IN CALIPER, MEASURED SIX INCHES ABOVE GRAD OR 10 TO 12 FEET IN HEIGHT.
 - b. A 36 SQUARE FOOT TREE WELL SHALL BE PROVIDED FOR EACH TREE.
5. ONE TREE FOR EACH 30 LINEAR FEET OF STREET SHALL BE REQUIRED.
6. PEDESTRIAN WALKWAYS SHALL BE PROVIDED FROM ALL STREET SIDEWALKS TO THE PRINCIPAL CUSTOMER ENTRANCE (S) OF THE NEAREST BUILDINGS ON SITE AND MUST BE 6-FOOT IN WIDTH.
7. **PROOF OF CURRENT AND UP-TO-DATE BUSINESS REGISTRATION WITH THE CITY OF ALBUQUERQUE.**
8. **AN M.V.D./WRECKER CERTIFICATION APPLICATION SHALL ACCOMPANY EACH REQUEST. A NON-REFUNDABLE FEE OF \$200.00 MUST BE PAID BEFORE THE APPLICATION WILL BE ACCEPTED.**

THE FOLLOWING REGULATIONS MAY ALSO BE APPLICABLE:

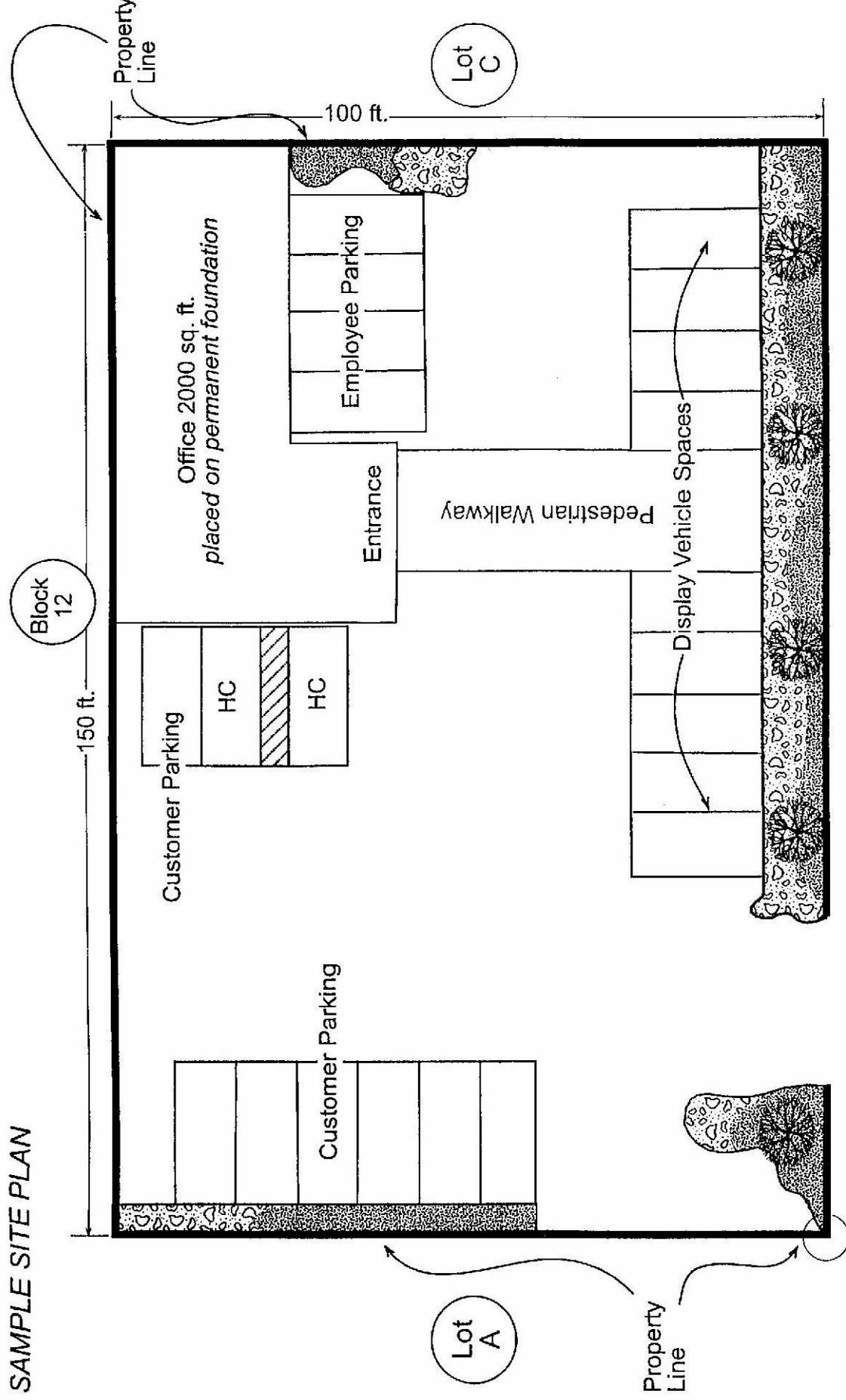
1. IF THE LOT ABUTS A RESIDENTIALLY ZONED PROPERTY, OTHER THAN PUBLIC RIGHT OF WAY, A SOLID WALL OR FENCE SIX FEET IN HEIGHT IS REQUIRED. THE WALL OR FENCE SHALL NOT EXCEED THREE FEET IN HEIGHT IN THE AREA WITHIN FIVE FEET OF THE STREET RIGHT-OF-WAY LINE. ALL WALL/FENCE CONSTRUCTION REQUIRES A SEPARATE PERMIT.
2. MOST SALES LOTS RESTRICT THE NUMBER OF INOPERATIVE VEHICLES TO NO MORE THAN TWO VEHICLES AT ANY ONE TIME. A GIVEN INOPERATIVE VEHICLE SHALL NOT BE PARKED OUTDOORS OVER TWO WEEKS IN ANY 12 MONTH PERIOD. THE PAINTING OF VEHICLES OR AUTOMOTIVE REPAIR MUST BE WITHIN A COMPLETELY ENCLOSED BUILDING AT LEAST 20 FEET FROM ANY RESIDENTIAL ZONE.

PROCEDURE:

1. AFTER THE REVIEW FEE HAS BEEN PAID AND THE APPLICATION AND COPIES OF THE SITE PLAN HAVE BEEN SUBMITTED, THE CODE ENFORCEMENT OFFICE WILL REVIEW THE PLAN. IF THE PLAN MEETS THE NECESSARY REQUIREMENTS, THE INDIVIDUAL (S) LISTED AS THE CONTACT (S) WILL BE NOTIFIED OF THE APPROVAL, AND A SITE INSPECTION WILL BE SCHEDULED.
2. PLANS NOT MEETING THE REQUIREMENTS WILL BE RETURNED FOR CORRECTION. ALL NECESSARY IMPROVEMENTS MUST BE COMPLETED PRIOR TO THE SCHEDULED SITE INSPECTION. A LETTER OF CERTIFICATION WILL BE MAILED TO THE MOTOR VEHICLE DIVISION, AS WELL AS THE LISTED CONTACT (S), FOLLOWING THE SITE INSPECTION.
3. IF THERE ARE ANY QUESTIONS THE QUESTIONS WILL BE ADDRESSED BY THE CODE ENFORCEMENT OFFICE AT 924-3850 OR FAXED AT 924-3847. A COMPLETE COPY OF THESE REGULATIONS CAN BE FOUND IN THE COMPREHENSIVE ZONING CODE, ROA 1994, SECTIONS 14-16-4-5(A)(B), 14-16-2-15(A), 14-16-3-4(E), 14-16-3-10 AND 14-16-3-3-(A)(3)(B).

SAMPLE SITE PLAN

SAMPLE SITE PLAN



Main St., NE

-  Gravel (Santa Fe brown)
-  Yellow iceplant (fill at maturity)
-  Texas Umbrella (10'-12')

Plan Notes:

Scale: 1:20
 Address: 132 Any where NE
 Legal Description:
 Building Size: 2000
 Surfacing: 10
 Parking: Required Spaces: 10
 Provided Spaces: 12
 Standard (8.5 X 20)
 Disabled (8.5 X 3.5 isle) 2
 Total Spaces Provided: 24

NOTE:

- Parking barriers will be used to prevent vehicles from extending over the sidewalk, abutting lots or onto any landscape buffer.
 - All spaces (customer/employee and display vehicles) will be marked to indicate the location of each parking space.
 - Each disabled (HC) parking space shall be designated with its own conspicuously posted sign, 12" by 18" in size, with the bottom edge at least four feet above grade.
 - Landscaped Areas: 1700 sq. ft.
 - Groundcover: 25 Yellow Iceplant (Delospermanubigenum) Low Water Use
 - Trees: 5 Texas Umbrella (Meliaazedarach) Low Water Use
- NOTE:**
- Landscape areas will be watered by existing irrigation system.
 - Property tenant responsible for irrigation and maintenance of landscaping.
 - All landscaping areas shall be mulched with gravel coverage (Santa Fe brown).
 - Groundcover will achieve 75% coverage of landscape areas within two (2) growing seasons.
 - Trees shall be deciduous and 10-12 ft. in height at the time of planting.

SAMPLE SITE PLAN