

**OFFICIAL PUBLIC NOTIFICATION FORM  
FOR MAILED OR ELECTRONIC MAIL NOTICE  
CITY OF ALBUQUERQUE PLANNING DEPARTMENT**



**PART I - PROCESS**

Use [Table 6-1-1](#) in the Integrated Development Ordinance (IDO) to answer the following:

Application Type: (1) double face flag mounting sign - illuminated

Decision-making Body: Zone Hearing Examiner

Pre-Application meeting required: ☐ Yes ☒ No

Neighborhood meeting required: ☐ Yes ☒ No

Mailed Notice required: ☒ Yes ☐ No

Electronic Mail required: ☒ Yes ☐ No

Is this a Site Plan Application: ☐ Yes ☒ No **Note: if yes, see second page**

**PART II - DETAILS OF REQUEST**

Address of property listed in application: 3715 Silver Ave SE

Name of property owner: City on the Hill Church

Name of applicant:

Date, time, and place of public meeting or hearing, if applicable: 8-19-25 @ 9am

Zoom on [Month, Day] starting at 9am

Address, phone number, or website for additional information:

**PART III - ATTACHMENTS REQUIRED WITH THIS NOTICE**

- ☒ Zone Atlas page indicating subject property.
- ☒ Drawings, elevations, or other illustrations of this request.
- ☒ Summary of pre-submittal neighborhood meeting, if applicable.
- ☐ Summary of request, including explanations of deviations, variances, or waivers.

**IMPORTANT:**

**PUBLIC NOTICE MUST BE MADE IN A TIMELY MANNER PURSUANT TO [IDO §14-16-6-4\(K\)](#).  
PROOF OF NOTICE WITH ALL REQUIRED ATTACHMENTS MUST BE PRESENTED UPON  
APPLICATION.**

I certify that the information I have included here and sent in the required notice was complete, true, and accurate to the extent of my knowledge.

(Applicant signature)

7/18/25

(Date)

**Note:** Providing incomplete information may require re-sending public notice. Providing false or misleading information is a violation of the IDO pursuant to IDO §14-16-6-9(B)(3) and may lead to a denial of your application.

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**PART IV – ATTACHMENTS REQUIRED FOR SITE PLAN & LC APPLICATIONS ONLY**

Provide a site plan that shows, at a minimum, the following:

- ☐ a. Location of proposed buildings and landscape areas.
- ☐ b. Access and circulation for vehicles and pedestrians.
- ☐ c. Maximum height of any proposed structures, with building elevations.
- ☐ d. For residential development: Maximum number of proposed dwelling units.
- ☐ e. For non-residential development:
  - ☐ Total gross floor area of proposed project.
  - ☐ Gross floor area for each proposed use.



[Note: Items with an asterisk (\*) are required.]

## Public Notice of a Hearing before the Zoning Hearing Examiner in the City of Albuquerque

Date of Notice\*: \_\_\_\_\_

This notice of an application for a proposed project is provided as required by the Integrated Development Ordinance (IDO) §14-16-6-4(K) Public Notice. This notice is being provided to (mark as relevant):

- ☐ Neighborhood Association Representatives on the attached list from the Office of Neighborhood Coordination.<sup>1</sup>  
☐ Property Owners within 100 feet of the Subject Property.

### Project Information Required by IDO §14-16-6-4(K)(1)(a)

1. Subject Property Address\* 3715 Silver Ave SE ABQ, NM 87108 (zipcode)

Location Description \_\_\_\_\_

2. Property Owner\* City on the Hill Church  
3. Agent/Contractor (if other than the property owner) Maria Gonzales / EPNM Inc

4. Application Type(s)<sup>2</sup>\* per IDO Table 6-1-1:

- |  |  |
|--|--|
| <input type="checkbox"/> Conditional Use                           | <input type="checkbox"/> Carport Permit          |
| <input checked="" type="checkbox"/> Variance                       | <input type="checkbox"/> Major Wall/Fence Permit |
| <input checked="" type="checkbox"/> Other <u>Special Exception</u> |  |

Summary of project/request\*:

IDO-Section 5-12 (F)(2) = Projection Maximum  
we are requesting 66 inches to the allowable  
30 inches from the facade

5. This application will be decided by the Zoning Hearing Examiner at a public hearing.

Hearing Date\*: Sept 16, 2025 (Tuesday)

The hearing will begin at 9:00AM via ZOOM.

For Zoom details and the agenda, please visit the CABQ Planning Webpage:

<https://www.cabq.gov/planning/boards-commissions/zoning-hearing-examiner/zhe-agendas-action-sheets-decisions>

To contact staff, email [PlanningZHE@cabq.gov](mailto:PlanningZHE@cabq.gov) or call the Planning Department at 505-924-3860 and select the option for "Boards, Commissions, and ZHE signs."

Please note: You may submit written comments to the Zoning Hearing Examiner up to 6 days before the hearing. (Deadline is 5 pm on the Wednesday before the hearing.)

<sup>1</sup> If this box is marked, the Neighborhood Association Representative Contact List from the City's Office of Neighborhood Coordination must be included as an attachment.

<sup>2</sup> Other application types require separate forms available here: <https://www.cabq.gov/planning/codes-policies-regulations/integrated-development-ordinance-1/public-notice>. Otherwise, please mark all that apply.

[Note: Items with an asterisk (\*) are required.]

6. Where more information about the project can be found\*:

Applicant name: EPNM, Inc / Zeeon Signs

Email: permitting@zeeonsigns.com Phone: 205-314-2122

☐ Online website or project page: City on the Hill Church

☒ Attachments:

☐ Neighborhood Association Representative Contact List from the City's Office of Neighborhood Coordination<sup>3</sup>\*

☐ Others: \_\_\_\_\_

**Project Information Required for Mail/Email Notice by IDO §14-16-6-4(K)(1)(b):**

1. Zone Atlas Page(s)\*<sup>4</sup> K-17

2. Project Illustrations, as relevant\*<sup>5</sup>

☐ Architectural drawings

☐ Elevations of the proposed building(s)

☐ Other illustrations of the proposed application

*See attachments or the website/project page noted above for the items marked above.*

3. The following exceptions to IDO standards have been requested for this project\*:

☐ Deviation(s)

☒ Variance(s)

☐ Waiver(s)

Explanation\*: IDO 5-12(F)(2) Projection Maximum: 30 in from the facade to increase additional 3 inches to allow total 66 in.

4. A Pre-submittal Neighborhood Meeting was required by Table 6-1-1: ☐ Yes ☒ No

Summary of the Pre-submittal Neighborhood Meeting, if one occurred:

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[Note: The meeting report is required to be provided in the application materials.]

**NOTE:** Pursuant to IDO §14-16-6-4(L), property owners within 330 feet and Neighborhood Associations within 660 feet may request a post-submittal facilitated meeting. If requested at least 15 calendar days before the public meeting/hearing date noted above, the facilitated meeting will be required. To request a facilitated meeting regarding this project, contact the Planning Department at [devhelp@cabq.gov](mailto:devhelp@cabq.gov) or 505-924-3860 and select option for "Boards, Commissions, and ZHE Signs."

**Useful Links**

**Integrated Development Ordinance (IDO):** <https://ido.abc-zone.com>

**IDO Interactive Map:** <https://tinyurl.com/idozoningmap>

<sup>3</sup> Must be attached if this notice is to Neighborhood Association Representatives.

<sup>4</sup> Available online here: <http://data.cabq.gov/business/zoneatlas>

<sup>5</sup> While not required, it is recommended that a site plan be included showing the location of existing buildings, if any, and the proposed project.