

Administrative Amendment Requirements

A request for an administrative amendment (AA) is a proposal that seeks to change the layout or arrangement and/or reduce the area of a property governed by a Special Use Permit which has already been approved by the BCC. However, the requested amendment cannot seek to change or modify any of the requirements and/or conditions which were imposed by the BCC, or increase the intensity of the approved use.

The following information is needed for an administrative amendment request:

- Completed application form, including the legal description and UPC number of the property, as well as the corresponding special use permit number and related information.
- Five (5) copies of a detailed site plan of the subject property, indicating the location of existing buildings and structures, proposed changes, as well as the property dimensions and site conditions. The plan is to be drawn to scale and of sufficient clarity to convey the scope of the request.
- \$75.00 application fee.

It is recommended that prospective applicants consult with a member of the Planning Department prior to submitting an application for a proposed administrative amendment. Determinations made by the Zoning Administrator concerning AA applications can be appealed, and as such, may severely limit future proposals or changes to the site (see flow chart).

Administrative amendment applications are heard once a month at the scheduled public hearing in front of the Zoning Administrator. Please refer to the schedule for application deadlines and hearing dates.

What is appropriate for an AA application?

The Comprehensive Zoning Ordinance of Bernalillo County limits what can be approved administratively by the Zoning Administrator as it effects an existing Special Use Permit. Applicants should be familiar with the specific requirements and limitations of their Special Use Permit, as well as consult with a member of the Planning Department prior to filing an application.

Administrative amendments can be made to:

decrease the area controlled by a Special Use Permit.

Notwithstanding any other provision of this Ordinance, an application that proposes to increase the acreage of the use of the affected property shall be processed as a new application. An application that proposes to decrease the acreage of the use shall be processed as an administrative amendment to the Special Use Permit, and reviewed by the Zoning Administrator at a public hearing following the procedures in Section 24. of this Ordinance.
[Sec. 18.C.2.]

change, modify or alter the layout of the property as reflected on the originally approved site plan for the permit.

The Zoning Administrator may (a) authorize amendments to approved special use development plans with the concurrence of the Planning Department . . .
[Sec. 24.A.2.j.]

Requests which seek to replace or swap an approved use for another should be addressed through the standard public hearing process, requiring approval from the County Planning Commission (CPC) and the Board of County Commissioners (BCC).

Notwithstanding any other provision of this Ordinance, an application that proposes to change a Special Use for another Special Use shall be processed as a new application.
[Sec. 18.C.3.]

APPROPRIATE

Reduce the area of an existing Special Use Permit from three lots to two lots.

Change the location of an entrance/exit on the site.

Modify the placement of the structures on the site to be set back further from the street.

Alter the arrangement of the buildings on the property from three 8,000-square foot warehouses to two 12,000-square foot buildings.

Vary the layout of the units in the mobile home park to allow for an onsite playground area.

Adjust the area of the lot used for employee parking from the north side to the south side of the property.

INAPPROPRIATE

Increase the area of an existing Special Use Permit from three lots to four lots.

Convert a Special Use Permit for a Contractor's Yard to a Special Use Permit for a Doctor's Office.

Delete the required six-foot wall on the east side of the property.

Add four more buildings on the property to allow for expansion of the activity.

Reduce the number of parking spaces on the site from 25 to 20.

Extend the time limit placed on the Special Use Permit from ten years to 30 years.

ADMINISTRATIVE AMENDMENT PROCESS

