





# BERNALILLO COUNTY

Planning & Development Services  
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## SIGN POSTING INSTRUCTIONS

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As required by the Comprehensive Zoning Ordinance of Bernalillo County, persons scheduled for hearing are required to post and maintain one or more signs on their property to assist in advertising the application and describing its purpose. Applicants, or their agents, will receive their signs at the time their application is filed.

1. LOCATION

- a. Signs shall be conspicuously located on the property and within twenty (20) feet of any property line that abuts a street. Signs must be placed at the edge of the property closest to the street if the property does not abut a street.
- b. The face of the sign shall be parallel to the street. The bottom of edge of the sign shall be at least two (2) feet, but not more than seven (7) feet, above grade.
- c. No barrier shall prevent a person from coming within five (5) feet of the sign in order to read it.

2. NUMBER

- a. A sign shall be placed on each street frontage abutting the subject property.
- b. If the property does not abut a street, a sign must be placed at the edge of the property nearest the public street.

3. DURATION OF POSTING

- a. Signs are to be posted 15 days before and after the hearing date.
- b. Failure to properly post and maintain the sign(s) is grounds for deferral or denial of the request.

*Posting Suggestions:*

*Heavy stakes with crossbar supports or plywood backing typically works best to keep the sign in place, especially during high winds. Signs will tear less easily if they are attached to the support system with large-headed nails or staples.*

I acknowledge that I have read and understand the "Sign Posting Instructions". I also understand my obligation to post the provided signs for the required period of time, as well as their proper posting location(s).

\_\_\_\_\_  
Signature of applicant / agent

\_\_\_\_\_  
Date

\*APPLICANTS / AGENTS WILL RECEIVE A COPY OF THIS DOCUMENT

Staff: \_\_\_\_\_

Number of signs issued: \_\_\_\_\_

Case number: Z-\_\_\_\_\_

SIGNS MUST BE POSTED FROM \_\_\_\_\_ TO \_\_\_\_\_.

THE SCHEDULED PUBLIC HEARING FOR THIS REQUEST WILL BE HELD ON

\_\_\_\_\_.



**NEIGHBORHOOD ASSOCIATION NOTIFICATION  
AND RECOGNITION ORDINANCE NO. 94-4**

**PURPOSE OF ORDINANCE.** The purpose of this ordinance is to provide the Neighborhood Associations, in the unincorporated area of Bernalillo County, with an early notification process for all public hearings held by the Bernalillo County Planning & Development Services Department, and any major County projects affecting neighborhoods. Early notifications will help identify and possibly resolve potential conflicts involving neighborhoods, the private sector, and Bernalillo County prior to the public hearing.

**NOTIFICATION PROCESS.** Prior to filing an application concerning a matter to be heard by the Bernalillo County Planning Commission, the applicant/agent must notify (in writing) the affected neighborhood association(s) which covers, abuts, or is across public right-of-way from the proposal site. A notified association representative must respond back to the applicant within two weeks (14 days) from receiving the written notice.

Written notice must be through certified letter (containing information outlined below), return receipt requested, mailed to **two (2)** designated neighborhood representatives on file with the Neighborhood Program Coordinator. Failure to submit notification to the association representatives shall be grounds for the neighborhood to request deferral of a hearing.

Certified letters must include the following information:

1. Brief description of proposal including any justification deemed appropriate (i.e. requesting a zone change from A-1 to C-1 on property located at \_\_\_\_ for the purpose of establishing).
2. Zone Atlas Map page.
3. The legal description of the property along with actual street names, address(es) and intersections.
4. A copy of the site plan, if applicable, and any other relevant information (typical building elevations, location of proposed buildings, street layout, etc.). These materials are not required to be blueprint final; preliminary drawings may be appropriate.
5. The name, address, and phone number(s) (fax and/or email, if available) of the agent or applicant for the proposed request. If more than one agent/applicant is listed, information must be provided for all those listed.

**Please contact Darrell Dady, Neighborhood Coordination Specialist, at 468-7364 or at [ddady@bernco.gov](mailto:ddady@bernco.gov) for a list of the current county-recognized neighborhood association representatives. Notification forms with a list of applicable Neighborhood Associations and the representatives to be notified will be issued by the Neighborhood Program Coordinator. Please submit copies of these forms, copies of corresponding notification letters, and evidence of certified mail with your application.**

BERNALILLO COUNTY  
PLANNING & DEVELOPMENT SERVICES DEPARTMENT

**Neighborhood Association Notification Confirmation**

(To be completed by applicant)

This certifies that I, \_\_\_\_\_, have notified  
the designated neighborhood representatives via certified return receipt mail regarding our  
application for the property located at \_\_\_\_\_.

List Neighborhood Associations that were contacted:

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\*This form is not complete until copies of the Neighborhood Coordinator Forms (list of applicable Neighborhood Associations and Representatives) and copies of the corresponding notification letters and receipts with names of association representatives have been attached.

Attach certified mail receipts here

# County Planning Commission SCHEDULE 2021

CPC HEARING DATE *	APPLICATION DEADLINE	REQUEST FOR COMMENT	COMMENT DEADLINE	APPEAL DEADLINE
12-2-20	10-26-20	10-27-20	11-9-20	**
01-06-21	11-23-20	11-24-20	12-14-20	**
02-03-21	12-28-20	12-29-20	01-11-21	**
03-03-21	01-25-21	01-26-21	02-08-21	**
04-07-21	02-22-21	02-23-21	03-08-21	**
05-05-21	03-22-21	03-23-21	04-12-21	**
06-02-21	04-26-21	04-27-21	05-10-21	**
07-07-21	05-24-21	05-25-21	06-14-21	**
08-04-21	06-28-21	06-29-21	07-12-21	**
09-01-21	07-26-21	07-27-21	08-09-21	**
10-06-21	08-23-21	08-24-21	09-13-21	**
11-03-21	09-27-21	09-28-21	10-11-21	**
12-01-21	10-25-21	10-26-21	11-08-21	**

Revised: October 2020

Applications & appeals will be accepted until 12:00 noon on deadline day.

\*Wednesday, 9:00 a.m.

\*\* Appeal deadline is fifteen (15) days from the date of the Notice of Decision letter (after the hearing).