

I.1 DEVELOPMENT PROCESS OVERVIEW

Development in the City of Rio Rancho is intended to meet community goals to promote the health, safety and welfare of current and future citizens. Through the development review process, development shall satisfy the City's Vision 2020-Integrated Comprehensive Plan, Zoning Ordinance and Subdivision Regulations.

Each participant in this process - applicant, city staff, and the Planning and Zoning Board must meet requirements that are designed to create a fair, transparent and open process of submittal, evaluation and approval.

This manual is to be used as a quick reference tool to assist you through the City and its various departments as you progress through the development process. This manual is separated by sections which correspond to the various components of the City's development review process.

The Development Manual is intended to serve as a continuing effort to more effectively communicate with the citizens, businesses, and applicants within the City of Rio Rancho.

This **Development Manual** is available on line at <http://www.ci.rio-rancho.nm.us>.

Current copies of the City's Code of Ordinances may be accessed by either visiting the City Clerk's Office at 3200 Civic Center Circle NE, Suite #150 or on line at <http://www.codepublishing.com/nm/riorancho/> or on the City's website <http://www.ci.rio-rancho.nm.us>.

This manual is not a replacement of, but rather a supplement to, the City's *Rio Rancho Code of Ordinances*.

Several or all of these sections may apply to your development project. Each section provides an overview of the process along with the necessary information for your submittal. You are encouraged to refer to the referenced sections of the City's Code of Ordinances, which are noted in brackets [], for more detailed information.

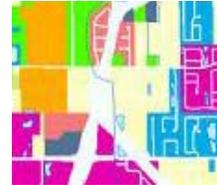
The day-to-day processing of applications for development projects is performed by the City of Rio Rancho's Development Services Department (DSD). The following table identifies applications and/or activities classified by process as either administrative (ADMIN) or those requiring one or more public hearings by either the Planning and Zoning Board (PZB) or the Governing Body (GB).

Application	Process	Page
Annexation	PZB, GB	9
Appeal		44
To Planning and Zoning Board (PZB)	PZB	
To Governing Body (GB)	GB	
Business Registration/Licensing	ADMIN	4
Construction – Building		26
Commercial	ADMIN	
Electrical	ADMIN	
Plumbing	ADMIN	
Single-family Residential	ADMIN	
Tenant Improvement	ADMIN	
Trade Permits	ADMIN	
Construction – Infrastructure		34
Curb Cut	ADMIN	
Grading	ADMIN	
Right-of-Way	ADMIN	
Development Review Committee Meeting	ADMIN	6
Impact Fees (Development Agreement/Subdivision Improvement Agreement)	ADMIN, PZB, GB	26
Subdivision		18
Bulk Plat	PZB	
Preliminary Plat	PZB	
Final Plat	PZB	
Street Addressing and Naming	ADMIN, PZB	
Summary Plat	ADMIN	
Vacation of Plat	PZB, GB	
Zoning		13
Fences, Walls, Accessory Structures (≤ 120 SF)	ADMIN	38
Childcare		37
1 to 5 Children	ADMIN	
6 to 12 Children	PZB	
Community Residential Care		37
Up to 10 Persons in Residential	ADMIN	
Application (Cont)	Process	Page
11 to 16 Persons in R-2 & R-3	PZB	
17 + Persons in R-1, R-2 & R-3	PZB, GB	
Conditional Use	PZB	14
Hobby Breeder	PZB	39
Home Occupation	ADMIN	40
Zone Map Amendment	PZB, GB	16
Model Home / Sales Office	ADMIN	40
Ordinance (Text) Amendment	PZB, GB	15
Signs		40
Sign Permit (New)	ADMIN	

Sign Permit (Face Change)	ADMIN	
Subdivision Sign	ADMIN	
Subdivision Directional Sign	ADMIN	
Political Sign	ADMIN	
Special Exception	ADMIN	
Temporary Sign Permit	ADMIN	
Site Development Plan	PZB, GB	31
Special Event Permit	ADMIN	40
Wireless Telecommunication Facilities	ADMIN, PZB	41

Most every development-related project must:

- Have the proper **ZONING** for the intended use;



- Be located on a properly **PLATTED** lot;



- Have a valid **SITE PERMIT** and/or **BUILDING PERMIT**;



- Be **INSPECTED** during Construction; and



- Receive a **CERTIFICATE OF OCCUPANCY**.



Each of these steps has a specific process to follow. The details of each are provided in this manual.

The path that your development or project will need to follow depends upon how many of these elements are already satisfied. In order to determine what that path will be, please contact the City's DSD (505) 891-5005.

The purpose of initial contact with the DSD or availing oneself of a technical review by the Development Review Committee (DRC) is to determine what steps you will need to go through and to provide you with the information necessary for a "complete" application to complete each step in the process.

“Completeness” Determination: Verifies that required forms and fees and a signature of the applicant or a written authorization from the property owner, if the applicant is not the owner.

- DSD staff or the DRC may assist with a “Completeness” review.
- A “Completeness” determination does not preclude the City from requesting additional information or studies if new information is provided or substantial changes in the proposed development occur.
- If submitting additional information or studies, the project shall be reviewed by the City to determine if the information significantly changes the application thereby potentially requiring additional review time.