



DEVELOPMENT MANUAL Volume I - PROCESS

RIO RANCHO, NEW MEXICO

December, 2009

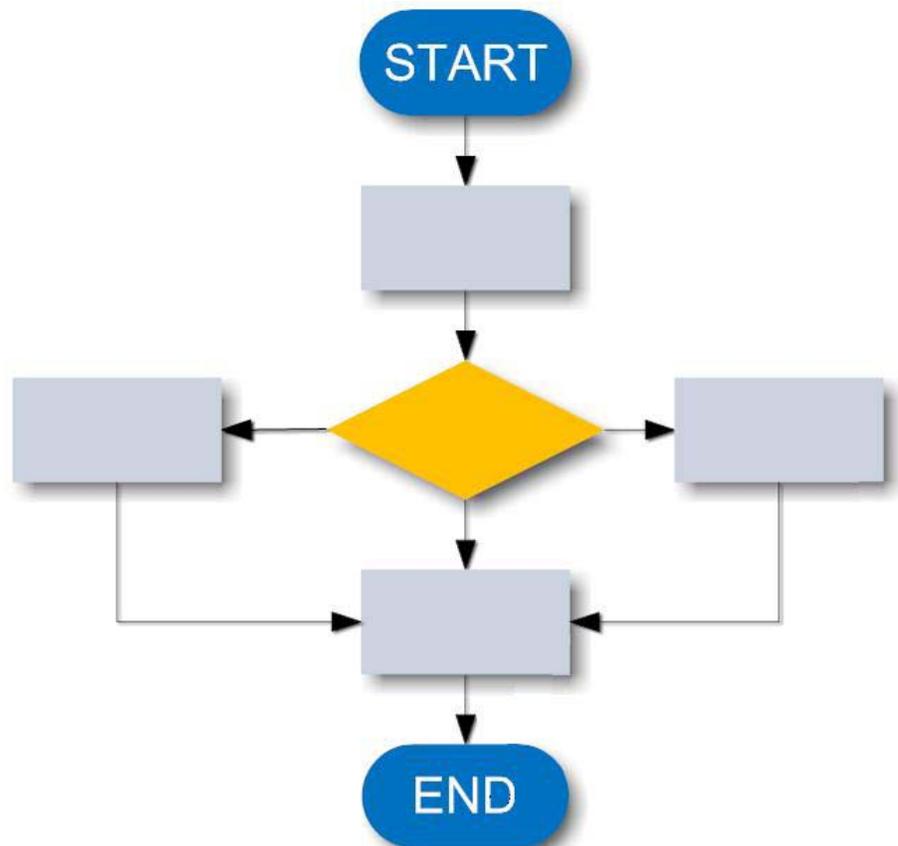


TABLE OF CONTENTS

I. INTRODUCTION	1
I.1 DEVELOPMENT PROCESS OVERVIEW	1
I.2 BUSINESS REGISTRATION AND LICENSING	4
I.3 STARTING THE PROCESS	5
• THE DEVELOPMENT REVIEW COMMITTEE PROCESS	
• DEVELOPMENT REVIEW COMMITTEE FLOW CHART	
• DEVELOPMENT REVIEW COMMITTEE APPLICATION AND CHECKLIST	
I.4 ANNEXATION - EXPANDING CITY LIMITS	9
I.5 PLANNING - RIO RANCHO'S FUTURE	10
• PLAN AMENDMENTS	
• PLAN AMENDMENT PROCESS FLOW CHART	
I.6 ZONING - DETERMINING LAND USE	13
• ALLOWED USES	
• CONDITIONAL USE PERMIT FLOW CHART	
• CONDITIONAL USE PERMIT APPLICATION AND CHECKLIST	
• ZONE CHANGE REQUESTS	
• ZONE MAP AMENDMENT PROCESS FLOW CHART	
• ZONE MAP AMENDMENT APPLICATION AND CHECKLIST	
I.7 PLATTING - THE SUBDIVISION OF LAND	18
• THE PLATTING PROCESS	
• PLATTING PROCESS FLOW CHART	
• PLATTING APPLICATION AND CHECKLIST	
• VACATION OF PLAT	
I.8 IMPACT FEES - PAYING FOR GROWTH	26
I.9 CONSTRUCTION - PERMITTING BUILDINGS	26
• RESIDENTIAL BUILDING PERMIT PROCESS & FLOW CHART	
• RESIDENTIAL BUILDING PERMIT APPLICATION & CHECKLIST	
• COMMERCIAL BUILDING PERMIT PROCESS & FLOW CHART	
• COMMERCIAL BUILDING PERMIT APPLICATION & CHECKLIST	
• CONSTRUCTION AND INSPECTION PROCESS	
• CERTIFICATE OF OCCUPANCY	
• OTHER CONSTRUCTION PERMITS	
I.10 CONSTRUCTION - INFRASTRUCTURE	34
• INFRASTRUCTURE PERMITS	
I.11 STREET - ADDRESSING AND NAMING	36
• STREET ADDRESSING/NAMING PROCESS AND CHECKLIST(S)	

TABLE OF CONTENTS (cont)

I.12 ADMINISTRATIVE - PERMITS & PROCESSES	38
• CHILDCARE	
• COMMUNITY RESIDENTIAL CARE	
• CURB CUT, GRADING, RIGHT-OF-WAY	
• FENCES, WALLS, ACCESSORY STRUCTURES (≤ 120 SQ.FT.)	
• HOBBY BREEDER	
• HOME OCCUPATION	
• MODEL HOME / SALES OFFICE	
• SIGNS	
• WIRELESS TELECOMMUNICATION FACILITIES	
• ADMINISTRATIVE PERMITS & PROCESSES SUMMARY	
I.13 NOTIFICATIONS	43
I.14 VARIANCES	43
I.15 APPEALS	44
APPENDIX	

I. INTRODUCTION

The City of Rio Rancho's Development Manual is comprised of two separate, but related, volumes. Volume I – Process contains development-related policies and procedures routinely used by the City of Rio Rancho. Volume II – Design Criteria provides design standards and criteria for the physical development of the City of Rio Rancho. Together, these procedures and design criteria provide for the orderly development of the community, assuring the public health, safety, and general welfare.

For the purpose of monitoring, evaluating and revising Development Manuals Vol. I and Vol. II, an interdisciplinary team of city staff and community group representatives shall be convened on, at minimum, a quarterly basis to consider revisions to improve and refine either manual. The Executive Review Committee shall consist of nine (9) members; five (5) City department representatives and four (4) community group representatives.

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.

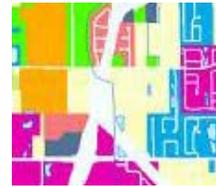
The day-to-day processing of applications for development projects is performed by the City of Rio Rancho's Development Services Department (DSD). The following table identifies applications and/or activities classified by process as either administrative (ADMIN) or those requiring one or more public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

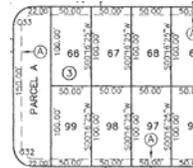
Application (Cont)	Process	Page
11 to 16 Persons in R-2 & R-3	PZB	
17 + Persons in R-1, R-2 & R-3	PZB, GB	
Conditional Use	PZB	14
Hobby Breeder	PZB	39
Home Occupation	ADMIN	40
Zone Map Amendment	PZB, GB	16
Model Home / Sales Office	ADMIN	40
Ordinance (Text) Amendment	PZB, GB	15
Signs		40
Sign Permit (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.

I.2 BUSINESS REGISTRATION / LICENSING

All persons proposing to engage in business within the municipal limits of the City of Rio Rancho shall apply for a business registration and pay a non-refundable yearly fee for each business [Title XI - Business Regulations].

The City of Rio Rancho's Business Registration is the legal authorization to operate a business within the City of Rio Rancho. An additional business license may be required on a city, state or federal level based upon the type of business.

Some business examples which must obtain a business license include, but not limited to, those businesses that involve contracting or food service. Certain professionals, like lawyers, dentists, and social workers, are also required to seek state licensing. Other businesses are required to obtain federal business licenses to include, but not limited to, a business that offers investment advice or involved in the sale of firearms.

Whether or not you need a business license may depend, in certain areas, on the type of business you plan to operate. Therefore, it is important to research the requirements of the City of Rio Rancho. Finding such information is usually relatively easy, involving a phone call, web based search or by visiting the City Clerk's Office. Additional resources include the Rio Rancho Regional Chamber of Commerce on line at <http://rrcc.org> or the

Rio Rancho Economic Development Corporation's Resource Guide on line at <http://rredc.org>.

Notice to Applicants: Verify that you have the appropriate licensing, zoning, and any applicable building permits.

Additional resources are noted below:

- If you are unsure if your business requires a license from the State of New Mexico Regulation & Licensing Department you can call (505) 476-4500.
- For Childcare and Community Residential Care please contact the DSD at (505) 891-5005 for additional information.
- New Mexico Environment Department, please call (505) 771-5980.
- New Mexico Contractor's Licensing, please call (877) 663-9267.
- Taxation and Revenue Department, please call (505) 841-6200.

Commercial Businesses -

Any company doing business from a commercial location within the municipal limits of the City of Rio Rancho must obtain a Business Registration for each business location.

I.3 STARTING THE PROCESS

The development review process begins when you visit the DSD counter and inform us as to your particular development, business or land use interest(s).

DSD counter staff will assist you with determining whether your project is of a business, construction or land use process. If it is construction related, you will proceed by discussing the nature of your project with Building Division staff. If it is administrative, business-related, planning, subdivision or zoning related, you may be directed to speak to either Zoning, Planning or City Clerk staff.

If your request is for something relatively straightforward (e.g., construction of a single family residence), then Building Inspection can help you with obtaining a permit for your project. However, if your project is complex, you may be advised to proceed with a DRC meeting.

DSD has learned through experience that more complicated development projects are often affected by multiple City ordinances, codes, and requirements of various Departments within the City. In this meeting, DSD will provide you with the codes, ordinances and requirements that are applicable to your development. DSD takes this opportunity to explain the process you will be following, provide you with applicable documentation including checklists and timing information, and answers any questions you might have.

The Development Review Committee Process

The DRC meeting may be utilized to serve two general purposes. One, as a "Pre-Application" step to bring you into the City and meet face to face with primary department and affected agency personnel responsible for reviewing and permitting your project. This is a discovery meeting where we discuss your general plans, needs, constraints, and goals for the property.

Secondly, the DRC serves as a "Completeness Determination" forum to verify that your application is prepared for a thorough review by the City. A DRC meeting is required if your development consists of:

- Zone Changes – site development plans.
- Platting or subdividing platted property.
- Single-family subdivision construction.
- Large scale (+50,000 SF) construction including apartments.

Once it has been determined that a DRC meeting is required and/or requested, a DSD staff member will either provide you with an application and submittal requirements or set up a meeting.

“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, or if additional information is requested.
- 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.

The DRC is a standing committee comprised of representatives from the City’s Development Services, Public Works, Police, Fire and Rescue, and Parks, Recreation and Community Development Departments. Additional representatives may be invited when their presence is necessary or desirable for any specific project/issue before the DRC (e.g., Southern Sandoval County Arroyo Flood Control Authority, utility companies and/or Rio Rancho Public Schools).

DSD staff will coordinate and distribute project information, chair and record the meetings, and manage the DRC files. The DRC meets twice each month on the second and fourth Thursday. The recommendations of the DRC are advisory and intended to facilitate the submittal of the formal development application and do not convey final approval authority.

During the meeting, questions will be addressed, and minutes of the meeting will be captured so that all parties will have a clear understanding of what was discussed and

what is expected. Contact information will be collected from the Applicant and the participants from the City Departments. A copy of the minutes will be provided to the Applicant within five (5) business days after the conclusion of the meeting.

Applicants should be aware that certain important elements of many proposed development projects would include, but not be limited, to the following:

Notice to DRC Applicants: The more specific information that an applicant is able to provide about the project, the more specific information we will be able to provide about the codes, ordinances and regulations.

Application	Preliminary Utility Plan and Water & Sewer Availability	Preliminary Drainage Plan and Capacity Analysis	Parks/Open Space and R-O-W	Traffic Impact Analysis	Complete Engineering Plans
Zoning (Site Plan)					
Land Disturbance ≥ 1 acre or ≥ 500 CY					
Preliminary Plat					
Final Plat					

* **NOTE:** Letter of Water and Sewer Availability obtained from the Public Works Department.

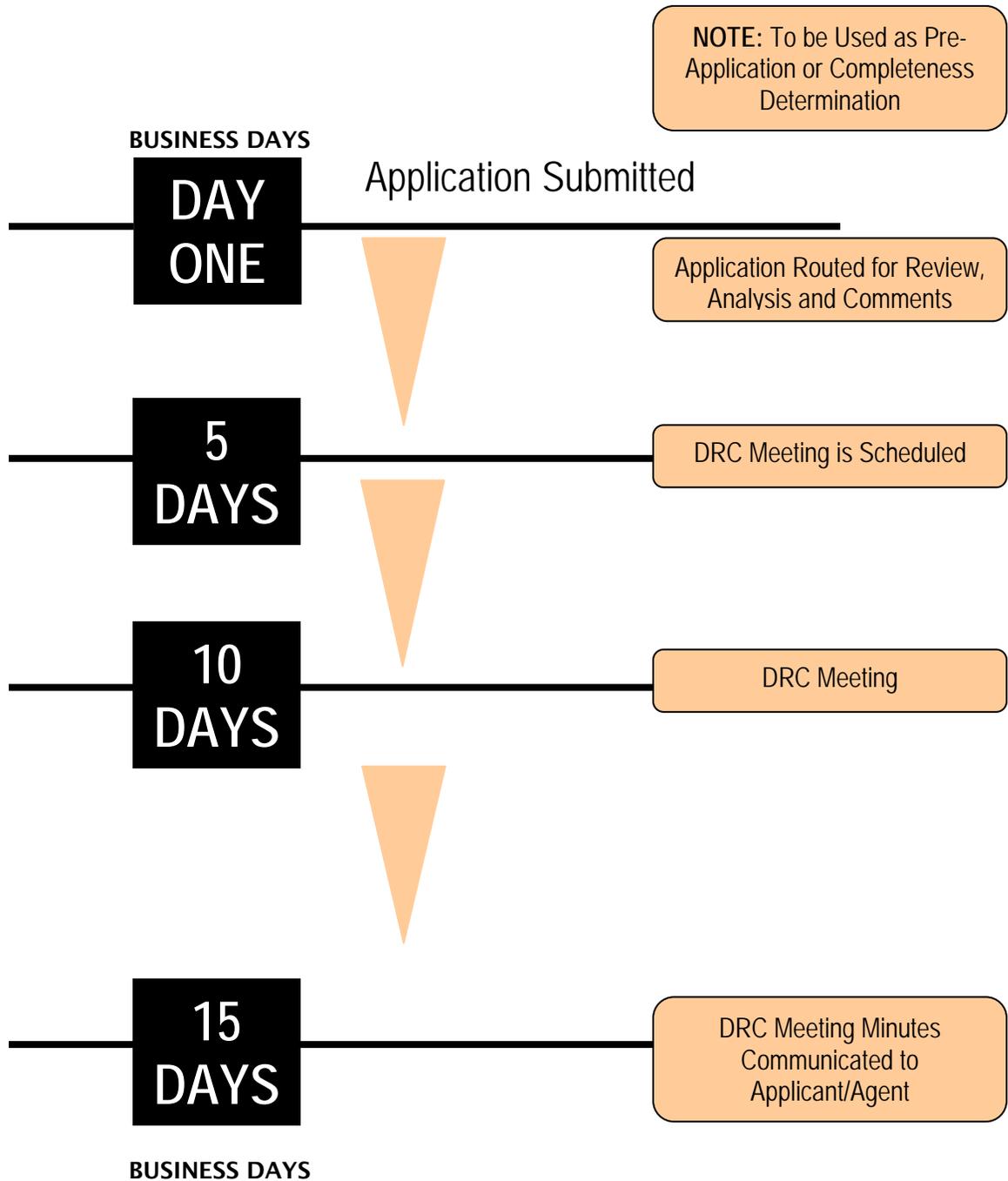
All DRC preliminary plans shall include, but not be limited to:

- A case number and vicinity map, including north arrow, which clearly shows the project location.
- Engineer and developer name, mailing address, e-mail address, and phone number.
- The phasing of the development and the manner in which each phase can exist as a stable independent unit.
- Water and sewer availability letter (preliminary plats).

For specific submittal requirements, see appropriate section within Development Manual Vol. II - Design Criteria.

CITY OF RIO RANCHO NEW MEXICO – DEVELOPMENT SERVICES DEPARTMENT

Development Review Committee Flow Chart



DRC Application and Checklist

The DRC Application & Checklist may be obtained either from the DSD or on line at <http://www.ci.rio-rancho.nm.us>.

- Provide 20 copies of the completed application form and supporting documentation (e.g., completed checklist). NOTE: May provide one original if remaining copies are in a digital format.
- Site plan must be provided on 11" x 17", at a minimum, for legibility purposes.
- Include a list of questions you would like the DRC to answer or to help facilitate your development project.
- Provide a copy of the City's Zone Atlas page clearly identifying the proposed project location and its current zoning noted.
- Provide general drainage information, including flood plain maps and aerial photos to determine the overall drainage patterns.
- Provide owner verification letter, if applicable.

NOTE: This list is not meant to cover all items but to provide a list of major items required to begin the DRC process.

I.4 ANNEXATION – EXPANDING CITY LIMITS



DRC Meeting Required

Annexation provides a means to expand the City's boundaries commensurate with an agreement for the timely provision of municipal services and other benefits as approved by the Governing Body.

The City's Vision 2020-Integrated Comprehensive Plan (Vision 2020) contains an annexation policy that recommends when annexing land to the municipal corporate limits the following shall be considered:

- There is a positive cost-benefit analysis reflecting significant potential for increasing municipal revenue generation; or,
- There is an expressed or requested need for land use regulation and/or management by the municipality; or,
- There is an urgent necessity to provide municipal services or to install municipal facilities; or,
- Landowner petitioners execute development agreements to provide resources (water rights or funding) sufficient to sustain the area without constituting a drain on the municipal budget.

I.5 PLANNING – RIO RANCHO’S FUTURE

The goals of the City’s Land Use Plan(s) are to provide a general pattern for the location, distribution and character of the future land uses within Rio Rancho’s planning jurisdiction. Rio Rancho’s land use plans follow a general hierarchical structure with the Vision 2020 plan as the primary or first-level plan that supersedes all other Plans. All other planning documents must be consistent with the Vision 2020. The types of land use plans utilized by the City of Rio Rancho are described below:



DRC Meeting Required
if Amended

- Vision 2020-Integrated Comprehensive Plan

The City’s comprehensive plan provides a general, broad overview of the physical development of the community. The Plan reviews past development patterns which have led directly to present conditions. Secondly, the Plan provides a long range, futuristic view of how the city should develop or redevelop. In this respect, the Plan examines past trends and utilizes various analytical planning techniques to determine desired future scenarios. The Comprehensive Plan depicts where the City has been, where it is presently, where it wants to go, and how it plans to get there.

The Vision 2020 plan is a planning tool used to direct the City’s current and future growth and development. Vision 2020 consists of eight fundamental principles or areas of concern related to future development of the community: Land Use – Fiscal Analysis, Urban Design, Transportation & Circulation, Infrastructure & Capital Facilities, Environmental Sustainability, Housing, Community Services & Public Facilities, and Economic Development.



DRC Meeting Required

- System and Facility Plans

Rio Rancho’s system and facility plans address a singular function such as infrastructure systems or community facilities, (e.g., Parks and Recreation Master Plan). System and Facility Plans are typically created by the respective City Department responsible for city-wide community facilities or by Utility companies representing their specific infrastructure systems.



DRC Meeting Required

- Large Scale Area Plans

These plans encompass large geographic areas of the city providing a higher degree of detail than that which is covered by the Vision 2020. Area plans establish planning criteria and land use goals specific to the physical development consistent with the Principles and Policies of the Vision 2020. Area plans are primarily created by the City due to the high number of properties and owners involved.



DRC Meeting Required

- Master Plans

Master Plans are prepared by either the City or private sector and submitted to the City for review and approval. Master Plans address the Principles and Policies of the Vision

2020, but specific to a defined area within the City; at least 20 acres but usually more than 100 acres.

- **Specific Area and Corridor Plans**



DRC Meeting Required

Specific Area and Corridor Plans cover a smaller geographic area of the City such as a neighborhood, a mixed use activity center, or a transportation corridor, and often comprise less than 100 acres in area. Specific Area Plans and Corridor Plans often address specific issues such as architectural control, design guidelines, buffering and transportation access elements. Specific Area and Corridor Plans are usually created by the City to address specific issues as noted above. Occasionally, they are prepared by the private sector for a specific development project.



DRC Meeting Required

- **Project Specific Site Plans**

The site development plan specifies the present characteristics of a particular parcel of land and its surroundings and describes intended activities and their potential impact on the community. The terms “site plan” and “site development plan” are interchangeable.

Site development plans have two functions. First, they illustrate the intended design, arrangement and uses of the land to be improved. Second, they describe the proposal’s physical, social and economic effects on the City.

Information on factors such as the following may be the subject of concern in the site development review process: means of access, parking, landscaping, buffers, architectural features, and location of structures, impact on adjacent land uses and other elements related to the health, safety and general welfare of the community.



DRC Meeting Required
for Amendments

Plan Amendments

New Mexico state law allows the City to amend, extend or add to any adopted land use plan. A Plan Amendment permits for changes to be made to an existing land use plan and/or its future land use map after they have both been adopted. All changes to the City’s adopted land use plan(s) that are inconsistent with the plan’s future land use map will require a plan amendment.

Applications regarding Plan Amendments can be submitted by the owner of the subject property or City staff.

Any proposed Plan Amendment will be reviewed and acted on at two public hearings. First to be acted upon by the Planning and Zoning Board to reach a recommendation to be forwarded to the Governing Body for a final decision. At a public hearing, the Planning and Zoning Board reviews and evaluates City staff’s recommendation and public input and then sends its recommendation to the Governing Body. The Governing Body makes the final determination of whether the plan amendment will be approved.

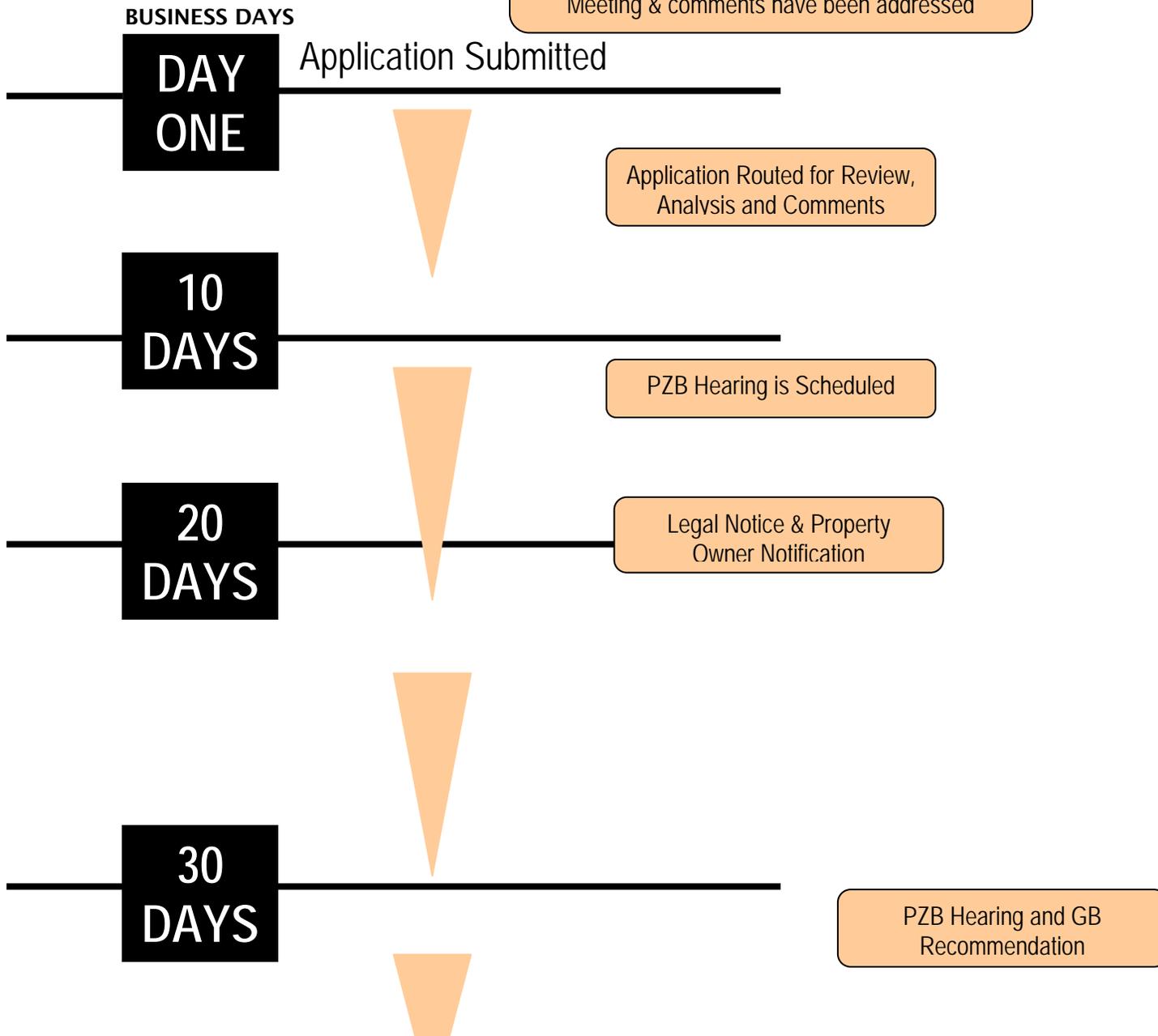
CITY OF RIO RANCHO NEW MEXICO – DEVELOPMENT SERVICES DEPARTMENT

Plan Amendment Process Flow Chart



DRC Meeting Required

NOTE: Complete Application Reduces Processing Time & Business day timeline begins after DRC Meeting & comments have been addressed





The Planning and Zoning Board’s decision is based on findings regarding the plan’s consistency with the Vision 2020.

Adoption of a plan amendment by the Governing Body is by resolution. Any accompanying regulations are adopted by ordinance.

I.6 ZONING – DETERMINING LAND USE

Zoning divides the City of Rio Rancho into zone districts and specifies different sets of rules or development standards for each district, although some requirements will be common to all districts. Zoning district regulations address three basic sets of issues:

1. The permitted use of land and buildings.
2. The intensity of the use expressed as density. In the City’s single-family residential districts, density is expressed indirectly through minimum lot sizes.
3. Height, bulk, and other dimensional standards. These standards define, in three dimensions, what portion of a lot can be occupied by buildings.

Through the zoning process, the City ensures compatible land use patterns, minimizes conflicts between uses, protects property values, and enhances the urban environment. The zoning ordinance defines the geographic area contained within the boundaries of zoning districts in the city, regulates the allowable uses within each zoning district, and defines characteristics of the sites (e.g., residential, non-residential, mixed use) designated for those uses.

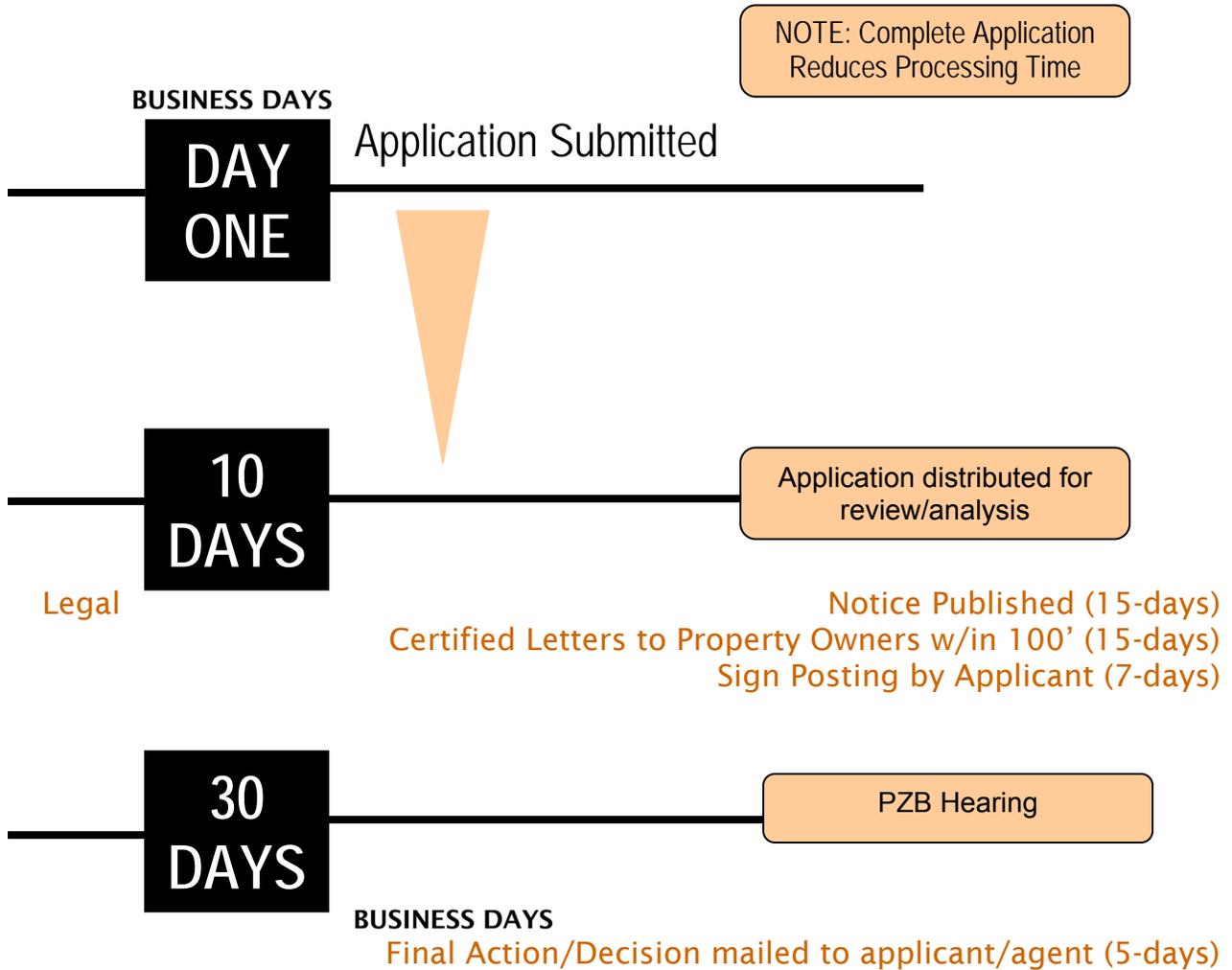
Allowed Uses

When considering the future use of a lot/property, consult the Zoning Map/Atlas either available on line at the City’s website or in the DSD. With assistance at the counter, locate the subject property within the pertinent district, consult the “Permissive Uses” section of the Planning and Zoning Code to determine whether your proposed use is allowed within that district. Alternatively, “Conditional Uses” are those uses permitted only after a discretionary review by the Planning and Zoning Board at a public hearing.

Should a proposed use require a conditional use permit, the process on the following page shall apply.

CITY OF RIO RANCHO NEW MEXICO – DEVELOPMENT SERVICES DEPARTMENT

Conditional Use Permit Flow Chart



Conditional Use Permit Application and Checklist

The Conditional Use Permit Application & Checklist may be obtained either from the DSD or on line at <http://www.ci.rio-rancho.nm.us>.

- Provide 20 copies of the Completed Application Form, supporting documentation and applicable fee (fewer copies if in digital format).

- Site Plan must be provided on 11" x 17", at a minimum, for legibility purposes.
- Site Plan shall include the following information:
 - Location of building(s) in relation to property lines (provide dimensions).
 - Identify adjoining property, abutting streets and north arrow.
 - Graphic illustration to reflect any dimension restrictions, (height and setback).
- Provide any additional illustrations to detail specifics related to the Conditional Use Permit request.
- Provide Owner Verification Letter, if applicable.

NOTE: This list is not meant to cover all items but to provide a list of major items required to begin the Conditional Use permitting process.

Zone Change Request

If it is determined that your project or proposed use conflicts with the allowable uses within the existing zoning district, you may apply for a request to change the current zoning of your site to one that will accommodate your use. This change is referred to as a Zone Map Amendment and must be justified as follows [Title XV – Land Usage, Chapter 150 General Provisions]:

1. A rezoning must be consistent with the health, safety, morals, and general welfare of the City.
2. The applicant for a rezoning must provide a sound justification for the rezoning, with the burden of proof being on the applicant to show why the rezoning should be made.
3. The proposal shall generally be consistent with a city's master plan.
4. The applicant must demonstrate that the existing zoning is inappropriate because:
 - A. There is an error or mistake or it is necessary to correct an injustice that occurred when the existing zoning map pattern was created.
 - B. Changed neighborhood or community conditions justify a rezoning.
 - C. A different zoning district is more advantageous to the community.
5. The cost of land or other economic conditions shall not be a determining factor for approval of a rezoning.
6. Location of collector and arterial streets isn't sufficient justification for a rezoning.
7. Spot zoning (the rezoning of one parcel) may be approved when:
 - A. The rezoning will clearly facilitate the master plan.
 - B. The parcel being rezoned is different from surrounding land because it could function as a transition zone.

Zone Map Amendment Process

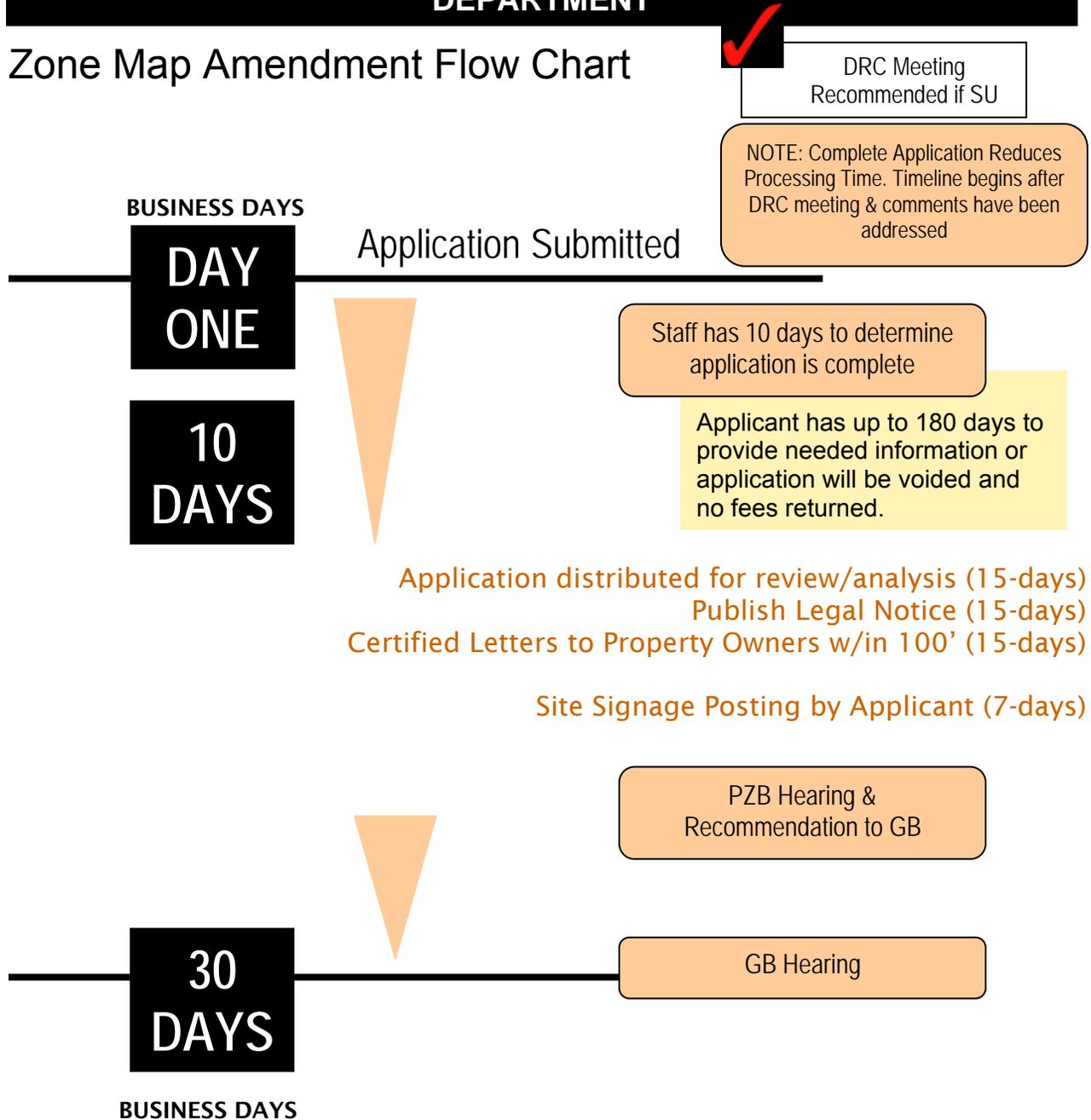
Your first step in the zone map amendment process (which is an amendment to the Zoning Ordinance) will be to contact DSD to discuss the nature of your zoning. They will help you explore the feasibility of your request. Your request will be reviewed for its compatibility with the existing land uses, land use plans, zoning patterns, Vision 2020-Integrated Comprehensive Plan & written justification.

Submission of Zone Map Amendment or Special Use Zone Map Amendment (follows same process) application. Certain zone change requests require the submission of a site plan (e.g., Special Use zoning districts) to accompany the Zone Map Amendment. City staff will advise you as to the appropriate submittal requirements to facilitate your request.

Following a review and analysis by City staff and reviewing agencies, a Department recommendation will be prepared in preparation of a Planning and Zoning Board public hearing. Your case will be heard by the Planning and Zoning Board, which will make a recommendation regarding your request to the Governing Body. The Governing Body will decide the final disposition of your zoning request at one of its regularly schedule meetings.

CITY OF RIO RANCHO NEW MEXICO – DEVELOPMENT SERVICES DEPARTMENT

Zone Map Amendment Flow Chart



Once Zoning has been approved, an ordinance is adopted by the Governing Body.

Zone Map Amendment Application and Checklist

The Zone Map Amendment Application & Checklist may be obtained either from the DSD or on line at <http://www.ci.rio-rancho.nm.us>.

- Provide 20 copies of the Completed Application Form, supporting documentation and applicable fee (fewer copies necessary if available in digital format).
- Location map from the City's Zone Atlas with the current zoning of the property.
- Site Plan must be provided on 11" x 17", at a minimum, for legibility purposes, if a Special Use zone is being requested.
- Site Plan shall include the following information [Title XV – Land Usage, Chapter 154 Planning and Zoning]:
 - Scale and north arrow.
 - Lot boundaries and easements.
 - Existing and proposed utilities.
 - Existing and proposed rights-of-way.
 - Proposed structures with uses dimensions, and setbacks.
 - Proposed ingress, egress, parking and circulation.
 - Landscaping and landscape buffers.
 - Elevations.
 - Adjacent property characteristics.
 - Preliminary drainage plan.
- Provide Owner Verification Letter, if applicable.
- Provide Water and Wastewater Availability Letter, if applicable.
- Provide written statement of justification [Title XV – Land Usage, Chapter 150 General Provisions].

NOTE: This list is not meant to cover all items but to provide a list of major items required to begin the zone map amendment process.

I.7 PLATTING – THE SUBDIVISION OF LAND

The manner in which land is subdivided, how streets are designed, and how the lots are laid out, have a lasting effect on the physical character of the city. The City's Subdivision Code regulates new development to ensure that the health, safety, and welfare of the public are protected. Streets, water and sewage systems must be adequately sized, designed, and constructed. Streets must be able to accommodate the maneuvering of emergency equipment. Future property owners must be guaranteed a parcel with access to public right-of-way and utilities suited for the intended use.

Platting is the process through which undeveloped land is subdivided and ultimately transformed into legal building sites. In some cases, platting may be relatively complex. The layout of streets and utilities are established, and blocks are further subdivided to create lots for individual ownership. In other cases, when an existing platted lot is subdivided further, infrastructure improvements may not be necessary.

The Platting Process

A plat must be prepared for a property if:

- the property is unplatted land; or
- an existing platted lot is subdivided further.

When a plat is required, it must be approved by the Planning and Zoning Board prior to the issuance of a Building Permit. In the case of subdividing an existing platted lot, you will file for "Summary Plat" establishing a new plat.

Plat approval is divided into two distinct phases: Minor and Major Plats.

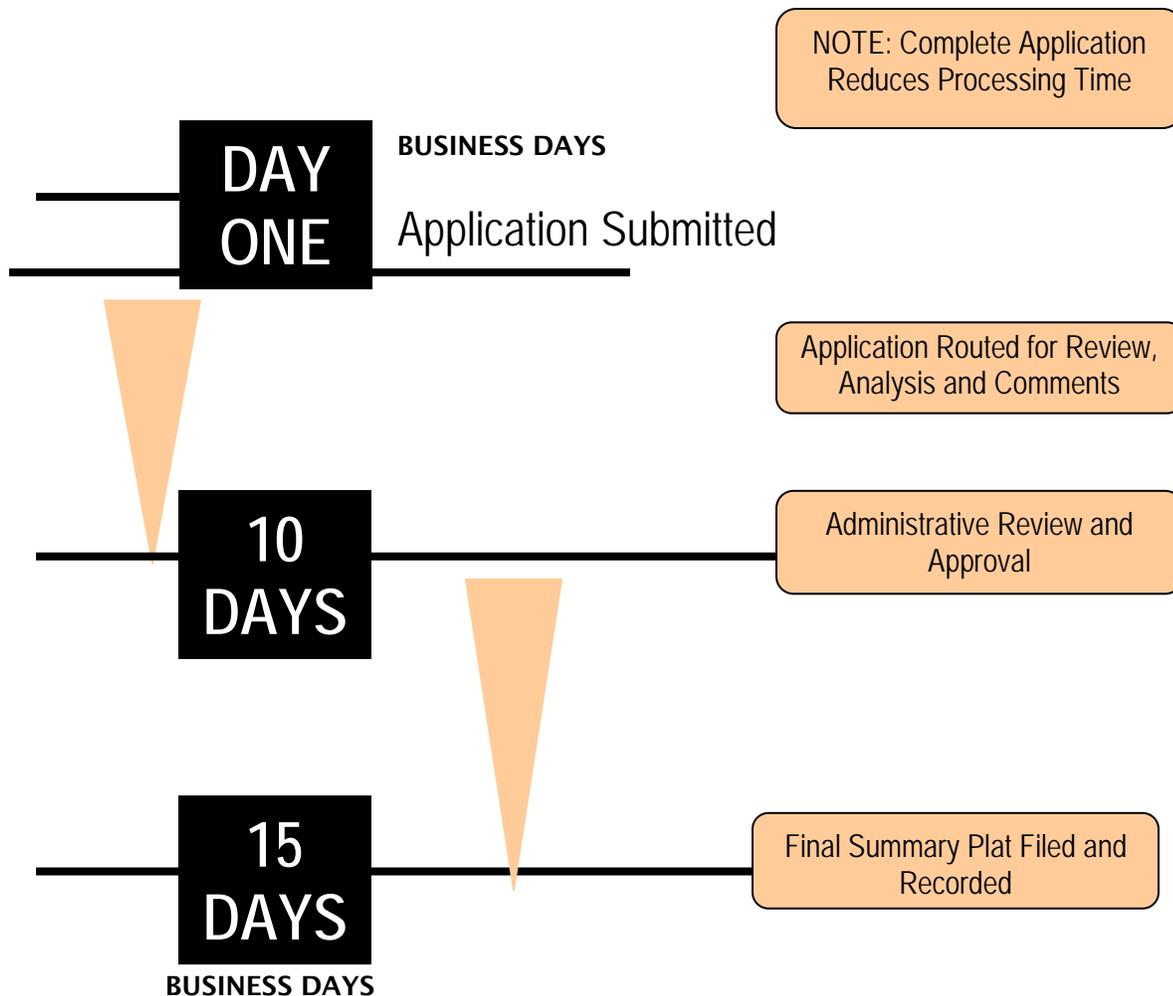
- Minor subdivisions also called, "Summary Plats". Minor subdivisions can be approved using an administrative summary procedure that combines steps.

Summary Plats are considered when one or more of the following applies:

- Subdivision contains no more than two (2) lots.
- Parcels created for City dedication as ROW or drainage.
- Re-subdivisions where the combination or recombination of portions of previously platted lots does not increase the total number of lots.
- Lot consolidation combining adjacent property to eliminate property lines or reducing the total number of lots.
- Adding or vacating easements for public utilities, drainage or access.

Minor Subdivision - Summary Plat Process Flow Chart

CITY OF RIO RANCHO NEW MEXICO – DEVELOPMENT SERVICES DEPARTMENT



Platting Application and Checklist

The Platting Applications & Checklists may be obtained either from the DSD or on line at <http://www.ci.rio-rancho.nm.us>.

- Provide (5) copies of the summary plat at a scale no less than one inch equals two-hundred feet. The plat should reflect a survey of the property, any easements to be vacated and any newly created easements or parcels.

Additionally, the summary plat shall include:

- A location map of the summary plat.
- A legal description of the property being replatted.
- A statement describing the purpose of the summary plat.
- The existing number of lots or parcels.
- The number of lots or parcels being created by the summary plat.
- Street dedications, if any.
- The acreage of the total plat area.
- General notes on the summary plat., i.e. survey bearings, distances, etc.
- Physically tie-in two property corners with a monument that references the Central New Mexico State Plane Coordinates.
- Show any easements, right-of-way, or dedications of parcels to the City of Rio Rancho, SSCAFCA, or other agencies and property owners.
- Signature blocks should also be provided for: 1) property owner or authorized agent (must be notarized) 2) surveyor's certification 3) jurisdictional affidavit, 4) all utilities, including Department of Public Works 5) Development Services Director, 6) City Clerk, 7) County Treasurer and 8) County Clerk.
- Two (2) paper copies of existing plat.
- Payment of fee, unless the summary plat is for a public project.

NOTE: This list is not meant to cover all items but to provide a list of major items required to begin the minor subdivision review and approval process.

Both the Preliminary and Final plat processes consist of the following:

- Submission of application, plats and development plans, if required, and the payment of fees.
- Consideration for approval by the Planning and Zoning Board.

You must submit your Final Plat to the Planning and Zoning Board within one (1) year of the approval of your Preliminary Plat.

Final Plats should be returned (with notarized signatures by the property owner and the surveyor) to the Planning Division. The City will, in turn, obtain signatures from the chairperson of the Planning and Zoning Board and the City Clerk. The plat is then returned to you for filing with the Sandoval County Clerk's Office. Prior to filing the plat, contact the gas, telephone, electric, and cable television companies and other utility providers servicing your site; place any service easements they may require onto the plat.

After filing the plat for record with Sandoval County, you will return a Mylar copy and three prints with original signatures of the recorded plat (which you will receive at the time of your filing with the Sandoval County Clerk's Office) to the Planning Division.

Major Subdivision (Bulk Plat, Preliminary Plat, and Final Plat)



DRC Meeting Required

- Major subdivisions include preparation of a preliminary, final plat and/or a Bulk Plat requiring approval of the Planning and Zoning Board.

The Planning Division will be your contact, guide, and source of information throughout the platting process. While many different City Departments and private parties are involved, the Planning Division will serve as your point of orientation, helping you ensure that your journey through the platting process is timely and efficient.

Preliminary Plats and Bulk Plats provide a sketch of the proposed subdivision and improvements at a lower level of detail than that which is required for Final Plats. Final Plats are the final highly detailed document to be approved by the Planning and Zoning Board. Accuracy is critical when platting property. The plat includes exact measurements, easement locations and dedication language for all public dedications. Final Plats are filed for record with Sandoval County Clerk's Office.

At each stage of the development process, some level of public works or civil engineering plans will be necessary. The required level of detail will vary depending on the stage of development, as well as how quickly one desires to move through the process. For example, at the time of zoning approval, if a Concept Plan is being considered, no engineering plans are necessary. If a Detail Plan is part of the consideration, however, schematic utility, drainage and other plans will be needed.

It should also be noted that when a development has reached the Preliminary Plat stage, there are two alternatives: When a development is not ready for construction, a Preliminary Plat can be considered without the submittal of complete engineering plans; if however, the applicant wishes to move forward with immediate consideration of a Final Plat and construction of infrastructure, complete engineering plans must accompany the Preliminary Plat.

Preliminary Plat

1. Applicant submits preliminary plat application, fee and materials listed below and further detailed in the preliminary plat application to the DSD:

- Preliminary Plat Application (1 copy).
- Letter of Authorization (1 copy).
- Preliminary Plat (6 copies).
- Preliminary Infrastructure Construction Plans (6 copies).
- Preliminary Drainage Report (3 copies).
- Soils Analysis (3 copies).
- Traffic Impact Analysis (3 copies).
- Water and Wastewater Availability Statement (2 copies).

2. DSD staff reviews application for completeness. If complete, the application is forwarded to affected City departments and government agencies for review. If incomplete, the application is held until all materials are provided.

3. If City departments and government agencies recommend approval (or conditional approval) of the preliminary plat, the preliminary plat is scheduled for public hearing before the Planning and Zoning Board. If the preliminary plat is returned for revisions, the applicant shall make the necessary revisions and resubmit the revised materials to DSD for re-review.

4. Required Notifications, Staff Report and Planning and Zoning Board public hearing are accomplished.

5. DSD staff mails notice of final decision and findings of fact first-class to the applicant, agent and any individual who spoke at the hearing or requested a copy of the findings.

The City will consider a subdivision plat (preliminary, final, bulk, or summary) to be withdrawn from active consideration if there has been no action on it for one year or more, provided that the applicant has not requested an extension for the completion of the plat. If the plat is considered withdrawn, the applicant will have to reapply and undergo the subdivision process to complete the plat.

Final Plat

1. Applicant submits final plat application, fee and materials listed below and further detailed in the final plat application to the DSD:

- Final Plat Application (1 copy).
- Letter of Authorization (1 copy).
- Findings of Fact (1 copies).
- Final Plat (6 copies).
- Final Infrastructure Construction Plans (6 copies).
- Final Drainage Report (3 copies).
- Final Soils Analysis (3 copies).
- Final Traffic Impact Analysis (3 copies).
- Engineer's Opinion of Probable Cost (2 copies).
- Development Agreement (3 copies).
- Covenants (if infrastructure typically maintained by the public is proposed for private operation and maintenance (private streets), 3 copies).
- Financial Guarantee Statement (2 copies).
- Subdivision Improvement Agreement, if applicable (2 copies).

2. DSD staff reviews application for completeness. If complete, the application is forwarded to affected City departments and government agencies for review. If incomplete, the application is held until all materials are provided.

3. If City departments and government agencies recommend approval of the final plat and the applicant is prepared to satisfy the following three steps, the final plat is scheduled for public hearing before the Planning and Zoning Board. If the final plat is returned for revisions, the applicant shall make the necessary revisions and resubmit the revised materials to DSD staff for re-review.

4. Prior to the final plat hearing, the applicant submits two sets of infrastructure construction plans (mylar copies) to DSD staff for signature by affected City departments and government agencies. Infrastructure construction plans must be signed by all affected parties prior to the public hearing.
5. Prior to the final plat hearing, the applicant constructs all required infrastructure improvements or executes a Subdivision Improvement Agreement and financial guarantee with the Department of Public Works (if applicable).
6. Prior to the construction of system level infrastructure or final plat hearing, the applicant executes a Development Agreement with DSD Director (if applicable).
7. Required Notifications, Staff Report and Planning and Zoning Board public hearing.
8. DSD staff mails notice of final decision and findings of fact first-class to the applicant, agent and any individual who spoke at the hearing or requested a copy of the findings.
9. Applicant signs plat and acquires signatures from franchised utilities and then provides three mylar copies of the final plat and covenants (if applicable) to DSD staff, who acquire the remaining signatures from City and other government agency representatives.
10. DSD staff records plat, subdivision improvement agreement ,if applicable, and covenants, if applicable, with the appropriate County Clerk, reserving one copy for the City's records and one copy for the applicant. The applicant must provide a check covering the cost of recordation to DSD staff prior to recordation and ensure that all applicable property taxes are paid in full.

Bulk Land Subdivision

1. A major subdivision that does not require infrastructure improvements until future subdivision or site plans are prepared is a bulk-land subdivision. The intent of the bulk land subdivision is to:

- Facilitate the zoning of master-planned developments.
- Dedicate right-of-way.
- Grant easements.
- Convey land to intermediaries.

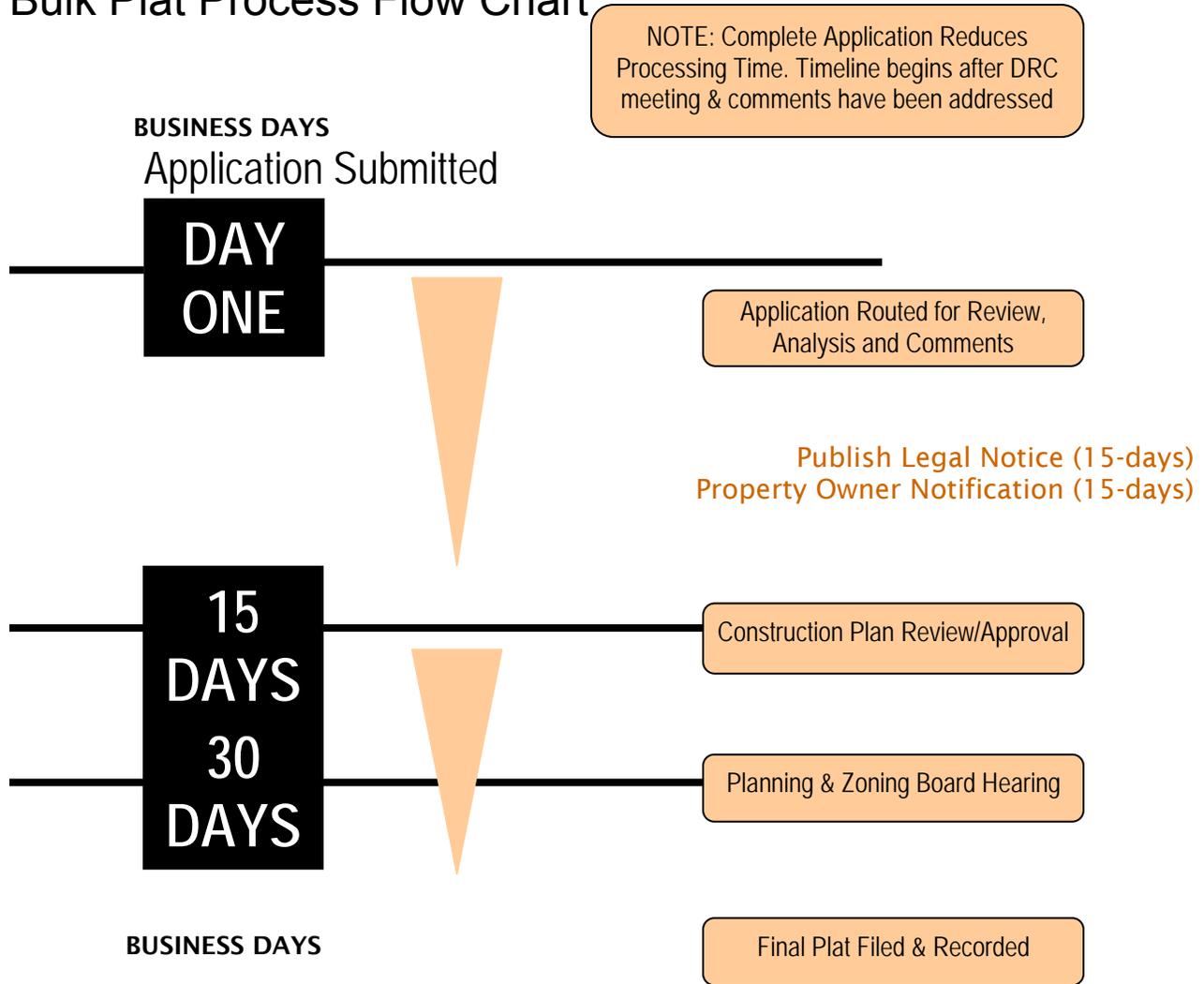
2. Bulk land subdivision procedures are generally the same as those for final plats. Consult with City staff and refer to the final plat requirements previously described in this chapter. Bulk land subdivision proposals can also be submitted to the DRC so that the applicant is informed about City policies and procedures and requirements, and can be better prepared to address any associated issues during formal submittal.

Major Subdivision – Preliminary, Final &



DRC Meeting Required

Bulk Plat Process Flow Chart



Note: Unlike Final Plats, Bulk Plats do not receive construction plan approval prior to PZB hearing.

Vacation of Plat

A vacation is required when no replatting is undertaken but elimination of lot lines, rights-of-way or easement lines dividing a parcel is to be accomplished [Title XV – Land Usage, Chapter 155 Subdivisions].

Three types of vacations exist and are defined as follows:

- **VACATION OF PLAT** - The subdivider of land proposed to be vacated, exclusive of public rights-of-way, shall sign a duly acknowledged statement declaring the plat or a portion of the plat is to be vacated and shall apply to the Planning & Zoning Board through the DSD for approval.

- VACATION OF PUBLIC RIGHT-OF-WAY - Where a public right-of-way is proposed to be vacated, all or a portion, the Planning and Zoning Board shall determine whether or not the vacation will adversely affect the interests of persons owning contiguous land or land within the subdivision being vacated.
- VACATION OF EASEMENTS - The rights-of-way of any public or private utility, including drainage, existing prior to the vacation, total or partial, of any plat are not affected by the vacation of a plat unless an authorized representative of the utility involved agrees in writing to have their rights vacated.

I.8 IMPACT FEES – PAYING FOR GROWTH

Impact fees provide a means of assessing the fair share cost of system level infrastructure on new development, based on adopted levels of service for roads, bikeways and trails, parks, police and fire facilities, water and wastewater utilities, and drainage facilities. Rio Rancho's impact fee ordinance is intended to provide a clear, consistent set of standards and procedures for funding the system level infrastructure needed to support new development.

In many cases, the developer has a choice of paying impact fees or constructing system improvements for impact fee credits. These dedications of system improvements must be memorialized in a "Development Agreement" or a "Subdivision Improvement Agreement" with the City in order to obtain impact fee credits for the improvements. These developer dedications are sometimes referred to as "in-lieu" of impact fees, since they substitute construction of system improvements for the payment of fees in return for impact fee credits. A financial guarantee for the system improvements must be provided by the developer to assure that the improvements are built according to the terms of the agreement.

Impact fees are assessed at the time of platting, except in cases where the land uses or levels of development have changed. The fees must be collected no later than the issuance of the building permit, unless a development agreement for fee payment or dedication of infrastructure has been concluded [New Mexico Development Fees Act, NMSA Chapters 5] & [Title XV – Land Usage, Chapter 150 Impact Fees].

Note: Impact Fees are revisited on a regular basis, and therefore may be subject to change. For up to date information, please visit the Development Services Department or on line <http://www.ci.rio-rancho.nm.us>.

I.9 CONSTRUCTION - PERMITTING BUILDINGS

The Building Inspection Division's mission is to create and maintain a safe and healthy environment through compliance with construction and zoning codes. The objectives are met through providing customer service, utilizing model codes, and examination of all requests involving construction projects and uses of properties within the City of Rio Rancho [Title XV – Land Usage, Chapter 151 Building Regulations].

A Building Permit is a legal document that gives you permission to start construction of a project in accordance with approved drawings and specifications.

Building Permitting is the process through which the City ensures compliance with all codes and ordinances, relative to the construction of buildings and building sites. Generally, such Permits will fall into one of two categories:

- Residential (including add-on construction).
- Commercial/Multi-family.

In each case, the process will include the review and approval of construction and site plans, the payment of plan check, permit and impact fees, the issuance of a building permit, scheduled inspections of the work in process, and approval at its completion.

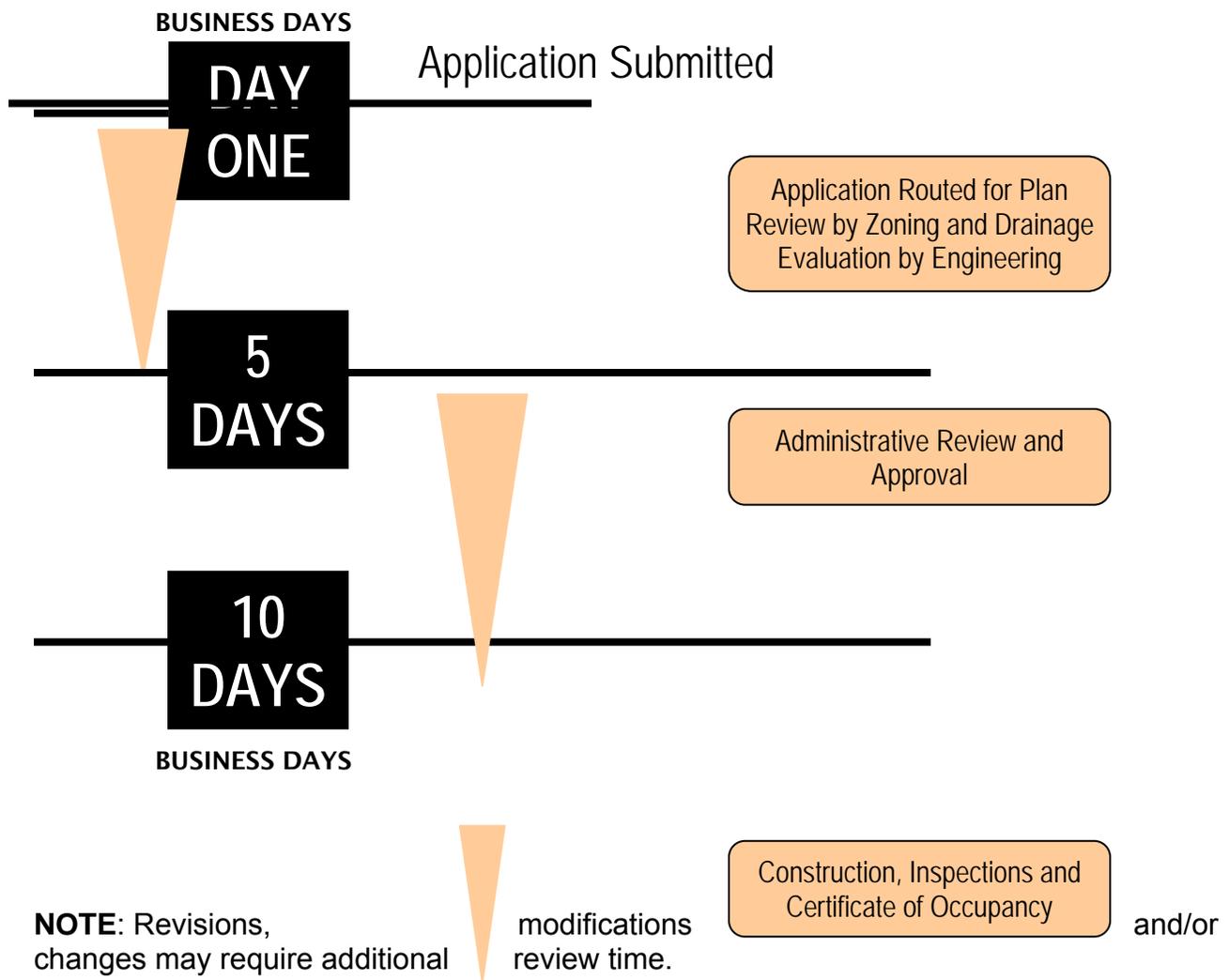
It is always best to call before you build. Any new construction or alteration to an existing structure in the City of Rio Rancho requires a permit. The following is a general list of improvements that require a residential building permit:

- New Single-Family Homes, Additions and Remodeling.
- Garage Conversions & Attached Garages.
- Patio Covers & Sunrooms.
- Accessory Buildings to include, but not limited to, Detached Garages, Storage Sheds (>120 SF), Guest Houses, Re-roofs, Swimming Pools, Carports & Stucco.
- Accessory Structures Fences, Walls & Sheds (See Section I.12).

CITY OF RIO RANCHO NEW MEXICO – DEVELOPMENT SERVICES DEPARTMENT

Residential Building Permit Process and Flow Chart

NOTE: Complete Application
Reduces Processing Time



Residential Building Permit Application and Checklist

The Residential Building Permit Application & Checklist may be obtained either from the DSD or on line at <http://www.ci.rio-rancho.nm.us>.

The City requires a complete application and two (2) copies of construction plans to be submitted, to scale, on a minimum sheet size of 11" x 17".

Notice to Homeowners: If you are doing the work yourself instead of hiring a contractor, you must complete the *Homeowner's Building Permit Responsibility Application* from the State of New Mexico Construction Industries Division (C.I.D.).

Residential building submittals require plan sets with the following sheets and attachments:

- Site plan to show setbacks from property lines, landscaping (new residences only), pad and site reference elevations, building area (SF) and dimensions, all weather driveway.
- Foundation plan.

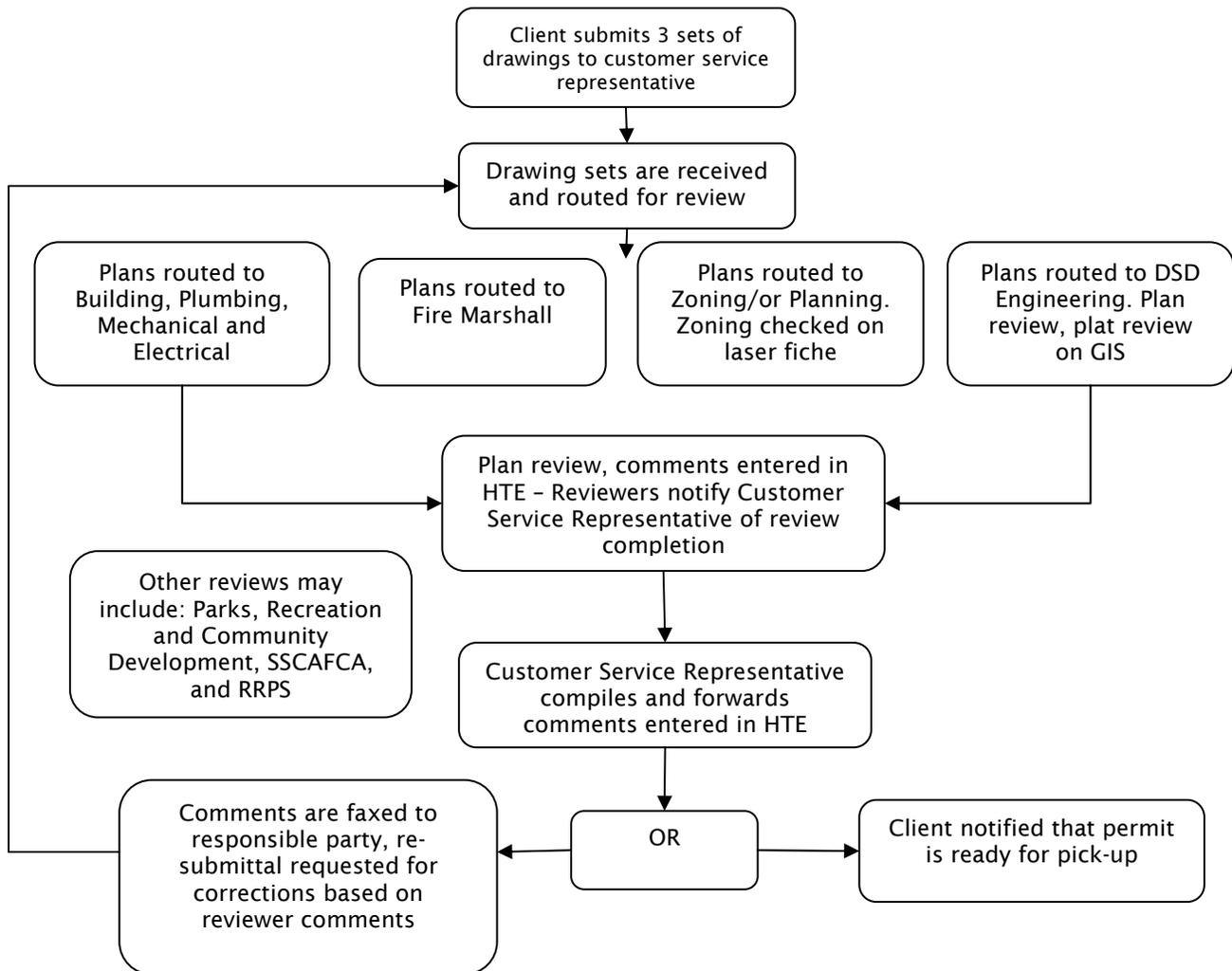
- Floor plan.
- Framing plan.
- Roofing plan.
- Grading and Drainage Plan or Disclosure Requirement. For a determination as to the need for a Grading and Drainage Plan, please contact the Engineering Division of the Public Works Department - 505.891.5016.
- Finished elevation drawings (show building height).
- Electrical and plumbing plan.
- Engineered, stamped truss details (current date).
- Energy Code Compliance Worksheet (heat loss calculations).
- Copy of approved liquid waste permit, if applicable.
- Copy of well permit, if applicable.
- Water & Wastewater Availability form signed by the City of Rio Rancho's of Public Works Department.

NOTE: This list is not meant to cover all items but to provide a list of major items required to begin the plan review and building permitting process.

A "Disclosure Requirement" form may be required by the Public Works Department, Engineering Division prior to a building permit being issued. The disclosure is issued by the Public Works Department, Engineering Division to advise homeowners that they are building a residence in a subdivision platted without public improvements. The City is not obligated to make public improvements such as roads and drainage facilities.

Once all approvals have been secured, the applicant is notified. One (1) set of approved plans is returned to the applicant and required to be at the job site for the duration of construction. If, at any point during the construction phase, changes occur, the applicant must resubmit amended site and building plans for approval. Approved plans are stamped and signed by building inspection staff.

Commercial Building Permit Process and Flow Chart



Commercial Building Permit Application and Checklist

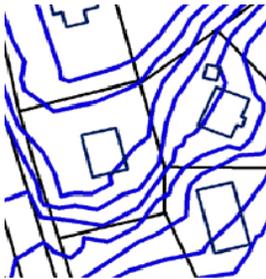
The Commercial Building Permit Application & Checklist may be obtained either from the DSD or on line at <http://www.ci.rio-rancho.nm.us>.

Commercial building submittals require plan sets with the following sheets and attachments (to be signed by a professional engineer, architect or landscape architect stamp, signature, and date):

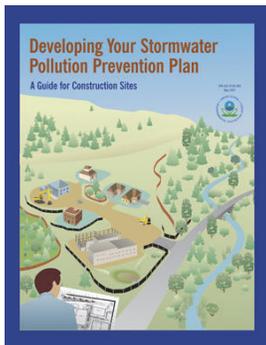
NOTE: The following list is not meant to cover all items but to provide a list of major items required to begin the plan review and building permitting process. See website for current requirements.



SITE DEVELOPMENT PLAN: Site location map, plat/survey, all easements, existing conditions/topo, elevations - NAD 1983 coordinates, property dimensions, building footprint & exterior dimensions, driveways/access with dimensions, adjacent R-O-W & names, all building/structures within 10 ft. of property line, sidewalks/pedestrian access, parking aisle & space dimensions, parking ratio (including ADA), bicycle rack location & ratio, loading/unloading areas, dumpster location, outdoor lighting specifications, fences/walls dimensions and construction materials.



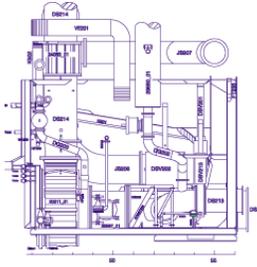
GRADING AND DRAINAGE PLAN: Scale (min. 1 in. = 20 ft.) show scale and north arrow, existing and proposed contours 25' beyond property, spot elevations, existing and proposed curb and gutter, top of wall and bottom of wall - retaining walls, flow paths and drainage direction, 100-year floodplain.



STORMWATER POLLUTION PREVENTION PLAN (SWPPP): Scale (min. 1 inch = 20 ft.) show scale and north arrow, location and names of adjacent streets, existing and proposed drainage system - stormwater inlets, proposed impervious surface, disturbed areas, approximate gradient and direction of slopes + & - grading, overland runoff from adjacent areas, location of all erosion & sediment control measures, temp. soil storage areas, driveways & Environmental Protection Agency Notice of Intent <http://cfpub.epa.gov/npdes/stormwater/enoi.cfm> & http://www.epa.gov/npdes/pubs/sw_swppp_guide.pdf.



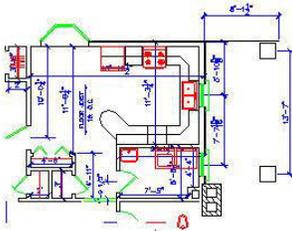
ARCHITECTURAL PLANS: Dimensioned foundation system, retaining walls, floor & roof framing plan reflecting materials, size and location of all framing members (headers, beams, girders, floor joists and/or trusses), Identify post and columns by size, type, locations and spacing, show span, spacing and direction of all framing members, specify plywood floor type & thickness, elevations reflecting building heights, materials list & stairs, fireplaces, stucco details.



MECHANICAL PLAN: Dimensioned plans reflecting duct layouts and sizes, smoke and combination fire/smoke dampers, location of mechanical units (roof, ground or wall), cross section of roof showing mechanical units and parapet walls, detailed schedule of equipment and sizes.



PLUMBING & GAS PLAN: Show all connections to water and sewer lines, plumbing fixtures & schedule, individual & total appliance BTU/CFH demands, in either plan or isometric view, show gas pipe type, size, and length, availability letter from New Mexico Gas Co.



ELECTRICAL PLAN: Size and location of main electrical service and all sub-panels, One-line diagrams of all major wiring, location of all outlets (GFCI & AFCI), switches, light fixtures (interior and exterior), smoke detectors, special & protected outlets.



LANDSCAPE PLAN: Total SF of planting “live” areas, plant type & sizes, irrigation layout plan, landscape contouring, detention facilities & “screening”.

ADDITIONAL REPORTS (If Applicable): Geotechnical report, drainage report, fire safety plan, traffic impact analysis, water & wastewater availability, preliminary engineer’s estimate, drainage calculations/assumptions for pre- & post-development, buffer locations, gas calculations, structural calculations and soil reports.

NOTE: This list is not meant to cover all items but to provide a list of major items required to begin the plan review and building permitting process.

Construction and Inspection Process

The applicant shall call Building Inspection Division to schedule all required inspections. Furthermore, the applicant shall call to reschedule any inspections that were disapproved (failed) and pay any re-inspection fees if assessed.

The following inspections are required by the City (based on the complexity and size of the project):

- Insulation.
- Sheet Rock.
- Seismic Inspection.
- Ceiling Grid.
- Lath/Stucco.
- Rebar.

FOUNDATION: Tilt Wall, Dumpster Pad & Walls, Parking Lot Bases, Partial Footing/Foundation.

FRAMING: Partial Frame, Fire Wall, Party Wall.

ROUGH-IN: Electrical, Walls, Ceilings, Partials, Alarm, Fire, Mechanical, Plumbing, Grease Trap, if applicable, Floor Drain.

SPRINKLER SYSTEM INSPECTION: Fire & Landscape Sprinklers.

FINAL: Electrical, Mechanical, Medical gas test (if applicable), Plumbing, Fire, Zoning, Engineering, Building, NM Environmental Department, if applicable.

NOTE: This list is not meant to cover all items but to provide a list of major items required to begin the plan review and building permitting process.

Certificate of Occupancy Process

A Certificate of Occupancy (C.O.) is a document that allows a building to be habitable after completion of all final inspections. The process of issuing a C.O. involves a Building Inspector removing the Final Inspection Sheet from the job site. The C.O. will be provided by the Building Inspector in the field for all construction (residential and commercial construction).

Other Construction Permits

Other types of permits and/or inspections may be required as part of a construction project to include, but not limited to the following:

- Private Utility Extension from Public Infrastructure.
- Demolition Permit.
- Temporary Electrical Pole.
- Low Voltage Inspection.
- Tenant Improvement.

I.10 CONSTRUCTION – INFRASTRUCTURE

A Permit is required prior to the construction, reconstruction, maintenance, alteration, repair, removal or replacement of any curb, gutter, driveway or other concrete work on public property. A Right-of-Way Work Permit is required when any construction activity or utility repair and maintenance activity occurs in the City Right-of-way or easements. [Title IX – General Regulations, Chapter 96 Streets] & [Title XV – Land Usage, Chapter 153 Erosion Control; Storm Drainage].

Examples include, but not limited to, streets; sidewalks; sanitary sewer and water system facilities; drainage and flood control facilities; street lighting; traffic signals; bus bays and bus shelters; and other improvements used by the public or used in common by owners of lots within a subdivision that conform to adopted City design standards. Designs must be reviewed and approved by the City Engineer or designee and staff of other City offices concerned with Infrastructure Improvement Projects. Approval of the design is obtained from the Public Works Department.

The City will not accept maintenance responsibility unless all construction is warranted in accordance with the City Ordinance requirements and the City of Rio Rancho Standard Specifications for Public Works Construction, (Standard Specifications) current edition.

Final acceptance by the City of a completed project requires completed construction in accordance with approved plans and specifications along with any approved revisions. It also requires submittal of acceptable, reproducible, As-Built drawings of the work and payment of all outstanding fees and permits. All necessary easements, covenants and licenses must also be completed prior to acceptance.

Application for Construction within Public Right-of-Way



DRC Meeting Required

- **Preliminary Design Review by Department of Public Works**

Consulting engineer prepares plans incorporating any required materials into the infrastructure design and submits them DSD for distribution, review and comment. Construction Plans and Specifications must be prepared in accordance with current

Standard Specifications unless otherwise approved. Format and content of plan sets shall be as outlined in Volume II - Design Criteria (plans submitted at this stage are required to be 60% to 95% complete).

The Public Works Department reviews plan submittals for content and notifies applicant of any missing or incorrect items and returns submittal for revision, if necessary. Completed submittals will be reviewed and returned to the Consulting Engineer with comments generally within thirty (30) business days depending upon project complexity.

- **Incorporation of Comments and Preparation of Final Plans and Engineer's Estimate**

The Consulting Engineer must either incorporate the City review comments into the proposed final plans or propose acceptable alternatives. The Consulting Engineer prepares an estimate of the quantities of materials for the project. The nomenclature used to describe the items of materials listed on the estimate sheet must conform to that in the current Standard Specifications where applicable.

- **Review of Final Plans and Estimate Sheet**

Consulting Engineer submits design documents and associated materials to the DSD. The complete package of required submittals must be received prior to being routed for review and comment. Completed submittals will be reviewed generally within thirty (30) business days of receipt depending upon project complexity.

Applicable departments and or agencies review plans for content. If the submittal is unacceptable, areas of concern are identified and the submittal is returned to the Consulting Engineer for correction. Completed submittals will be reviewed and returned with comments generally within thirty (30) business days depending upon project complexity. Comments should be made in written form but may also be provided on marked up plans.

- **Incorporation of Comments and Preparation of Plans and Estimate for Approval Signatures**

Consulting Engineer makes necessary corrections on document(s) and submits to DSD the final estimate and original mylars of the Plans bearing Engineer's seal, signature, and date.

- **Pre-Construction Meeting**

After the approval of construction plans and estimates, a Pre-Construction Meeting is scheduled with all the relevant parties to discuss the construction phase.

- **Construction & Post-Construction**

During the construction phase, Public Works Department staff will conduct inspections and a final inspection and post-construction acceptance.

I.11 STREET ADDRESSING AND NAMING

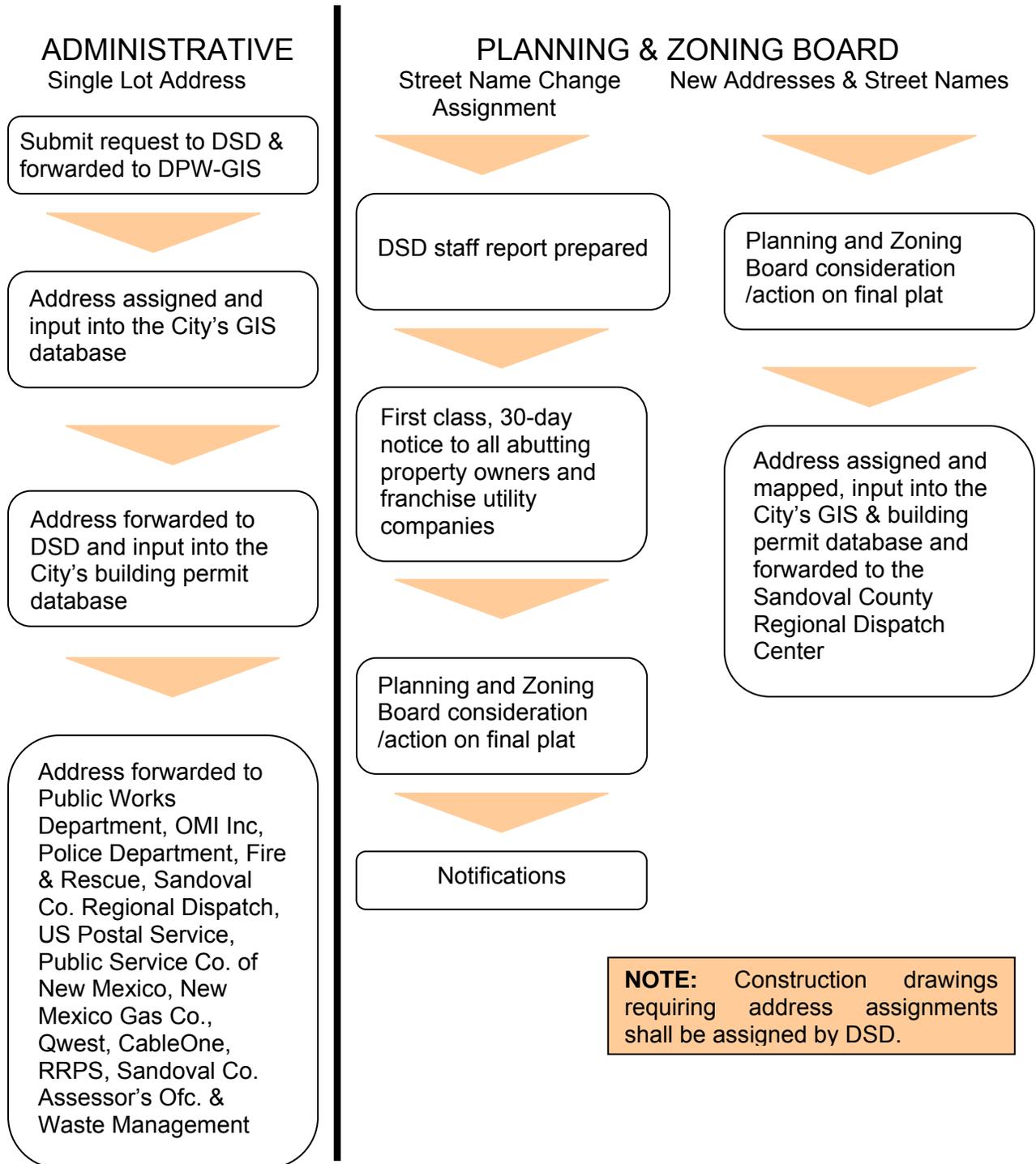
The City assigns addresses for all residences (single family and multi-family), commercial, industrial and institutional buildings within the City so as to assist emergency services, the United States Postal Service and the public to allow timely and efficient services to residents and businesses. Address assignments are submitted through either the subdivision review and approval process or on an individual basis [Title XV – Land Usage, Chapter 155 Subdivisions].

The naming of new streets are typically established during the subdivision review and approval process [Title XV – Chapter 157 Naming; Renaming Streets]. The Planning and Zoning Board reviews and approves any proposed street name changes. A street name change may be initiated by either a petition signed by 66% of the owners of property abutting the affected roadway or by the City. The Planning and Zoning Board, in considering a street name change must determine if the public benefit outweighs the public burden created by the change.

General addressing and street naming standards may be found on line at <http://www.ci.rio-rancho.nm.us> or through the City's DSD.

CITY OF RIO RANCHO NEW MEXICO – DEVELOPMENT SERVICES DEPARTMENT

Street Addressing and Naming Process and Checklist(s) Application Submitted to DSD



Address Assignment Checklist:

- A completed application form signed by the applicant.
- If the subject property is located on a corner lot, a site plan is required showing how the building is positioned on the lot.
- For commercial or multi-family buildings, floor plans for all floors are needed to assign suite/apartment numbers.

Street Name Change Checklist:

- A completed application form signed by the applicant.
- A petition signed by 66% of the owners of property abutting the proposed, subject street.
- Any documents supporting the rationale a street name change would benefit the public.

NOTE: This list is not meant to cover all items but to provide a list of major items required to begin the street addressing and name changing process.

I.12 ADMINISTRATIVE PERMITS AND PROCESSES

There are several activities or projects where proposed work may physically impact a property, but because of their limited impact, there is no need to place the project or activity through a formal development process involving a public hearing. Listed below are permits for such activities that may, under circumstances noted below, be included in this category. However, in all cases, the City reserves the right to require that any activity proceed through the formal development process. Department contacts are identified within the Appendix for further details and/or permitting requirements.

Childcare

The process for establishing a childcare facility in your home with a capacity (at any given time) of six (6) or fewer children is approved administratively. It will be necessary that the approval process includes inspections and a records check. For seven (7) to twelve (12) children a Conditional Use Permit and a public hearing before the Planning and Zoning Board is required. [Title XI – Business Regulations, Chapter 115 Day-care Facilities].

Community Residential Care

The following information, in addition to the completed application, shall be submitted through the Zoning Division of the DSD. The information on the following page shall accompany a completed application.

- Fire Inspection Report.
- State Licensure.
- Site Plan / Floor Plan.
- Method of Recording and Receiving Complaints.
- Planned Program Care Schedule.

Notice: notify neighbors and neighborhood associations of proposed permissive Residential Care Facility and send complaint procedures to each property owner within 100 feet.

A business registration is required upon approval of the Residential Care Facility and may be obtained through the City Clerk’s Office. [Title XI – Business Regulations, Chapter 120, Community Residential Care Facilities].

Fences, Walls, Accessory Structures (≤ 120 SF)

All fences, walls and accessory structures ≤ 120 SF require a zoning plan review. The following requirements apply:

- Fences may be constructed of wood, masonry, adobe or other approved materials.
- Fences in the front setback area are limited to 4 ft. in height.
- Fences built within the side and rear yard setbacks may be 6 ft. in height. (fence height is measured from grade. If placed on top of retaining walls will be measured from the grade level of the retaining material behind the wall.)
- Accessory structures (storage sheds) ≤ 120 SF may be located within required minimum setbacks provided that the structure is located behind the required front setback line and on a corner lot, is not located in a side yard that is visible from the street.

Notice to Homeowners: If the fence is to be constructed upon a property line, a letter of consent and approval by the adjacent property owner is required to accompany application.

Hobby Breeder

A hobby breeder is deemed as any person who occasionally breeds and raises animals on their property. Applicants shall apply for a conditional use permit from the DSD and be scheduled for the next available Planning and Zoning Board public hearing provided the application is complete. The application shall include the following:

- A site plan to show lot dimensions, location and dimensions of all structures, fencing, landscaping and buffers. [Title XV – Land Usage, Chapter 154 Planning & Zoning].
- An inspection of the residence shall be conducted by the Director of the Police Department, or his authorized agent, to determine compliance with relevant city ordinances. [Title XI – Business Regulations, Chapter 116 Kennels and Grooming Parlors].

Home Occupation

A Home Occupation is defined as any business, occupation or activity conducted for gain, on residential property, within a residential building, or an accessory building thereto, which is incidental or secondary to the use of such building for dwelling purposes and which does not change the essential character of the building.

Home occupations are permitted accessory uses in residential zones provided that the conditions in accordance with [Title XI – Business Regulations, Chapter 121 Home Occupations] are observed. Additionally, all home occupations shall require a business registration from the City Clerk’s office.

Model Home / Sales Office

Submit a completed application, available either on line or at the DSD, containing the following information:

- Location and size of signage.
- Landscaping plan with legend and area calculations.
- Parking area showing spaces and dimensions.
- Building exterior dimensions with setback distances specified.
- Location map and plot plan.

The model home/sales office application will be reviewed by DSD staff and approved administratively if all requirements can be met [Title XV - Land Usage, Chapter 154 Planning & Zoning].

Signs

A Permit is required prior to the erection, relocation, alteration or removal of a sign. A Permit is not required for such activities as general maintenance, erection of certain temporary construction signs.

All signs must receive a permit from the Zoning Division prior to installation. Illuminated signs must obtain a building permit and/or an electrical permit through DSD.

The applicant shall specify sign locations, area and height on a site plan; to confirm conformance with the standards of the specific zoning district within which the sign will be placed [Title XV – Land Usage, Chapter 156 Sign Regulations].

Special Event Permits

Special events are limited to two (2) events per business/organization per year.

Applicant shall submit an application to the DSD for temporary zoning approval. Applications are available on line at the City’s website or available in the DSD. Applications shall contain the following information:

- The date(s), hours of operation and location of the proposed event.
- Verification of the property owner’s consent to conduct the event if the event is to be held on property not under ownership of the applicant.

- A notarized statement declaring the applicant/property owner assumes responsibility for the security, safety, refuse and litter disposal and traffic control at the location of the event for the duration of the event.
- A detailed site plan reflecting the layout/setup of the event, including parking, tent/vendor locations, live music, barricades, signage, fun jumps, etc.

Notice to Applicants: Tents require a floor plan showing the location of fire extinguishers, exits, and square footage. A City fire inspection and applicable fee is required prior to event.

Wireless Telecommunication Facilities

A telecommunications permit is required to site, place, build, construct or materially modify a wireless telecommunications facility.

The construction on or of a telecommunications facility, including the installation of a co-located antenna, will require a building permit in addition to a telecommunications permit.

Additionally, a Certificate of Compliance is required for the use and operation of the facility, which is issued by the City after the facility has passed its final inspection and meets all the conditions of the telecommunications and building permits.

The approval process includes a pre-application meeting with DSD staff followed by a formal review by Department staff and its telecommunications consultant.

Site approval is required to be approved by the City's Planning and Zoning Board if a new tower is to be constructed within a residentially zoned area. [Title XV – Land Usage, Chapter 158 Wireless Telecommunications Facilities].

Administrative Permits and Processes Summary

Application	Zoning Districts	Process	Plans Required
Community Residential Care	≤ 10 Persons All Residential Districts	Administrative	Site Plan
	11-16 Persons Conditional Use Permit in R-2, R-3	Planning and Zoning Board	Floor Plan
	≥ 17 Persons Special Use Permit	Planning and Zoning Board & Governing Body	Building Permit (for 24-hour occupancy)
Childcare	6 or fewer Children All Residential Districts Permissive	Administrative	Site Plan Floor Plan
	7-12 Children Conditional Use Permit All Residential Districts	Planning and Zoning Board	Building Permit (≥ 5 children or 24- hour care)
Fence, Walls & Accessory Structures	All	Administrative	Site Plan Building Permit (fence exceeds 6 feet in height)
Hobby Breeder	Conditional Use Permit: R-1, R-2, R-3	Planning and Zoning Board	Site Plan
Home Occupation	All Residential Districts	Administrative	Not Applicable
Model Home/Sales Office	All Residential Districts	Administrative	Site Plan Landscape Plan
Sign Permit	All Residential Districts	Administrative	Building Permit Detail Drawing
	Commercial Subdivisions & Sign Code Exceptions	Planning and Zoning Board	Site Plan
Special Event	All	Administrative	Site Plan
			Floor Plan
Wireless Telecommunication Facilities	Nonresidential Districts	Administrative	Site Plan Photo Simulation
	All Residential Districts	Planning and Zoning Board	Building Permit

I.13 NOTIFICATIONS

The DSD utilizes four (4) methods for public notification; first class letters, certified letters, site sign posting and published legal notices. Please See DSD staff for specific information related to your projects' notification requirements.

First Class & Certified Letters shall be sent by the DSD. The letters inform the nature of the proposed project, the date, time and place of the hearing. Notification shall be sent at least 15 days prior to the applicable public hearing to allow for any comments before a decision is reached.

Site Sign Posting the applicant is responsible for posting and maintaining one or more signs, as provided and where instructed by the DSD at least 15 days prior to the date of the applicable hearing. The applicant is responsible for removing the signs within 5 days after the hearing is completed.

Legal Notices shall be created and transmitted by the DSD to be published in a newspaper of general circulation in the city at least 15 days before the date of the hearing. The notice shall indicate the location of the project, where a map of the proposed project may be viewed and information on the hearing.

I.14 VARIANCES

There are two types of variance requests, one for zoning-related matters [Title XV – Land Usage, Chapter 150 General Provisions], and another for subdivision-related issues [Title XV – Land Usage, Chapter 155 Subdivisions]. A zoning variance provides an exemption from the strict application of area, height, dimension, distance, parking or setback requirements. While a subdivision variance provides an exemption from the strict application of subdivision design standards.

Both variances are to be considered at a public hearing by the Planning and Zoning Board for a ruling on the variance request. Financial gain, loss or monetary savings cannot be considered solely as a basis for either variance request. Rulings shall consider the existence of unusual conditions or the variance is deemed to provide an improved design.

A zoning variance may be approved if the following legal hardships exist:

- Exceptionally irregular,
- Narrow,
- Shallow or steep lots or
- Other exceptional physical condition where the strict application of the zoning requirements would result in a practical difficulty or unnecessary hardship that would deprive the owner of the reasonable use of land or building.

Once a variance request application is submitted and deemed complete, the applicant will be scheduled for a Planning and Zoning Board public hearing date.

I.15 APPEALS

City staff, the Planning and Zoning Board and the Governing Body consider and approve applications for development proposals and various aspects of those developments. Those decisions may be appealed to a higher level of authority.

To provide due process and fairness in the development review process, any person with standing can appeal decisions of City staff, Planning and Zoning Board, and/or Governing Body, which can be ultimately referred to a judicial review in District Court.

Appeal to Planning and Zoning Board:

Administrative actions, decisions or interpretations made by DSD staff may be filed with: Planning and Zoning Board within 30 days of said decision [Title XV – Land Usage, Chapter 154 & 155].

Appeal to Governing Body:

Actions, decisions or interpretations made by the Planning and Zoning Board may be filed with the Governing Body within 30 days of said decision [Title Land Usage - Chapter 150 – General Provisions].

Appeal to District Court:

Actions, decisions or interpretations made by the Governing Body may be filed with the District Court within 30 days of said decision [Section 39-3-1.1, NMSA 1978].

APPENDIX

Below is an alphabetical listing of the services pertaining to development:

Accessory Structures (Zoning Division/Development Services Department - 505.891.5005).

Annexation (Planning Division/Development Services Department - 505.891.5005).

Appeal Dependent upon what type of appeal is considered (DSD – 505.891.5005 or the City Clerk’s Office – 505.891.5004).

Building Permit Inspection & Requirements (Building Division/Development Services Department - 505.891.5006) - A list of information pertaining to submittal requirements for each type of permit application is available upon request. This list includes design professional requirements, contractor requirements, and plan information requirements.

Business License (City Clerk’s Office – 505.891.5004).

Business Registration (City Clerk’s Office – 505.891.5004).

Cable (CableOne - 505.892.5114).

Childcare (Zoning Division/Development Services Department - 505.891.5005).

Code Enforcement (Code Enforcement/Police Department - 505.891.5900).

Community Residential Care (Zoning Division/Development Services Department - 505.891.5005).

Conditional Use (Zoning Division/Development Services Department - 505.891.5005).

Development Agreement (Administration Division/Development Services Department - 505.891.5005).

Development Impact Fees (Administration Division/Development Services Department - 505.891.5005).

Development Review Committee Scheduling (Planning Division / Development Services Department - 505.891.5005).

Easement Information (Planning Division/Development Services Department - 505.891.5005) - Information on existing platted easements is available by Legal Description (Unit No., Block No., Lot No.) and/or Plat Book and Page. Copies may be purchased upon request.

Electric (Public Service Co. of New Mexico – 505.246.5700).

Fee Estimate Packet (Building Division/Development Services Department – 505.891.5006) - In an effort to provide the most current and accurate planning and development fee estimates to the public, fees will not be specified within the DPM but, rather, available on line at the City's website.

Fences (Zoning Division/Development Services Department - 505.891.5005).

Fire Marshall (Fire and Rescue Department – 505.891.5916).

Floodplain Determination (Engineering Division/Public Works Department - 505.891.5016).

Future Land Use Information (Planning Division/Development Services Department - 505.891.5005) - This service requires that the customer provide the City with a FULL legal description of the property. A full legal description for lots of record consists of the recorded unit and/or subdivision name and applicable block and lot numbers.

Gas (New Mexico Gas Company – 505.891.6995).

Hobby Breeder (DSD – 505.891.5005 or the Animal Control Division/Department of Police – 505.891.50).

Home Occupation (Zoning Division/Development Services Department - 505.891.5005).

Landscape Plan Review (Zoning Division/Development Services Department - 505.891.5005 & Parks, Recreation & Community Services Department – 505.891.5015).

Model Home / Sales Office (Zoning Division/Development Services Department - 505.891.5005).

Project Improvements (Administration Division/Development Services Department - 505.891.5005).

Public Hearings (Planning & Zoning Division(s)/Development Services Department - 505.891.5005).

Signs (Zoning Division/Development Services Department - 505.891.5005).

Southern Sandoval County Arroyo Flood Control Authority (SSCAFCA – 505.892.7246).

Special Event (Zoning Division/Development Services Department - 505.891.5005).

Standard Details for Building Construction (Building Division/Development Services Department - 505.891.5006).

Standard Details for Infrastructure Construction (Engineering Division/Public Works Department - 505.891.5016) - Standard details and Design Criteria are available to the customer in hardcopy and/or CD-ROM form, and are also available on Public Works Department's on line page at <http://www.ci.rio-rancho.nm.us>.

Street Address Assignment (Planning Division/Development Services Department - 505.891.5005 &/or GIS Division/Public Works Department – 505.891.5016).

Street Naming (Planning Division/Development Services Department - 505.891.5005).

Subdivision (Planning Division/Development Services Department - 505.891.5005).

System Improvements (Administration Division/Development Services Department - 505.891.5005).

Telephone (Qwest 800.922.1987).

Utility Information (Engineering Division/Public Works Department - 505.891.5016) - Information regarding the location of existing utilities is available for most areas within the City. The customer may schedule an appointment to review record and as-built drawing information after providing a full legal description of the subject property or area. The accuracy of the asbuilt and record drawing must be field verified by the customer for use and reliance by the customer for engineering design and site plan submittal.

Utility Locates (New Mexico One Call - 1.800.321.2537 or 811) – Location of City owned utilities for design information (Engineering Division/Public Works Department - 505.891.5016).

Walls (Zoning Division/Development Services Department - 505.891.5005).

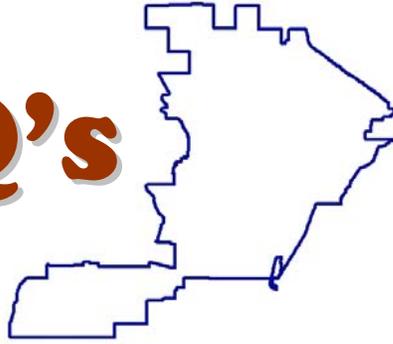
Water and Sewer Availability (Public Works Department – 505.891.5016).

Wireless Telecommunication Facilities (Planning Division/Development Services Department - 505.891.5005).

Zoning Information (Zoning Division/Development Services Department - 505.891.5005).

Zoning Variances (Zoning Division/Development Services Department - 505.891.5005).

FAQ's



- I.1 DEVELOPMENT PROCESS OVERVIEW**
- I.2 BUSINESS REGISTRATION AND LICENSING**
- I.3 STARTING THE PROCESS**
- I.4 ANNEXATION – EXPANDING CITY LIMITS**
- I.5 PLANNING – RIO RANCHO'S FUTURE**
- I.6 ZONING – DETERMINING LAND USE**
- I.7 PLATTING – THE SUBDIVISION OF LAND**
- I.8 IMPACT FEES – PAYING FOR GROWTH**
- I.9 CONSTRUCTION - PERMITTING BUILDINGS**
- I.10 CONSTRUCTION – INFRASTRUCTURE**
- I.11 STREET ADDRESSING AND NAMING**
- I.12 ADMINISTRATIVE PERMITS & PROCESSES**
- I.13 NOTIFICATIONS**
- I.14 VARIANCES**
- I.15 APPEALS**

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 Holiday

 Governing Body (6:00 P.M.)

 Utility Commission (6:00 P.M.)

 Arts Commission (6:00 P.M.)*

 Planning & Zoning Board (6:00 P.M.)

 Parks & Rec Commission (6:30 P.M.)

Meetings are held in Council Chambers at Rio Rancho City Hall, 3200 Civic Center Cir NE

*Arts Commission meets at the Convention & Visitors Bureau offices located inside the Santa Ana Star Center, 3001 Civic Center Cir NE

2010

Development Review Committee (DRC)

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Holiday
 DRC Meeting (beginning at 1:00 P.M.)
 Documentation Due

DRC Meetings are not open to the public. All applicants must schedule their appointment to meet with the DRC Committee through the Development Services Department. All applicants must submit a DRC application and any additional documentation pertaining to the meeting (site plan, project scope, etc) to the assigned Staff liason no later than the 10 business days prior to their scheduled meeting (see above calendar).

2010 DRC Deadlines

PZ Application must be submitted by:	Earliest possible* PZB Meeting:	Earliest possible* Governing Body Meeting:	Average number of days between PZB Application and PZB Hearing
Monday, 1/18/10	Tuesday, 2/23/10	Wednesday, 3/24/10	35
Monday, 2/01/10	Tuesday, 3/09/10	Wednesday, 4/14/10	38
Monday, 2/15/10	Tuesday, 3/23/10	Wednesday, 4/28/10	38
Monday, 3/01/10	Tuesday, 4/13/10	Wednesday, 5/12/10	42
Monday, 3/15/10	Tuesday, 4/27/10	Wednesday, 5/26/10	42
Monday, 3/29/10	Tuesday, 5/11/10	Wednesday, 6/09/10	42
Monday, 4/12/10	Tuesday, 5/25/10	Wednesday, 6/23/10	43
Monday, 4/26/10	Tuesday, 6/08/10	Wednesday, 7/14/10	42
Monday, 5/17/10	Tuesday, 6/22/10	Wednesday, 7/28/10	35
Monday, 5/31/10	Tuesday, 7/13/10	Wednesday, 8/11/10	43
Monday, 6/14/10	Tuesday, 7/27/10	Wednesday, 8/25/10	43
Friday, 6/25/10	Tuesday, 8/10/10	Wednesday, 9/08/10	45
Monday, 7/12/10	Tuesday, 8/24/10	Wednesday, 9/22/10	42
Monday, 7/26/10	Tuesday, 9/14/10	Wednesday, 10/13/10	48
Monday, 8/16/10	Tuesday, 9/28/10	Wednesday, 10/27/10	42
Friday, 8/27/10	Tuesday, 10/12/10	Wednesday, 11/10/10	45
Monday, 9/13/10	Tuesday, 10/26/10	Wednesday, 11/24/10	43
Monday, 9/27/10	Tuesday, 11/09/10	Wednesday, 12/08/10	42
Monday, 10/18/10	Tuesday, 11/23/10	Wednesday, 12/22/10	35
Monday, 11/01/10	Tuesday, 12/14/10	Wednesday, 1/12/11	43
Monday, 11/22/10	Tuesday, 12/28/10	Wednesday, 1/26/11	36
Monday, 12/13/10	Tuesday, 1/18/11	Wednesday, 2/09/11	35

DRC Deadlines

*Meeting: 2nd and 4th Thursday of every month**

Documents: All documentation needs to be emailed or provided to Shannon Eubanks

seubanks@ci.rio-rancho.nm.us

2010 DRC Meeting Dates	Documentation must be submitted by
Thursday, January 14, 2010	Monday, January 04, 2010
Thursday, January 28, 2010	Tuesday, January 19, 2010
Thursday, February 11, 2010	Monday, February 01, 2010
Thursday, February 25, 2010	Monday, February 15, 2010
Thursday, March 11, 2010	Monday, March 01, 2010
Thursday, March 25, 2010	Monday, March 15, 2010
Thursday, April 08, 2010	Monday, March 29, 2010
Thursday, April 22, 2010	Monday, April 12, 2010
Thursday, May 13, 2010	Monday, May 03, 2010
Thursday, May 27, 2010	Monday, May 17, 2010
Thursday, June 10, 2010	Tuesday, June 01, 2010
Thursday, June 24, 2010	Monday, June 14, 2010
Thursday, July 08, 2010	Monday, June 28, 2010
Thursday, July 22, 2010	Monday, July 12, 2010
Thursday, August 12, 2010	Monday, August 02, 2010
Thursday, August 26, 2010	Monday, August 16, 2010
Thursday, September 09, 2010	Monday, August 30, 2010
Thursday, September 23, 2010	Monday, September 13, 2010
Thursday, October 14, 2010	Monday, October 04, 2010
Thursday, October 28, 2010	Monday, October 18, 2010
Thursday, November 18, 2010	Monday, November 08, 2010
Thursday, December 09, 2010	Monday, November 29, 2010

* Meeting dates and times are subject to change. DRC meetings are not public hearings.

DEVELOPMENT SERVICES DEPARTMENT LOCATION MAP AND HOURS OF OPERATION



Phone: 505.891.5005
505.891.5006

Fax: 505.896.8994

Hours of Operation:
Monday through Friday
8:00 a.m. to 5:00 p.m.

The Development Services Department is located on the first floor of City Hall, Suite 130. It is located at 3200 Civic Center Circle NE, Rio Rancho, New Mexico 87144

Please Visit the Development Services Department on line at
<http://www.ci.rio-rancho.nm.us>

An interdepartmental team consisting of Public Works, Parks, Recreation and Community Services and the Development Services Departments prepared Development Manuals Vol. I & II with significant participation and assistance from the private sector.