

Community Residential Care Facility Checklist

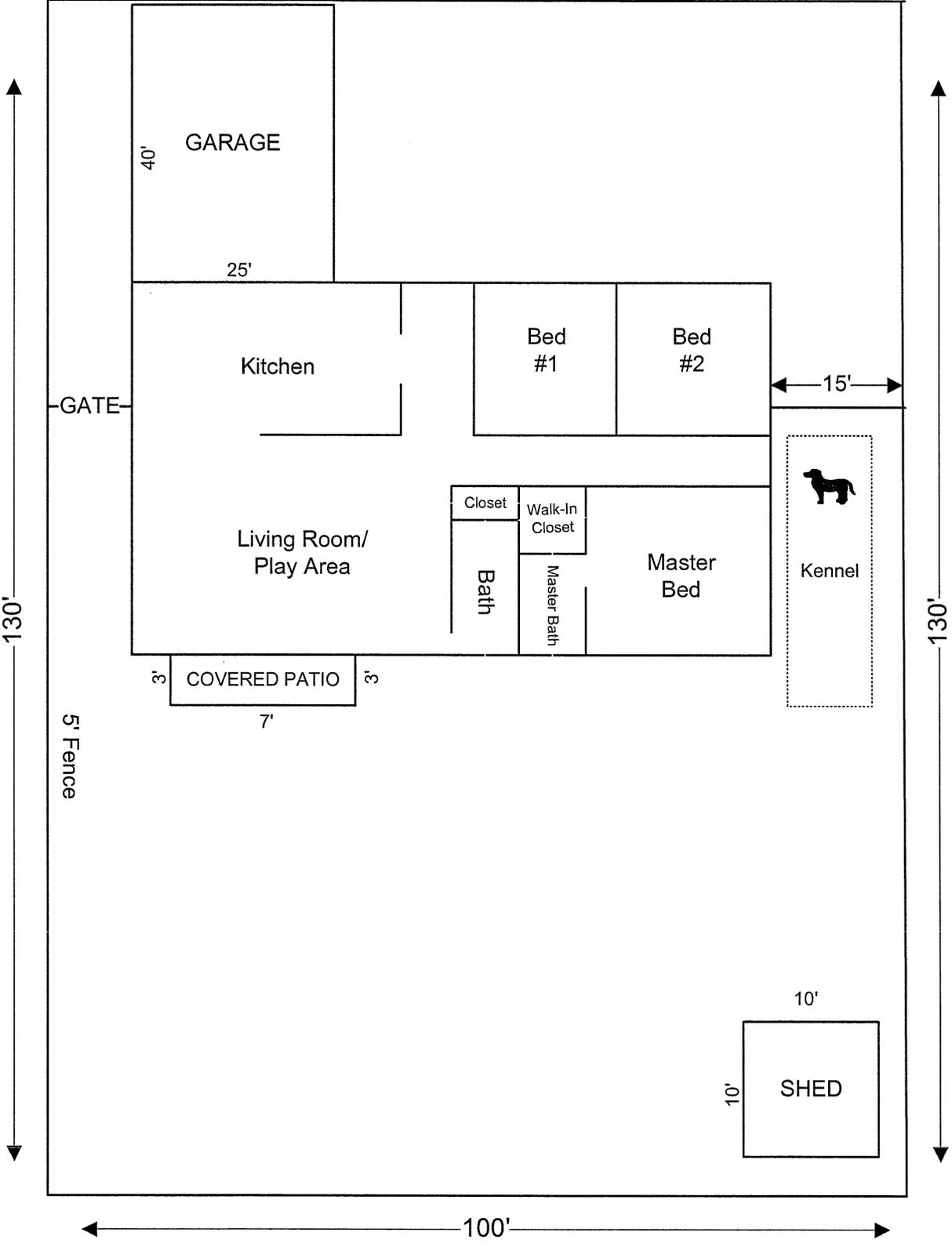
The following information shall be submitted for the request for a Community Residential Care Facility. An administrative permit is required.

- ❖ **NOTE:** Facilities with a capacity of 6 or more are subject to the 2009 International Building Code, 2009 International Fire Code, Life Safety Code, the New Mexico Administrative Code and City Ordinances.
 - Completed Land Use Application to Development Services
 - Site plan to include landscaping, structures, onsite and offsite parking
 - Floor plan to include all exits, ADA, Rooms/Beds, Bathrooms
 - State License or state certification letter indicating no licensing is required
 - Fire Inspection Report, Fire Escape Plan
 - Method of recording and receiving complaints
 - Planned Program Care Schedule to include daily schedule, counseling/therapy, development of daily skills, administering of medicines, scope of care (Ambulatory, Self-Preservation, Hospice, etc.) Facility capacity, number of caregivers (live-in or shifts)
 - Letter from applicant verifying no other facility within 1000 ft. for a capacity of 10 and 1300 ft. for a capacity over 10
 - Property owner verification letter or landlord letter of approval
 - Department of Public Safety Notification Form
 - Completed City Business Registration Form

- ❖ **NOTE:** While not required for permitting approval, it is highly recommended that the applicant notify neighbors and/or neighborhood associations of the proposed permissive Care Facility, and send complaint procedures to each property owner within 100 feet within 45 days to create good neighbor relations.

- ❖ **NOTE:** If the applicant is other than the property owner, submit a letter from the property owner stating that he/she is aware of the request for the land use and that the applicant may act as his/her agent.

TYPICAL RESIDENTIAL SITE PLAN



123 Street Name



PLANNING & ZONING LAND USE APPLICATION

Please check appropriate box

(Fees are listed on the back)

Administrative Permit	Plan	Subdivision	Zoning
<input type="checkbox"/> Community Residential Care Facility	<input type="checkbox"/> Comprehensive Plan Amendment	<input type="checkbox"/> Final Plat	<input type="checkbox"/> Annexation
<input type="checkbox"/> Development Review Committee (DRC)	<input type="checkbox"/> Corridor Plan Amendment	<input type="checkbox"/> Preliminary Plat	<input type="checkbox"/> Appeal
<input type="checkbox"/> Home Occupation	<input type="checkbox"/> Master Plan	<input type="checkbox"/> Summary Plat	<input type="checkbox"/> Conditional Use Permit
<input type="checkbox"/> Family Child Care Facility 6 or <	<input type="checkbox"/> Master Plan Amendment	<input type="checkbox"/> Vacation of Plat	<input type="checkbox"/> Master Sign Plan
<input type="checkbox"/> Model Home/Sales Office	<input type="checkbox"/> Specific Area Plan Amendment	<input type="checkbox"/> Street Name Change	<input type="checkbox"/> Site Plan
<input type="checkbox"/> Sign Permit	<input type="checkbox"/> Text Amendment	<input type="checkbox"/> Subdivision Interpretation	<input type="checkbox"/> Special Exception
<input type="checkbox"/> Other		<input type="checkbox"/> Subdivision Variance	<input type="checkbox"/> Variance
			<input type="checkbox"/> Zone Map Amendment
			<input type="checkbox"/> Zoning Certification
			<input type="checkbox"/> Zoning Interpretation

Please Print In Ink Only or Type
 Application must be complete. Please attach the appropriate checklist for the action you are requesting, if applicable.

APPLICANT/AGENT INFORMATION

Applicant Name:		Phone:
Address:		E-Mail:
City:	State:	Zip:
Proprietary Interest:	List Owners:	
Deed or Ownership Verification Provided: (Initials)		Letter of Authorization Provided: (Initials)
Agent Name:		Phone:
Address:		E-Mail:
City:	State:	ZIP Code:

DESCRIPTION OF REQUEST: (PLEASE ADD ADDITIONAL SHEET(S) IF NECESSARY)

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SITE INFORMATION: (PLEASE PROVIDE ACCURATE LEGAL DESCRIPTION)

Subdivision/Unit :	Block(s):	Lot(s):
Existing Zoning:	Proposed Zoning:	
No. of existing lots:	No. of proposed lots:	Total area of site (acres)

ACKNOWLEDGEMENT

I hereby acknowledge that I have read this entire application and affirm that all information provided is correct. I agree to comply with the requirements of the City of Rio Rancho as outlined in all applicable laws, ordinances and regulations.

Print Name:	Applicant:	Agent:
Signature:	Date:	

FOR OFFICIAL USE ONLY

H.T.E. PROJECT #	FEE	RECEIPT #

APPLICATION ACCEPTED BY: _____ **DATE:** _____

Application Fee Schedule

MASTER PLAN and SUB-PLAN Includes amendments to:	FEES
System & Facility Plan (Level 2) & Area Plan (Level 3)	\$400
Redevelopment Plan & Specific Area Plan	\$400
Comprehensive Plan	\$400
SITE DEVELOPMENT PLANS	
Site Development Plan	\$266
ZONE MAP AMENDMENT	
Map Amendment < 1 acre	\$266
Map Amendment 1 - 4.99 acres	\$531
Map Amendment 5 - 9.99 acres	\$797
Map Amendment 10 - 49.99 acres	\$1,063
Map Amendment 50 - 100 acres	\$1,328
Map Amendment > 100 acres	\$1,328 + \$266 per ea. additional 100 or portion thereof
Special Use (application to amend the site plan or signage)	\$266
Zoning Certification Letters	\$35
Zoning Interpretations	\$67
Zoning Variance	\$200
SUBDIVISION	
Summary Plat	\$133 + \$13 per lot
Preliminary Plat	
Less than 1 acre	\$133 + \$13 per lot
1 - 4.99 acres	\$266 + \$13 per lot
5 - 9.99 acres	\$531 + \$13 per lot
10 - 49.99 acres	\$1,063 + 13 per lot
50 - 100 acres	\$1,328 + 13 per lot
Over 100 acres	\$1,328 + \$266 per ea. additional 100 or portion + \$13/lot thereafter
Final Plat	No Fee Required
Vacation of Plat	\$266 + \$13 per lot
Subdivision modification's/exceptions/Variance Application	\$200
Subdivision Interpretations	\$67
Street Name Change	\$67 + 100% of mailings total cost & notification to be done by applicant
PLANNING & ZONING	
Annexation	\$500
Appeal to Planning and Zoning Board	\$67
Development Review Committee [DRC]	No Fee Required
Conditional Use	\$67
Non-Conforming Use	\$67
Ordinance Amendment	\$200
Community Residential Care Facility	\$67
Home Occupation	\$67
Family Child Care 6 or <	\$67
SIGN PERMIT	
Change of Face	\$0
Illegally installed but not conforming to code	\$92 or \$5 per sf of largest sign face, whichever is greater
Master Sign Plan	\$266
New Application	\$46 or \$2.50 per sf of face, whichever is greater
Off-Premise Advertising (Digital) Sign Use Permit	\$300
Off-Premise Advertising (Digital) Sign Annual Review Fee	\$200
Off-Premise Advertising (Directional) Sign Annual Review Fee	\$100
Special Exception to the Sign Code	\$266
Subdivision Directional Signs	\$30 + \$5 per sign
Temporary Signs in the Right-of-Way	\$30 + \$1 per sign
SPECIAL EVENTS	
Special Event Permit	\$67
Special Event Permit (Youth Groups)	\$15
MISCELLANEOUS SERVICES – Research	
	\$67 per hour