

Model Home\Sales Office Process and Checklist

A single family dwelling unit or a manufactured\modular unit may be used as a model home sales office in all Single Family Residential Districts (R-1, R-2, R-3, R-4, & R-5) provided the following information is provided:

- Hours of operation will be 8:00AM to 8:00PM, or as otherwise determined by the City of Rio Rancho Development Services department.
- Signage shall be in accordance with the Sign Ordinance or Related Master Plan.
- All freestanding sales offices shall have a minimum of six (6) parking spaces, which shall include off-street ADA-compliant parking as per §154.22.
- The time limit for a model home or sales office is five (5) years. The City of Rio Rancho Development Services department may approve time extensions.
- Ten percent (10%) of the lot on which each model home or sales office is located shall be landscaped with shrubs, and trees, or as per an approved xeriscape landscape plan.
- Each model home or sales office shall have exterior siding and roofing which, in color and appearance, is comparable to the predominant materials in use on surrounding dwelling units. The minimum pitch shall be 2/12.
- All setback and area requirements of each Single Family Residential District shall apply.
- All modular or manufactured models or sales offices shall be ADA compliant and meet all applicable building, plumbing, mechanical, and electrical code requirements.

Submit a complete application, a plat map, and a site plan containing the following information to the City of Rio Rancho Development Services department.

- Property site plan including landscaping, parking, etc
- Signage square footage and location
- Freestanding sales office and Model home location

Address: _____

City: _____ State: _____ Zip: _____

- ❖ Temporary model homes in a C-1 (Commercial/Retail) zoned area require a conditional use permit, **approved by the Planning and Zoning Commission**, and must follow C-1 zoning requirements §154.12 [C] (2) .