

Community Residential Care Facility Checklist

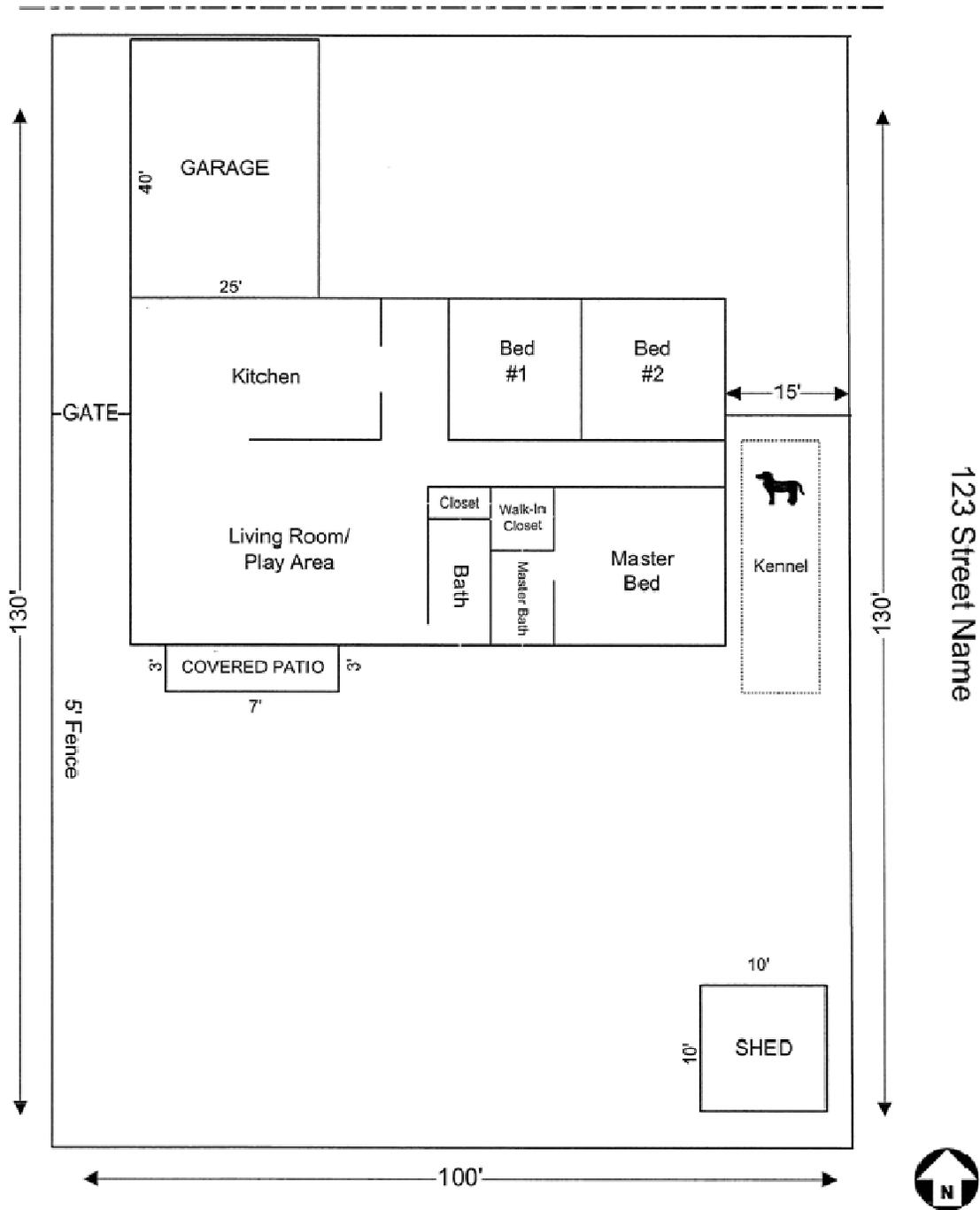
The following information shall be submitted with the application for a Community Residential Care Facility. An administrative permit is required.

- ❖ **NOTE:** Typically, facilities are subject to the 2015 International Building Code, 2003 International Fire Code, Life Safety Code, the New Mexico Administrative Code and City Ordinance.
 - Completed Land Use Application to Development Services
 - Site plan to include the residence, landscaping, all accessory structures, onsite and offsite parking
 - Floor plan to include all exits, ADA, Rooms/Beds, Bathrooms (Example Attached)
 - Fire Escape Plan
 - Proof of state licensure, in process of state licensure or proof no state license is required
 - Scope of services that will be provided including salon services, pet therapy, outings, etc.
 - 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 verifying no other facility is operating within 1000 ft. of the proposed facility where the capacity is 10, staff inclusive and 1300 ft. where the capacity is over 10, staff inclusive
 - Property owner verification letter or landlord letter of approval
 - Department of Public Safety Notification Form (attached)
 - Completed City Business Registration application

- ❖ **NOTE:** While not required for city approval and issuance of an administrative permit, 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 45 days prior to opening to establish 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



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"/> Residential Day Care 6 or <	<input type="checkbox"/> Master Plan Amendment	<input type="checkbox"/> Vacation of Plat	<input type="checkbox"/> Site Plan
<input type="checkbox"/> Sign Permit	<input type="checkbox"/> Specific Area Plan Amendment	<input type="checkbox"/> Street Name Change	<input type="checkbox"/> Variance
<input type="checkbox"/> Special Event	<input type="checkbox"/> Text Amendment	<input type="checkbox"/> Subdivision Interpretation	<input type="checkbox"/> Zone Map Amendment
<input type="checkbox"/> Special Event (Youth Group)		<input type="checkbox"/> Subdivision Variance	<input type="checkbox"/> Zoning Certification
			<input type="checkbox"/> Zoning Interpretation

Please Print In Ink Only or Type			
Application must be complete and accompanied by the appropriate supplemental form(s) and/or checklist for the action you are requesting			
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			
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	FEES
Area Plan (Level 3)	\$400
Master Plan & Redevelopment Plan	\$400
Specific Area Plan & Corridor Plan	\$400
Comprehensive Plan: Amendment to Text / Plan Map	\$400
SITE DEVELOPMENT PLANS	
Site Development Plan for Conditional Use/Master Plan/Special Use	\$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
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
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 borne 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
Residential Day Care 6 or <	\$67
SIGN PERMIT	
New Application	\$46 or \$2.50 per sf of face, whichever is greater
Illegally installed but not conforming to code	\$92 or \$5 per sf of largest sign face, whichever is greater
Special Exception to the Sign Code	\$266
Change of Face	\$0
Subdivision Directional Signs	\$30 + \$5 per sign
Temporary Signs in the Right-of-Way	\$30 + \$1 per sign
SPECIAL EVENTS	
Special Event Permit	\$35
Special Event Permit (Youth Groups & City Sponsored)	\$0
MISCELLANEOUS SERVICES	
Research	\$67 per hour
Building Plan Review	65% of Building Permit Fee