

## DRC Applications Checklist and Procedure

### Procedure

- ❑ **If filing via email**, provide 1 copy of all materials, in pdf format, for reproduction/distribution to DRC members. This should include a site plan showing the proposed project area (details listed below).
- ❑ Include a list of specific questions the applicant/agent would like answered by the DRC staff regarding the proposed project.
- ❑ Submit a location map with the entire project area clearly outlined, including the current and proposed zoning of the property.
- ❑ If the applicant is other than the property owner, a letter from the property owner stating that he/she is aware of the request of land use and that the applicant may act as his/her agent must be included.
- ❑ List any City Code variances, modifications, or exceptions, and state the justification for these proposals.

### Notes

1. The DRC is comprised of City department and other entities' representatives convened to supply the applicant with preliminary guidance and direction. Successful project reviews require the applicant to clearly describe the project, provide accurate project location and provide justification and rationale for the projects.
2. All DRC meetings are held on 2<sup>nd</sup> and 4<sup>th</sup> Thursdays at 1:30PM, in the DSD/CE Conference Room of City Hall, located at 3200 Civic Center Circle, Suite 130, Rio Rancho, NM 87144. The City Development Services Director can request additional meetings to be held at his/her discretion. Provide all submittals to the Development Services Department, Planning Division by noon Monday, ten (10) days prior to the next scheduled DRC meeting. This is the final day for submittals to be routed for review and comment before the scheduled DRC meeting.
3. All applicants will be notified prior to their meeting date by phone, post, or e-mail. Please call (505) 891-5005 or e-mail at [planning@rrnm.gov](mailto:planning@rrnm.gov) for more information.

### Site Plan

**A Site Plan must be provided on 11" x 17" paper, and shall include the following information:**

- Bar scale
- North arrow
- Vicinity map
- 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

❖ The more information that can be provided allows staff to provide you with more direction.