

DRC Applications Checklist and Procedure

About the Development Review Committee (DRC)

The DRC is comprised of City department and other reviewing agency representatives and is convened to supply the applicant with preliminary guidance and direction. Successful project reviews require the applicant to clearly describe the project, and to provide an accurate project location, justification, and rationale.

DRC meetings are held on the 2nd and 4th Thursdays between 1:30 and 4:30 PM (each application has an approximately 45-minute time slot). The meeting is held in the DSD/CE Conference Room of City Hall, located at 3200 Civic Center Circle, Suite 130, Rio Rancho, NM 87144, however we encourage applicants to attend via Zoom. Staff will provide online meeting information once the application is scheduled.

Application Materials and Procedure

- Completed land use application (<https://rrnm.gov/2326/Planning-and-Zoning-Division-Forms-Fees>)
- Ownership verification or letter of authorization from the property owner
- Supporting documents that will help the reviewers gain an accurate understanding of the project. The more information that can be provided by the applicant, the better direction staff can provide. These may include but are not limited to the following:
 - A written explanation of the project or proposed action
 - Location map with the entire project area clearly outlined
 - Site plan showing the proposed project area, including the following elements:
 - Scale bar
 - 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
- A list of specific questions the applicant/agent would like answered by the DRC staff regarding the proposed project

Provide all submittals to the Development Services Department, Planning Division at planning@rrnm.gov by noon on 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.