

# DEVELOPMENT PROCESS MANUAL

## Chapter 2: Procedures



## Contents

<b>2. Development Procedures .....</b>	<b>2-5</b>
2.1 Determining the Appropriate Procedure.....	2-5
2.2 Definitions.....	2-8
2.3 General Administrative Procedures.....	2-11
2.3.A Development Review Committee Process .....	2-11
2.3.B Public Notices.....	2-12
2.3.C Public Hearings.....	2-13
2.3.D Appeals.....	2-13
2.4 Policy Decisions.....	2-16
2.4.A Annexation .....	2-17
2.4.B Land Use Plans.....	2-17
2.5 Decisions Requiring a Public Hearing.....	2-22
2.5.A Subdivision of Land.....	2-23
2.5.B Street Naming.....	2-31
2.5.C Zoning.....	2-32
2.5.D Zone Map Amendment .....	2-33
2.5.E Conditional Use Permit.....	2-34
2.5.F Variances .....	2-35
2.5.G Special Use Site Plans .....	2-37
2.6 Construction Permits .....	2-39
2.6.A Building Permits.....	2-39
2.6.B Parks Permits.....	2-44
2.7 Administrative Permits .....	2-49
2.7.A Business Registrations and Business Licensing .....	2-49
2.7.B Change of Address.....	2-51
2.7.C Fences, Walls, and Small Accessory Structure Permits .....	2-52
2.7.D Garage Conversions.....	2-53
2.7.E Model Home/Sales Office.....	2-54
2.7.F Residential Care Facilities and Childcare Facilities .....	2-55
2.7.G Short Term Rentals.....	2-57
2.7.H Signs.....	2-59
2.7.I Summary Plat Procedure.....	2-60
2.7.J Special Event Permits .....	2-62
2.7.K Wireless Telecommunication Facilities .....	2-63

2.8	Submittal Requirements .....	2-65
2.8.A	Technical Reports, Studies and Analysis.....	2-65
2.8.B	Construction Plan Standards .....	2-76
2.8.C	Plan Sheet Sequence .....	2-81
2.8.D	Digital Record Drawing Requirements .....	2-83
2.8.E	Recordable Documents .....	2-86
2.9	Public Infrastructure Improvements.....	2-101
2.9.A	Development Agreements .....	2-101
2.9.B	Application for Construction within Public Right-of-Way .....	2-103
2.9.C	Grading and Drainage Improvements .....	2-105
2.9.D	Drainage Submittals .....	2-110
2.9.E	Vacation Procedure for Rights-of-Way and Easements .....	2-113
2.9.F	Storm Drainage Infrastructure Allocation .....	2-114
2.10	Record Drawings .....	2-119
2.10.A	Criteria for Approval.....	2-119
2.10.B	Process for Developer Projects .....	2-119
2.10.C	Process for Capital Projects.....	2-120
2.11	Development Procedures Appendices.....	2-121
2.11.A	Project/Plan Submittal Letter .....	2-121
2.11.B	Final Project Submittal Checklist .....	2-122
2.11.C	Checklist for Submittal of Preliminary/Bulk Plats.....	2-124
2.11.D	Checklist for Submittal of Final Plats.....	2-128
2.11.E	Zone Map Amendment Checklist .....	2-135
2.11.F	Zone Map Amendment for Special Use Zone District Checklist.....	2-136
2.11.G	Conditional Use Checklist .....	2-136
2.11.H	Zoning Variance Checklist.....	2-137
2.11.I	Site Plan Checklist.....	2-137
2.11.J	Parks Site Plan Checklist .....	2-138
2.11.K	Drainage Report Checklist .....	2-138
2.11.L	Grading and Drainage Plan Checklist.....	2-143
2.11.N	Erosion Control and Stormwater Pollution Prevention Plans Checklist.....	2-149
2.11.O	Street Light Layout Checklist .....	2-153
2.11.P	Right-of-Way Acquisition Area Calculation Form.....	2-156
2.11.R	New Street Data Sheet .....	2-157
2.11.T	Engineer's Certification Checklist for Subdivisions.....	2-158

2.11.V	Engineer's Certification Checklist for Non-Subdivision Development .....	2-161
2.11.W	Engineer's Certification Statement for Record Drawings.....	2-162
2.11.X	Grant of Drainage Easement .....	2-163
2.11.Y	Disclosure Statement Format.....	2-165
2.12	Drawing Appendices .....	2-181
2.12.A	Sheet Naming Conventions .....	2-181
2.12.B	CAD File Layering Conventions.....	2-182
2.12.C	CAD Standards and Naming Conventions for Digital Plan & Plat Submittals .....	2-192

## 2. Development Procedures

This chapter outlines the development procedures within the City of Rio Rancho. Development in the City of Rio Rancho is intended to meet community goals to promote the health, safety, and welfare of current and future citizens. Each participant in this process must follow these processes and meet requirements that are designed to create a fair, transparent, and open process of submittal, evaluation, and approval.

### 2.1 Determining the Appropriate Procedure

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Many development projects require the completion of several procedures to secure final approval. Table 2.1 Summary of Development Procedures summarizes the types of development applications and actions within the City. The table indicates the type of development permit and approval required by the City, any pre-application requirements, the applicable reviewing and approving bodies, public hearing requirements, appellate bodies, and the approval expiration timelines as applicable. This table is intended to guide the user toward the appropriate development processes and the appropriate steps needed to complete them. Subsequent sections outline applicable procedures associated with these development applications, as well as common administrative procedures necessary for the administrative of this DPM and the City's Municipal Code. Several of these sections may apply to a single development project. Each section provides an overview of the process, the necessary information for submittal, and references to the applicable section of the City's Code of Ordinance and any technical specifications or other codes.

Questions on these processes should be directed to the Development Services Department. The most recent applications and forms are available on the City's Development Services webpage: <https://rrnm.gov/26/Development-Services>.

Table 2.1: Summary of Development Procedures

Application/Permit Type	Applicability R= Review and/or Recommend D = Review and Decide AD = Appeal Review and Decision < > = Public Hearing	Notifications			Review/Decision Authority			Procedures
		Mailed Notices	Posted Signs	Published	City Staff	Planning and Zoning Board	Governing Body	
<b>POLICY DECISIONS</b>								
Annexation of Land	An annexation of land request is required to add any new land area into the City Limits.	X	X	X	R	<R>	<D>	<a href="#">Section 2.4.A</a>
Land Use Plans	Land Use Plans are Master Plans and Specific Area Plans that lay out a specific development scenario for a site, including future land use, utilities, drainage, and transportation. A master plan may be required for any development that is at least 10 acres in size. A specific area plan is required for any development that is at least 1,000 acres in size.	X	X	X	R	<R>	<D>	<a href="#">Section 2.4.B</a>
Land Use Plan Amendments	A plan amendment is required to update or change elements of established Master Plans or Specific Area Plans.	X	X	X	R	<R>	<D>	<a href="#">Section 2.4.B</a>
<b>DECISIONS REQUIRING A PUBLIC HEARING</b>								
Subdivisions	A request for subdivision is required for dividing a portion of land into lots or for consolidating one or more parcels into a larger lot.							<a href="#">Section 2.5.A</a>
Bulk Plats	A bulk plat is required for the division of land that is primarily intended to facilitate transfer to intermediate land holders, not to create parcels available for development without further subdivision approvals.	X	X	X	R	<D>		<a href="#">Section 2.5.A.I.</a>
Preliminary Plats	A preliminary plat is required for the division of land intended to create parcels available for development.	X	X	X	R	<D>		<a href="#">Section 2.5.A.II.</a>
Preliminary Plat Extensions	A preliminary plat extension is required for plats that have expired or have not been acted upon within one year of their approval.	X	X	X	R	<D>		<a href="#">Section 2.5.A.III.</a>
Final Plats	A final plat approval is required prior to the filing of a plat for record with the appropriate County Clerk.				R	<D>		<a href="#">Section 2.5.A.IV.</a>
Vacation Plats	A vacation plat is required when no new lots are being created and lot lines, rights-of-way, or easements are being eliminated.	X	X	X	R	<D>		<a href="#">Section 2.5.A.V.</a>
Subdivision Variances	A subdivision variance is required when a deviation from the design standards of Rio Rancho Municipal Code Section 155.40-46 is requested.	X	X	X	R	<D>		<a href="#">Section 2.5.A.VI.</a>
Street Name Changes	Street name change requests are required to alter the name of any public or privately-owned street as petitioned by the Public.	X			R	<D>		<a href="#">Section 2.5.B</a>
Street Name Change for adopted by Resolution	Street name change requests are required to alter as petitioned by the Public.	X			R	<D>		<a href="#">Section 2.5.B</a>
Zone Map Amendments	A zone map amendment is required to change the zone district classification for one or more parcels of land.	X	X	X	R	<R>	<D>	<a href="#">Section 2.5.D</a>
Conditional Use Permits	A conditional use permit is required for any uses specified as conditional within a zone district.	X	X	X	R	<D>		<a href="#">Section 2.5.E</a>
Variances	A variance request is required to deviate from the area height, dimension, distance, parking, or setback requirements of the Code.	X	X	X	R	<D>		<a href="#">Section 2.5.F</a>
Special Use Site Plans	A site plan is required for the development of a property within a SU: Special Use Zone and provides detail on how the property is proposed to be developed.	X	X	X	R		<D>	<a href="#">Section 2.5.G</a>
<b>CONSTRUCTION PERMITS</b>								
Right-of-Way Use Permit	A right-of-way use permit is required for the authorization from the city to use, work in, or otherwise occupy public right-of-way; detailing the specific time, place, and other restrictions for the allowed use.				D			
Curb Cut	A curb cut application is required to cut the curb of any sidewalk or public right-of-way to give access to any premises.				D			
Residential Building Permits	A building permit is required whenever a building or structure is erected, constructed, enlarged, altered, repaired, moved, improved, removed, converted or demolished. No electrical wiring, plumbing or mechanical work and gas work may be installed, repaired or maintained in or on such building or structure without a permit. All re-roofs and roof coatings require a building permit.				D			<a href="#">Section 2.6.A.I.</a>

Table 2.1: Summary of Development Procedures

Application/Permit Type	Applicability R= Review and/or Recommend D = Review and Decide AD = Appeal Review and Decision < > = Public Hearing	Notifications			Review/Decision Authority			Procedures
		Mailed Notices	Posted Signs	Published	City Staff	Planning and Zoning Board	Governing Body	
Commercial & Multifamily Building Permits	A building permit is required whenever a building or structure is erected, constructed, enlarged, altered, repaired, moved, improved, removed, converted or demolished. No electrical wiring, plumbing or mechanical work and gas work may be installed, repaired or maintained in or on such building or structure without a permit. All re-roofs and roof coatings require a building permit.				D			<a href="#">Section 2.6.A.II.</a>
Park Permit	Parks permits are required for parks and recreational facilities 3 acres or less which will be owned and maintained by the City of Rio Rancho or private entities.				D			<a href="#">Section 2.6.B</a>
ADMINISTRATIVE PERMITS AND LICENSES								
Accessory Structures smaller than 120 sf Permit	This permit is required for the construction or placement of secondary structures smaller than 120 sf in area, including prefabricated or site built sheds, chicken coops, gazebos, and similar structures.				D			<a href="#">Section 2.7.C</a>
Administrative Variances	An administrative variance is required to deviate from the area height, dimension, distance, parking, or setback requirements of the Code that impact less than 10% of the area, height, dimension, distance, parking or setback requirements.				D			<a href="#">Section 2.5.F.II.</a>
Business Registrations	A business registration is required for all persons proposing to engage in business within the municipal limits of the City of Rio Rancho, including home businesses.				D			<a href="#">Section 2.7.A</a>
Change of Address	A change of address is required for any premise to be assigned a new address number.				D			<a href="#">Section 2.7.B</a>
Childcare Facilities	This permit is required for the operation of childcare facilities, including daycare facilities, and in home childcare services. Facilities caring for seven (7) to twelve (12) children are required to obtain a conditional use permit.				D			<a href="#">Section 2.7.C</a>
Community Residential Care Facilities	This permit is required for licensing of residential care facilities and providers who provide care for people with special needs within the city.				D			<a href="#">Section 2.7.C</a>
Fence or Wall Permit	A fence or wall permit is required to build a fence or wall.				D			<a href="#">Section 2.7.C</a>
Wireless Telecommunication Facility Permit	A Wireless Telecommunication Facility (WTF) permit required to comply with Rio Rancho Municipal Code regulations for freestanding and small cell WTFs.				D			<a href="#">Section 2.7.J</a>
Model Homes/Sales Offices	Model homes and sales offices require a model home and sales office permit approval. Temporary model home sales offices in the C-1: Retail Commercial Zone District require a Conditional Use Permit. A building permit is also required.				D			<a href="#">Section 2.7.E</a>
Short Term Rental Permit	A Short Term Rental permit is required for the rental of all or part of a dwelling unit for periods of less than 30 consecutive days. A business registration is also required. All Short Term Rentals must comply with Rio Rancho Municipal Code Chapter 123.				D			
Sign Permit	A sign permit is required to construct, place, erect or modify a sign. A permit is not required for general maintenance, face changes, or the erection of certain temporary construction signs.				D			<a href="#">Section 2.7.G</a>
Summary Plats	A summary plat procedure is required when a subdivision contains no more than two lots and all the necessary infrastructure is in place or when a combination or recombination of portions of lots does not increase the total number of lots.				D			<a href="#">Section 2.7.H</a>
Special Event Permits	Special event permits are required when any of the following occurs at an event: <ul style="list-style-type: none"> <li>Selling or vending of food and/or alcohol</li> <li>Dedicated safety resources are necessary</li> <li>Tents or other structures are erected</li> <li>Traffic flow and access is impacted</li> </ul>				D			<a href="#">Section 2.7.I</a>

## 2.2 Definitions

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**Administrative Permits** – Official approvals issued for activities or projects with limited physical impact on a property. These permits are reviewed and approved by staff to ensure compliance with applicable regulations.

**Adoption** – The formal process by which land use plans become legally enforceable following approval by the Governing Body. This process includes public hearings to ensure alignment with the Comprehensive Plan.

**Annexation** – To add additional territory into Rio Rancho’s jurisdiction thereby changing the boundaries of the community.

**Appeals** – A structured process for contesting development-related decisions made by City staff, the Planning and Zoning Board, or the Governing Body. Certain appeals may be subject to judicial review by a District Court.

**Building Permit** - A building permit is an official approval issued by the City that allows construction, renovation, or demolition of a structure to proceed in compliance with building codes, zoning regulations, and safety standards. It ensures that projects meet structural integrity, fire safety, environmental, and accessibility requirements.

**Bulk Plat** – A type of land division that does not require immediate infrastructure improvements, typically used for zoning changes, right-of-way dedications, easement grants, and land conveyances for future development.

**Commercial Business License** – The official process for obtaining a business license for commercial establishments. This includes review by the City Clerk, Development Services, and completion of required inspections before final approval.

**Conceptual Grading and Drainage Plans** – Plans that show existing and proposed grading, drainage, flood control, erosion control, and stormwater management for a project that help assess feasibility and ensure compatibility with on-site and adjacent property constraints. Used for developments on tracts of five acres or more.

**Conditional Use** – A use allowed with conditions in the applicable zoning district as determined by the Planning and Zoning Board.

**Conditional Use Permit (CUP)** – An official permit allowing specific land uses within a zoning district that require additional review to mitigate potential adverse impacts. CUPs are approved by the Planning and Zoning Board.

**Developer** - An individual, company, or entity responsible for planning, financing, and executing development projects in accordance with city development standards. Developers coordinate land acquisition, project design, permitting, and construction while ensuring compliance with zoning regulations, building codes, and municipal requirements. They work closely with city agencies, engineers, and contractors to deliver infrastructure that meets public safety, environmental, and community needs.

**Development Review Committee (DRC)** – A multi-departmental advisory committee that provides applicants with guidance on City policies, regulations, and procedural requirements. The DRC does not issue final approvals but offers preliminary feedback to facilitate the formal application process.

**Drainage Plan** – A brief, comprehensive plan for small, non-complex developments that addresses drainage, flood control, erosion control, and stormwater management. Required for projects 5 acres or smaller, accompanying building permits, site plans, and landscape plans.

**Drainage Report** – A detailed analysis of drainage, flood control, erosion control, and stormwater management for a proposed development. Required for subdivisions with more than 10 lots, projects over 5 acres, or in flood hazard areas or near major arroyos.

**Easement** – An acquired or granted right of use which one person may have in the land of another.

**Final Plat** – A map showing the location, boundaries and ownership of individual properties, planned and developed as a single project. A legally binding document that precisely delineates lot boundaries, roadways, and easements. The final plat is recorded with the county assessor's office to formally establish the subdivision.

**GIS Shapefile** – A widely used file format for geographic information system (GIS) data. It stores spatial data in vector format, representing geographic features like points, lines, and polygons.

**Governing Body** - The Mayor and the members of the City Council. The corporate authority of the municipality is vested in this body.

**Home-Based Business (Home Occupation)** –Any business, occupation or activity conducted for gain, on residential property, within a residential building, or an accessory building thereto, which is incidental or secondary to the use of such building for dwelling purposes and which does not change the essential character of the building.

**Home Occupation License** – The application and approval process for businesses operating from a residence. This includes submitting completed forms to the City Clerk's Office, review by the Planning and Zoning Division, and payment of required fees.

**Land Use Plan Amendments** – Official modifications to zoning designations, infrastructure provisions, or proposed land uses within an adopted land use plan. Amendments undergo a structured review process, including staff evaluations, Planning and Zoning Board recommendations, and final approval by the Governing Body.

**Land Use Plans** – Official documents that outline future development strategies, including zoning classifications, infrastructure improvements, and land use patterns. These plans include the Comprehensive Plan, System and Facility Plans, Specific Area Plans, Master Plans, Corridor Plans, and Project-Specific Site Plans.

**Master Plan** – A Master Plan is a strategic planning document prepared by either the City or the private sector and submitted for City review and approval. It serves as a framework for guiding the long-term growth and development of a specific area within the City, typically covering at least 10 acres. The plan must align with the Principles and Policies of the Comprehensive Plan while providing a detailed vision for land use, infrastructure, and community design.

**Model Home/Sales Office** – Any furnished dwelling, which is primarily used as a marketing tool to show prospective homebuyers a particular plan, type of construction, accoutrements or floor plan and which is not a residence at the same time. A sales office need not be physically located in the dwelling.

**Park**- An open space reserved in the public domain where appropriate development may take place and which is intended primarily for passive activity.

**Planning and Zoning Board** – The Planning and Zoning Board of the City of Rio Rancho.

**Plat** – A map showing the location, boundaries and ownership of individual properties, planned and developed as a single project.

**Policy Decisions** – Development applications subject to review based on the City’s long-term strategic goals and officially adopted plans, such as the Comprehensive Plan, Master Plans, and Specific Area Plans. These applications require public hearings and discretionary review by the Planning and Zoning Board and the Governing Body.

**Preliminary Plat** – A conceptual plan outlining the proposed subdivision layout, including lot configuration, road placement, and utility connections. It serves as the initial step in the subdivision approval process.

**Preliminary Plat Extension** – A process allowing an applicant to extend the validity of a preliminary plat beyond the standard one-year period. Extensions are limited and require formal approval.

**Public Hearings** – Formal review processes for development applications conducted in accordance with City procedures. These hearings are held by the Planning and Zoning Board and the Governing Body following the prescribed rules of procedure. The Planning and Zoning Board will conduct the noticed public hearing, hear testimony on and consider the application, and decide if the application is approved.

**Public Notices** – Official notifications informing the community about upcoming development decisions. Notices are distributed through mailed notifications, on-site postings, and legal advertisements, as required by municipal regulations.

**Record Drawing** – A finalized drawing that shows the as-built conditions of a project, including any changes made during construction. It serves as an official record for future reference, maintenance, or modifications.

**Replat** – A process used to move, erase, or add new interior property lines within a recorded summary or subdivision plat. It results in a new plat being recorded for the affected parcels or lots.

**Residential Care Facilities and Childcare Facilities** – Licensed facilities providing care for children or residents. These businesses require registration with the City and must comply with specific zoning regulations based on the number of individuals served.

**Sign Permits** – Official approval required for the construction, placement, or modification of signs; a structure or graphic display designed to inform or attract the attention of persons not on the premises on which the sign is located. Certain maintenance activities and temporary construction signs may be exempt from permit requirements.

**Sketch Plan** – A preliminary sketch drawing of a subdivision plat conforming with the requirements stated herein, and used in the pre-application procedure prior to submission of the preliminary plat.

**Special Event Permits** – Permits required for events, the duration of which is temporary in nature, involving specific activities such as food sales, alcohol vending, or temporary traffic disruptions.

**Staff** - City staff refers to the employees and officials who work for the City of Rio Rancho that carry out administrative, regulatory, and operational duties to support the City's functions and services. They are responsible for implementing policies, reviewing development proposals, enforcing codes and regulations, managing public infrastructure, and providing essential community services.

**Subdivision** - The division of any lot or tract of land into two or more lots for the purpose, whether immediate or in the future, of sale, lease or development. SUBDIVISION does not include the following:

- (1) Any residual land retained by the subdivider after SUBDIVISION but which has not been divided for SUBDIVISION purposes.
- (2) The sale or lease of apartments, offices, stores or similar space within a building.
- (3) Any division of land in which only gas, oil, mineral or water rights are severed from the surface ownership of the land.
- (4) Any division of land created by court order, except court orders involving land grant adjudications.
- (5) The leasing of land for grazing or farming activities.

**Summary Plat** – A subdivision process used for minor changes such as lot combinations or easement additions, without increasing the number of lots.

**Traffic Impact Analysis (TIA)** – Analysis that evaluates the effects of a proposed development on the surrounding transportation system.

**Variance** – A granted deviation from zoning or subdivision regulations due to unique property conditions. A variance from the strict application of area, height, dimension, distance, parking or setback requirements of this title may be allowed in the case of exceptionally irregular, narrow, shallow or steep lots, or other exceptional physical condition where the strict application of the requirements of this title would result in a practical difficulty or unnecessary hardship that would deprive the owner of the reasonable use of his land or building. Practical difficulty or unnecessary hardship cannot be found when financial gain, loss or monetary savings, or mere inconvenience upon the property owner, or difficulty caused to one’s personal comfort is the basis for the claim of hardship.

**Wireless Telecommunication Facilities Permit** – A required approval for wireless telecommunications towers or facilities.

**Zone Map Amendment** – A request to change the zoning classification of a parcel of land on the official zoning map.

**Zoning** – The regulatory framework that designates land use classifications.

**Zoning District** – Any section of the City of Rio Rancho where regulations governing the use of buildings and premises or the height and area of buildings and lot size are uniform.

## 2.3 General Administrative Procedures

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The following general administrative procedures apply to various stages of the development process for most development applications.

### 2.3.A Development Review Committee Process

The Development Review Committee (DRC) is comprised of City department and other reviewing agency representatives. They are convened to provide preliminary guidance to applicants on development projects in an informal pre-application meeting setting. The DRC includes representatives from the City’s Development Services, Public Works, Utilities, Police, Fire and Rescue, and Parks, Recreation and Community

Development departments. Additional representatives, such as staff from Southern Sandoval County Arroyo Flood Control Authority (SSCAFCA), utility companies, or Rio Rancho Public Schools, may attend when their presence is necessary or desirable for any specific project or questions before the DRC. Staff provide advice and information on relevant City Policies, standards, and processes.

The purpose of a DRC meeting is to provide an opportunity to discuss application submittal requirements and procedures between an applicant, City Staff, and representatives from other affected agencies. Discussions can include the scope, features, and potential impacts of the proposed development on surrounding neighborhoods and infrastructure systems; the consistency or inconsistency of the proposed application with the Comprehensive Plan, as amended; applicable requirements and standards in the Rio Rancho Code of Ordinances; and applicable requirements and standards in this DPM and to identify primary contacts for the applicant and staff.

Planning and Zoning staff coordinates and distributes project information, chairs the meetings, and manages the DRC files. The DRC meets twice each month on the second and fourth Thursday.

The recommendations of the DRC are advisory, intended to facilitate the submittal of the formal development application. They do not convey final approval authority.

DRC meetings are not required for any development application; however, applicants are encouraged to attend a DRC meeting to obtain answers to any preliminary questions about the approval process and design requirements.

### **2.3.B Public Notices**

Public notice requirements in the land use decision-making process are utilized to assure that the public is adequately notified or otherwise made aware of development applications and permits under consideration, which may directly or indirectly affect lands within the City. Public notice is required to be provided pursuant to the Rio Rancho Municipal Code and summarized in Table 1: Summary of Development Procedure. The City uses the following methods for public notification; first class letters, postcards, certified letters, site sign posting and published legal notices. Notice that is published, mailed, posted by sign, or posted online as required in Rio Rancho Code of Ordinances §150.03 shall be provided in compliance with the standards below.

All required notices shall include, at a minimum, the following information:

1. The address of the property listed in the application.
2. The name of the property owner.
3. The name of the applicant if different from the property owner.
4. A summary of the nature of the proposed project.
5. The date, time, and place of the hearing.
6. An email address or phone number where additional information can be obtained.

Mailed notices, including first class mail, certified letters, and post cards shall be sent by City Planning and Zoning staff at least 15 days prior to the applicable public hearing to allow for any comments before a decision is reached.

Site sign posted notices shall use signs furnished by the City at the time of submittal. The applicant is responsible for posting and maintaining one or more signs at least 7 days prior to the date of the applicable hearing. The applicant is responsible for removing the signs within 5 days after the hearing is completed. Applicant must sign the sign posting agreement and provide photos of the signs posted on site to staff.

Legal notices shall be created and transmitted by City Planning and Zoning staff to be published in a newspaper of general circulation in the City at least 15 days before the date of the hearing.

### 2.3.C Public Hearings

Public hearings are held to review and decide upon numerous development applications pursuant to the City's Municipal Code. Table 1 Summary of Development Procedure summarizes for which development applications require a public hearing, what review and decision-making body reviews and decides upon the application, and what body hears appeals.

Public hearing procedures are governed by the Boards and Commissions Rules of Procedure for hearings before the Planning and Zoning Board and by the Governing Body Rules of Procedure for hearings before the Governing Body.

### 2.3.D Appeals

City staff, the Planning and Zoning Board and the Governing Body consider and approve applications for development proposals and various aspects of those developments. Table 1 Summary of Development Procedure shows the decision-making body that hears the appeals (the appellate body) for each type of development application. Appeals are governed by Rio Rancho Municipal Code Section 150.08 and by NMSA § 39-3-1.1.

The following decisions on development applications can be appealed:

1. Final decisions by the Development Services Department Director or their designee.
2. Final actions of the City Manager.
3. Final actions of the Planning and Zoning Board made after a public hearing.
4. Final actions of the Governing Body made after a public hearing.

To provide due process and fairness in the development review process, any person with standing can appeal decisions of City staff, Planning and Zoning Board, and/or Governing Body, which can be ultimately referred to a judicial review in District Court.

#### 2.3.D.I. APPEAL CRITERIA FOR APPROVAL

Appeal review and decision criteria are laid out in Rio Rancho Municipal Code (R.O. 2003) Section 150.08.

#### 2.3.D.II. ADMINISTRATIVE DECISION APPEAL PROCESS

Administrative decision appeals are reviewed through the following process. Applicants submit an appeal of a final decision by the Development Services Department with the City Manager within 15 days of the initial determination. Appeals are heard and determined by the City manager within 45 days of the original decision.



### 2.3.D.III. PLANNING AND ZONING DECISION APPEAL PROCESS

Planning and Zoning Board decision appeals are reviewed through the following process. Applicants submit an appeal of a final decision by the Planning and Zoning Board with the City Clerk within 30 days of the final determination. Staff will schedule the application to be heard by the Governing Body on the next available agenda. The Governing Body will remand, reverse, or affirm the appealed decision to bring it into compliance with the standards and criteria of this Code or other applicable County, State or Federal regulations and a notice of the decision will be sent to the applicant within one week.



#### 2.3.D.IV. GOVERNING BODY DECISION APPEAL PROCESS

Appeals of Governing Body decisions are made in District Court. The rules and procedures for these appeals are found in NMSA Section 39-3-1.1.

## 2.4 Policy Decisions

Development applications classified as Policy Decisions refer to those that implement large City goals and policies contained within officially adopted plans, including the Comprehensive Plan, Master Plans, and Specific Area Plans. Policy Decisions include annexations and land use plan approvals. Such applications are reviewed by the Planning and Zoning Board at a public hearing. The Planning and Zoning Board makes a recommendation of approval or denial to the Governing Body. The Governing Body makes the final decision at a public hearing. The general process of policy decisions is laid out below. Applicants can expect a policy decision development application process to take 3 to 5 months from the date the application is submitted to final approval.



## 2.4.A Annexation

Annexation is the process of bringing property into City Limits. It provides a means to expand the City's boundaries with an agreement for the timely provision of municipal services, such as utilities, roads, and other benefits of being part of the City, as approved by the Governing Body. Annexation is regulated by New Mexico State Statutes (NMSA 1978) Section 3-7 Annexation of Territory.

The City's Comprehensive Plan contains an annexation policy that recommends annexing land into the municipal corporate limits when one of the following is a consideration:

1. There is a positive cost-benefit analysis reflecting significant potential for increasing municipal revenue generation.
2. There is an expressed or requested need for land use regulation and/or management by the municipality.
3. There is an urgent necessity to provide municipal services or to install municipal facilities.
4. Landowner petitioners execute development agreements to provide resources (water rights or funding) sufficient to sustain the area without constituting a drain on the municipal budget.

### 2.4.A.I. ANNEXATION PROCESS

New Mexico State Statutes (NMSA 1978) Section 3-7 Annexation of Territory establishes three different methods of annexing territory to a municipality: arbitration, boundary commission, and petition.

The arbitration method is initiated by the governing body of a municipality and the rules and procedures are established in NMSA 1978 Sections 3-7-5 through NMSA 1978 Sections 3-7-10. In this method the Governing Body must declare its intent by a resolution, which indicates that the benefits from the City's annexation are available now or within a reasonable time to the area being annexed and that the City desires to annex this land. A seven-member board of arbitration, elected from the territory proposed to be annexed and appointed from the municipality, then determines if the annexation is appropriate.

The boundary commission method involves a Governor-appointed commission which determines the outcome of an annexation into a municipality if either the municipality or a majority of the property owners in the proposed annexation area petitions the State Municipal Boundary Commission. The rules and procedures for this method are established in NMSA 1978 Sections 3-7-11 through 3-7-16.

The petition method allows the majority of property owners of a property that is contiguous to the existing City boundaries to present a petition to the municipality's governing body. The City then approves or denies the annexation request by ordinance. The rules and procedures for this method are established in NMSA 1978 Section 3-7-17.

## 2.4.B Land Use Plans

Land use plans provide a general framework for a proposed development on a site. They include details on the proposed activities, uses, zoning, infrastructure, and other improvements on a property. The goals of the City's Land Use Plan(s) are to provide a general pattern for the location, distribution and character of the future land uses within Rio Rancho's planning jurisdiction. Rio Rancho's land use plans generally follow a hierarchical structure with the comprehensive plan as the primary or first-level plan that supersedes all other plans. All other planning documents must be consistent with the comprehensive plan. The types of land use plans utilized by the City of Rio Rancho are described below:

## **1. Comprehensive Plan**

The City's comprehensive plan provides a general, broad overview of the physical development of the community. The Plan reviews past development patterns which have led directly to present conditions. Secondly, the Plan provides a long range, futuristic view of how the City should develop or redevelop. In this respect, the Plan examines past trends and utilizes various analytical planning techniques to determine desired future scenarios. The Comprehensive Plan depicts where the City has been, where it is presently, where it wants to go, and how it plans to get there.

The comprehensive plan is used to direct the City's current and future growth and development. Comprehensive plan consists of eight fundamental principles or areas of concern related to future development of the community: Land Use – Fiscal Analysis, Urban Design, Transportation & Circulation, Infrastructure & Capital Facilities, Environmental Sustainability, Housing, Community Services & Public Facilities, and Economic Development.

## **2. System and Facility Plans**

Rio Rancho's system and facility plans address a singular function such as infrastructure systems or community facilities, (e.g., Parks and Recreation Master Plan). System and Facility Plans are typically created by the respective City Department responsible for City-wide community facilities or by Utility companies representing their specific infrastructure systems.

## **3. Specific Area Plans**

These plans encompass large geographic areas of the City providing a higher degree of detail than the comprehensive plan. Area plans establish planning criteria and land use goals specific to the physical development consistent with the Principles and Policies of the Comprehensive Plan. Area plans are primarily created by the City due to the high number of properties and owners involved.

## **4. Master Plans**

Master Plans are prepared by either the City or private sector and submitted to the City for review and approval. Master Plans address the Principles and Policies of the Comprehensive Plan, but specific to a defined area within the City; at least 10 acres. For subdivisions that are 20 acres or less, master plans may be less detailed, and certain sections may be omitted per staff discretion and approval. At a minimum Master Plans shall require conceptual Grading & Drainage, Circulation and Utilities layouts and an updated land use map maybe required, if changes are proposed. Ownership of at least 90% of the subject area acreage shall be required for the preparation and submission of a Master Plan.

## **5. Corridor Plans**

Corridor Plans cover a smaller geographic area of the City such as a transportation corridor. Corridor Plans often address specific issues such as architectural control, design guidelines, buffering and transportation access elements. Corridor Plans are usually created by the City to address specific issues as noted above. Occasionally, they are prepared by the private sector for a specific development project when development of an arterial is identified in the Traffic Impact Analysis.

## **6. Project Specific Site Plans**

The site development plan as required by Zoning, specifies the present characteristics of a particular parcel of land and its surroundings and describes intended activities and their potential impact on the community. The terms "site plan" and "site development plan" are interchangeable.

Site development plans have two functions. First, they illustrate the intended design, arrangement and uses of the land to be improved. Second, they describe the proposal’s physical, social and economic effects on the City.

Information on factors such as the following may be the subject of concern in the site development review process means of access, parking, landscaping, buffers, architectural features, and location of structures, impact on adjacent land uses and other elements related to the health, safety and general welfare of the community.

#### 2.4.B.I. LAND USE PLAN ADOPTION

Adoption of a land use plan formally approves the plan as part of the City’s future land use framework and makes the standards contained within the plan enforceable by the City.

##### 2.4.B.I.a. Land Use Plan Criteria for Approval

The criteria for approval are based on the whether the proposed land use plan amendment is consistent with the goals and policies of the Comprehensive Plan.

##### 2.4.B.I.b. Land Use Plan Process

Land Use Plan applications are reviewed through the following process. Applications and appropriate fees are submitted to the Development Services Department. Applications may be submitted by the property owner, their agent, or City Staff. City staff will review the application for completeness and inform the applicant of any deficiencies. Once complete, staff will schedule the application to be heard by the Planning and Zoning Board on the next available agenda. The Planning and Zoning Board will make a recommendation to the Governing Body on whether the application should be approved. Public notices are issued for the Governing Body hearing in accordance with State Statutes. The Governing Body makes the final determination at their meeting: approval, approval with conditions, continuation, or denial. If approved, the plan is adopted by resolution of the Governing Body. Any accompanying regulations are adopted by Ordinance. A notice of the decision will be sent to the applicant within one week.



## 2.4.B.II. LAND USE PLAN AMENDMENT

A Land Use Plan Amendment changes an existing land use plan by updating the development framework. An amendment can change any or all elements of the land use plan, including the proposed activities or uses, the proposed zoning, or the infrastructure or other proposed improvements. Land Use Plan Amendments are regulated by New Mexico State Statutes (NMSA 1978) Section 3-19 Planning and Zoning and by Rio Rancho Municipal Code Section 150.07 Amendments. New Mexico state law allows the City to amend, extend or add to any adopted land use plan per NMSA § 3-19.

### 2.4.B.II.a. Land Use Plan Amendment Criteria for Approval

The criteria for approval are based on the whether the proposed land use plan amendment is consistent with the goals and policies of the Comprehensive Plan.

### 2.4.B.II.b. Land Use Plan Amendment Process

Land Use Plan Amendments applications are reviewed through the following process. Applicants submit an application and fee to the Development Services Department. Applications may be submitted by the property owner, their agent, or City Staff. City staff will review the application for completeness and let the applicant know of any deficiencies. When the application is complete, staff will schedule the application to be heard by the Planning and Zoning Board on the next available agenda. The Planning and Zoning Board will make a recommendation to the Governing Body of whether the application should be approved. Public notices are issued for the Governing Body hearing in accordance with State Statutes. The Governing Body will

make the final determination of approval, approval with conditions, continuation, or denial at their meeting. If the plan is approved, it is adopted by resolution of the Governing Body. Any accompanying regulations are adopted by Ordinance. A notice of the decision will be sent to the applicant within one week.



## 2.5 Decisions Requiring a Public Hearing

Decisions requiring a public hearing make a determination on a development application by asking decisions makers to use reason and judgement based on City and State regulations. The goal of these decisions is to guide and accomplish a coordinated, adjusted, aesthetically appealing and harmonious development of the City.

Decisions requiring a public hearing include subdivision applications, zone map amendments, conditional use permits, and variances. With the exception of zone map amendment, such applications are reviewed by the City Staff who makes a recommendation to the Planning and Zoning Board. The Planning and Zoning Board makes a final decision at a public hearing. For zone map amendments, the Planning and Zoning Board makes a recommendation, but the Governing Body, which serves as the ultimate decision-maker, makes the final decision at a public hearing. The general process of decision requiring a public hearing is laid out below. Applicants can expect a decision requiring a public hearing development application process to take 2 to 4 months from the date the application is submitted to final approval.



## 2.5.A Subdivision of Land

Subdivision is the process of dividing a portion of land into lots and parcels for development. Subdivisions are platting actions that involve reviewing and deciding a preliminary and then a final plat. A preliminary plat is the proposed subdivision and improvements, including the number and location of the proposed lots, the size and location of the proposed roads, and where the proposed infrastructure will tie into the existing roadway and utility network. A final plat is the highly detailed document showing the lots, roadways, and any easements that is recorded with the Sandoval County Assessor to formally divide the land.

The City's Subdivision Code is found in Rio Rancho Municipal Code Chapter 155. The code regulates how new lots are created and arranged to ensure protection of the public's health, safety, and welfare. Consolidation of lots also requires a platting action and follows subdivision procedures. Included in the subdivision process is the design of infrastructure such as streets, water and sewage systems. These infrastructure elements must be adequately sized, designed, and constructed. Streets must be able to accommodate the maneuvering of emergency equipment. These requirements ensure that future property owners have a parcel with access to public right-of-way and utilities that can adequately and safely serve the intended use.

### 2.5.A.I. BULK PLAT PROCEDURE

A bulk land division does not require infrastructure improvements until future subdivision or site plans are prepared. The intent of the bulk land subdivision is to facilitate the zoning of master planned developments, dedicate right-of-way, grant easements, and convey land to intermediaries.

#### 2.5.A.I.a. Bulk Plat Criteria for Approval

The criteria for bulk plat approval are found in Rio Rancho Municipal Code Chapter 155 Subdivisions.

#### 2.5.A.I.b. Bulk Plat Process

Bulk plat approval is requested by the following process. Applicants submit an application, application materials and appropriate fee to the Development Services Department. City staff reviews the application for completeness and lets the applicant know of any deficiencies. When the application is complete, staff schedules the application to be heard by the Planning and Zoning Board on the next available agenda. Staff coordinates the posting, mailing, and publishing of public notices approximately 15 days prior to the hearing. The Planning and Zoning Board makes the final determination of approval, approval with conditions, continuation, or denial at the public hearing and a notice of the decision is sent to the applicant within one week. Following approval at a public hearing, the plat is signed and recorded. The applicant is responsible for collecting the signatures of the property owners and the utilities first. After these parties have signed, staff collects signatures from City staff, including the City Clerk, Engineer, Mayor, and Planning and Zoning Chairperson, as applicable. The applicant then records the plat with the appropriate County Clerk. The applicant returns a printed copy of the plat to the City for the City records.



## 2.5.A.II. PRELIMINARY PLAT PROCEDURE

Preliminary Plats provide the proposed subdivision and improvements. When a development is not ready for construction, a Preliminary Plat can be considered without the submittal of preliminary construction plans; if, however, the applicant wishes to move forward with immediate consideration of a Final Plat and construction of infrastructure, complete engineering plans must accompany the Preliminary Plat.

### 2.5.A.II.a. Preliminary Plat Criteria for Approval

The criteria for preliminary plat approval are found in Rio Rancho Municipal Code (R.O. 2003) Chapter 155 Subdivisions.

### 2.5.A.II.b. Preliminary Plat Process

Preliminary plat approval is requested by the following process. Applicants submit an application, application materials and fee to the Development Services Department. City staff will review the application for completeness and let the applicant know of any deficiencies. When the application is complete, staff will schedule the application to be heard by the Planning and Zoning Board on the next available agenda. Staff coordinates the posting, mailing, and publishing of public notices approximately 15 days prior to the hearing. The Planning and Zoning Board will make the final determination of approval, approval with conditions, continuation, or denial at their meeting and a notice of the decision will be sent to the applicant within one week. Final plats must be submitted within one year of the Planning and Zoning Board hearing. If the final plat is not submitted or a preliminary plat extension is not granted, the preliminary plat will be considered withdrawn.



### 2.5.A.III. PRELIMINARY PLAT EXTENSION PROCEDURE

A preliminary plat will be considered withdrawn if the required final plat is not submitted within one year per Rio Rancho Municipal Code Section 155.22(F). A preliminary plat extension may be requested if the final plat is not ready within two years of preliminary plat approval to prevent the plat from being considered withdrawn. No more than two extensions for one year each may be granted for the same preliminary plat.

### 2.5.A.III.a. Preliminary Plat Extension Criteria for Approval

The criteria for preliminary plat extension approval are found in Rio Rancho Municipal Code (R.O. 2003) Chapter 155 Subdivisions.

### 2.5.A.III.b. Preliminary Plat Extension Process

Preliminary plat extension approval is requested by the following process. Applicants submit an application, and application materials to the Development Services Department. City staff will review the application for completeness and let the applicant know of any deficiencies. When the application is complete, staff will schedule the application to be heard by the Planning and Zoning Board on the next available agenda. Staff coordinates the posting, mailing, and publishing of public notices approximately 15 days prior to the hearing. The Planning and Zoning Board will make the final determination of approval, approval with conditions, continuation, or denial at their meeting and a notice of the decision will be sent to the applicant within one week.



### 2.5.A.IV. FINAL PLAT PROCEDURE

Final Plats are the final highly detailed document to be approved by the Planning and Zoning Board. Accuracy is critical when platting property. The plat includes exact measurements, easement locations and dedication language for all public dedications. The requirements for final plats can be found in Rio Rancho Municipal Code Section 155.24. Final Plats are filed for record with the appropriate County Clerk’s Office. Procedures

for plat recording are found in Rio Rancho Municipal Code Section 155.24(D). Final plats must be applied for within one year of preliminary plat approval per Rio Rancho Municipal Code Section 155.22(F).

#### 2.5.A.IV.a. Final Plat Criteria for Approval

The criteria for final plat approval are found in Rio Rancho Municipal Code (R.O. 2003) Chapter 155 Subdivisions. Final plats must also conform to the approved preliminary plat and any associated conditions of that preliminary plat approval.

#### 2.5.A.IV.b. Final Plat Process

Final plat approval is requested by the following process. Applications are submitted to the Development Services Department. City staff reviews the application for completeness and lets the applicant know of any deficiencies. Required infrastructure improvements must be completed or a Subdivision Improvement Agreement with a financial guarantee must be executed prior to the public hearing before the Planning and Zoning Board. When the application is complete, staff schedules the application to be heard by the Planning and Zoning Board on the next available agenda. The Planning and Zoning Board makes the final determination of approval, approval with conditions, continuation, or denial at the public hearing and a notice of the decision is sent to the applicant within one week. Following approval at a public hearing, the plat is signed and recorded. The applicant is responsible for collecting the signatures of the property owners and the utilities first. After these parties have signed, staff collects signatures from City staff, including the City Clerk, Engineer, Mayor, and Planning and Zoning Chairperson, as applicable. The applicant then records the plat with the appropriate County Clerk. The applicant returns a printed copy of the plat to the City for the City records. The final plat is in full force and effect only after having been recorded in the office of the appropriate County Clerk and copies filed with the City Clerk. Approval of the final plat shall become null and void if the plat is not so recorded with six months after the date of approval unless an extension of time is granted by the Planning Board.



### 2.5.A.V. VACATION PLAT PROCEDURE

A vacation plat is required to eliminate lot lines, rights-of-way or easement lines dividing a parcel when no new lots are created. Vacation plat criteria are found in Rio Rancho Municipal Code Section 155.29.

#### 2.5.A.V.a. Vacation Plat Criteria for Approval

The criteria for vacation plat approval are found in Rio Rancho Municipal Code (R.O. 2003) Chapter 155 Subdivisions.

#### 2.5.A.V.b. Vacation Plat Process

Vacation plat approval is requested by the following process. Applicants submit an application, application materials, and appropriate fee to the Development Services Department. City staff reviews the application for completeness and let the applicant know of any deficiencies. When the application is complete, staff schedules the application to be heard by the Planning and Zoning Board on the next available agenda. If the vacation request involves an easement or right-of-way owned by the Southern Sandoval County Arroyo Flood Control Authority (SSCAFCA), approval from the SSCAFCA Board is required prior to a hearing before the Planning and Zoning Board. Staff coordinates the posting, mailing, and publishing of public notices approximately 15 days prior to the hearing. The Planning and Zoning Board makes the final determination of

approval, approval with conditions, continuation, or denial at the public hearing and a notice of the decision is sent to the applicant within one week. Following approval at a public hearing, the plat is signed and recorded. The applicant is responsible for collecting the signatures of the property owners and the utilities first. After these parties have signed, staff collects signatures from City staff, including the City Clerk, Engineer, Mayor, and Planning and Zoning Chairperson, as applicable. The applicant records the plat with the appropriate County Clerk. The applicant returns a printed copy of the plat to the City for the City records.



### 2.5.A.VI. SUBDIVISION VARIANCES

A subdivision variance provides an exemption from the strict application of the subdivision design standards found in Rio Rancho Municipal Code (R.O. 2003) Sections 155.40-46. Per Rio Rancho Municipal Code Section 155.60, Financial gain or loss, monetary savings, cannot be considered solely as a basis for a variance request. Rulings consider the existence of unusual conditions and whether the variance is deemed to provide an

improved design. Subdivision variance requests may be submitted and reviewed prior to or at the same time as the preliminary plat with which they are associated.

### 2.5.A.VI.a. Subdivision Variance Criteria for Approval

The criteria for subdivision variance approval are found in Rio Rancho Municipal Code (R.O. 2003) Section 155.60.

### 2.5.A.VI.b. Subdivision Variance Process

Subdivision variances are requested by the following process. Applicants submit an application and fee to the Development Services Department. Subdivision variance requests may be submitted and reviewed concurrently with the preliminary plat with which they are associated. City staff reviews the application for completeness and let the applicant know of any deficiencies. When the application is complete, staff schedules the application to be heard by the Planning and Zoning Board on the next available agenda. Staff coordinates the mailing, posting, and publishing of applicable notices with the applicant. The Planning and Zoning Board makes the final determination of approval, approval with conditions, continuation, or denial at the public hearing and a notice of the decision is sent to the applicant within one week.



## 2.5.B Street Naming

The City assigns addresses for all residences (single family and multi-family), commercial, industrial, and institutional buildings within the City. This assists emergency services, the United States Postal Service and the public, allowing timely and efficient services to residents and businesses. Address assignments are submitted through either the subdivision review and approval process or on an individual basis.

The naming of new streets is typically established during the subdivision review and approval process. A street name change may be initiated by either a petition signed by 66% of the owners of property abutting the affected roadway or by the City. The Planning and Zoning Board, in considering a street name change must determine if the public benefit outweighs the public burden created by the change. Street name changes may also be initiated by a member of the Governing Body and approved through adoption by resolution.

### 2.5.B.I.a. Street Naming Criteria for Approval

Street name change requirements are laid out in Rio Rancho Municipal Code (R.O. 2003) Section 157.04

### 2.5.B.I.b. Citizen Petition Street Name Change Process

Applicants submit an application, petition, and fee to the Development Services Department. City staff will review the application for completeness and let the applicant know of any deficiencies. When the application is complete, staff will schedule the application to be heard by the Planning and Zoning Board on the next available agenda. Staff coordinates the posting, mailing, and publishing of public notices approximately 15 days prior to the hearing. The Planning and Zoning Board will make the final determination of approval, approval with conditions, continuation, or denial at their meeting and a notice of the decision will be sent to the applicant within one week.



### 2.5.B.I.c. Governing Body Street Name Change Process

A member of the Governing Body introduces the proposed street name change as a potential resolution for adoption at a regular meeting of the Governing Body. The proposed change is reviewed and discussed by the Governing Body and adopted by resolution if approved.

## 2.5.C Zoning

Zoning divides the City of Rio Rancho into Zone Districts, established to classify and regulate the uses of land and create development regulations. Zoning is intended to ensure compatible land use patterns, minimize conflicts between uses, protect property values, and enhance the urban environment. Zoning district regulations address three basic sets of issues:

1. The permitted use of land and buildings.
2. The intensity of the use expressed as density through minimum lot sizes.
3. Height, bulk, and other dimensional standards.

The permitted uses within zone districts are established in R.O. 2003 Section 154.19 Residential Land Use Table and R.O. 2003 Section 154.35 Nonresidential Land Use Table. The Director may authorize any commercial uses not listed in this table as permitted or conditional following notification and approval by the Planning and Zoning Board per Section 154.02(G). An illustrative graphic of this table is shown below.

Zone Districts	LAND USES	O-1	NC	C-1	C-2	M-1	MU-A	CBD	BP
	Artist studios, shops and galleries							P	
	Auditoriums, bowling alleys, billiard, dance hall, theaters, skating rinks, indoor entertainment			P	P	P	P	P	P
Land Uses	Auto dismantling yard					CU			
	Auto repair, major			CU	P	P			
	Auto repair, minor			P	P	P			

Permissions

Permission Abbreviation	Permission
P	Permitted use by right
CU	Conditional Use. These uses are allowable subject to conditional approval by the Planning and Zoning Board based on a review of potential adverse impacts of the use and any appropriate mitigations to minimize those impacts on nearby properties. These uses require a Conditional Use Permit (See <a href="#">Section 2.4.E</a> ).
Blank	Any use not designated as permissive or conditional and left blank is specifically prohibited in that zone.

## 2.5.D Zone Map Amendment

Zoning is a flexible instrument that can be adjusted to accommodate changing conditions. A zone map amendment request is a measure to change the district classification of one or more parcels of land. Zone map amendment requests are reviewed for their compatibility with existing land uses, land use plans, zoning patterns, and the Comprehensive Plan.

### 2.5.D.I. ZONE MAP AMENDMENT CRITERIA FOR APPROVAL

The criteria for zone map amendment approval are found in R.O. 2003 Section 150.07.

### 2.5.D.II. ZONE MAP AMENDMENT PROCESS

Zone Map Amendment applications are reviewed through the following process. Applicants submit an application and fee to the Development Services Department. The submittal requirements for zone map amendments are listed in Section 2.11.E and in Section 2.11.F for zone map amendments seeking a Special Use Zone District. City staff will review the application for completeness and let the applicant know of any deficiencies. When the application is complete, staff will schedule the application to be heard by the Planning and Zoning Board on the next available agenda. Staff coordinates the posting, mailing, and publishing of public notices approximately 15 days prior to the hearing. The Planning and Zoning Board will make a recommendation to the Governing Body of whether the application should be approved. Public notices are issued for the Governing Body hearing in accordance with State Statutes. The Governing Body will make the final determination of approval, approval with conditions, continuation, or denial at their meeting and a notice of the decision will be sent to the applicant within one week.



## 2.5.E Conditional Use Permit

A conditional use permit is required for land uses that are listed as conditional uses (“CU”) in R.O. 2003 Section 154.19 Residential Land Use Table and Section 154.35 Nonresidential Land Use Table. These conditional uses are allowable in a particular zone district, subject to approval by the Planning and Zoning Board. These land uses are reviewed for potential, adverse impacts and mitigations needed to minimize the impact on nearby properties. Conditional Use Permit Criteria for Approval. The criteria for conditional use permit approval are found in Rio Rancho Municipal Code (R.O. 2003) Section 150.04.

### 2.5.E.I. CONDITIONAL USE PERMIT PROCESS

Conditional use permits shall be requested by the following process. Applicants submit an application and appropriate fee to the Development Services Department. The submittal requirements for permits are listed in Section 2.11.G. City staff will review the application for completeness and let the applicant know of any deficiencies. When the application is complete, staff will schedule the application to be heard by the Planning and Zoning Board on the next available agenda. Staff coordinates the posting, mailing, and publishing of public notices approximately 15 days prior to the hearing. The Planning and Zoning Board will make the final determination of approval, approval with conditions, continuation, or denial at their meeting and a notice of the decision will be sent to the applicant within one week. Certain land uses, as laid out in Rio Rancho Municipal Code Chapter 154, require a site plan to be reviewed and approved by the Governing Body, following the process of DPM Section 2.5.G.III.



## 2.5.F Variances

A zoning variance provides an exemption from the strict application of area, height, dimension, distance, parking, or setback requirements. Variances are not granted for use requirements. Per Rio Rancho Municipal Code Section 150.06, financial gain or loss, monetary savings, mere inconvenience upon the property owner, or difficulty caused to one’s personal comfort cannot be considered as the sole basis for a variance request. Rulings consider the existence of unusual conditions.

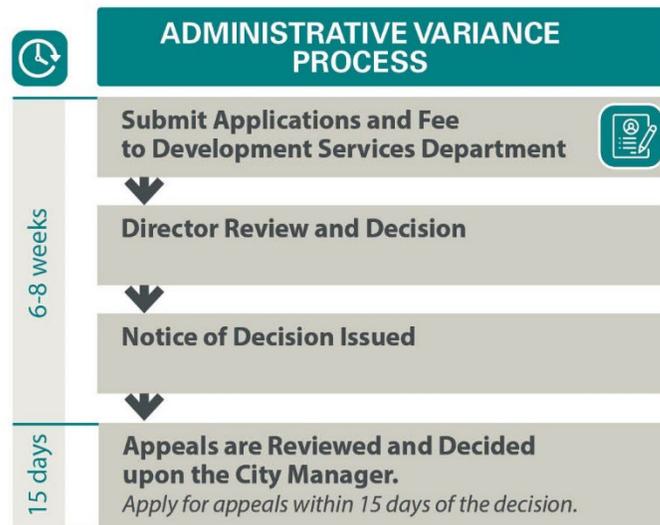
Variances may follow an administrative or a public hearing process depending on the scale of the request and how drastically the proposed design would deviate from the requirements. The administrative variance process is used for requests that impact less than 10% of the area, height, dimension, distance, parking, or setback requirements and for requests to convert a garage into living space. The applicability of the administrative variance process is found in Rio Rancho Municipal Code (R.O. 2003) Section 150.06(D). All other variance requests go through a public hearing and are reviewed by the Planning and Zoning Board. The processes for each are outlined below.

### 2.5.F.I. VARIANCE CRITERIA FOR APPROVAL

The criteria for variance approval are found in Rio Rancho Municipal Code (R.O. 2003) Section 150.06.

### 2.5.F.II. ADMINISTRATIVE VARIANCE PROCESS

Administrative variances shall be requested by the following process. Applicants submit an application and fee to the Development Services Department. The submittal requirements for variances are listed in Section 2.11.A. City staff will review the application for completeness and let the applicant know of any deficiencies. When the application is complete, the Director of Development Services will review and make the final determination of approval, approval with conditions, continuation, or denial and a notice of the decision will be sent to the applicant within one week.



### 2.5.F.III. PLANNING AND ZONING BOARD VARIANCE PROCESS

Variances to be heard by the Planning and Zoning Board shall be requested by the following process. Applicants submit an application and appropriate fee to the Development Services Department. The submittal requirements for variances are listed in Section 2.11.A. City staff will review the application for completeness and let the applicant know of any deficiencies. When the application is complete, staff will schedule the application to be heard by the Planning and Zoning Board on the next available agenda. Staff coordinates the posting, mailing, and publishing of public notices approximately 15 days prior to the hearing. The Planning and Zoning Board will make the final determination of approval, approval with conditions, continuation, or denial at their meeting and a notice of the decision will be sent to the applicant within one week.



## 2.5.G Special Use Site Plans

Properties within a Special Use (SU): Special Use Zone District require site plan approval prior to development. A site plan provides detail on how the property is proposed to be developed, including the use, the location, size, and design of structures, location and design of parking areas and drive aisles, location and capacity of infrastructure, landscape design, drainage design and other design details. Requirements for site plans are found in Rio Rancho Municipal Code Section 154.43.

Site plans are approved by the Governing Body. The Director of Development Services may approve minor changes to an approved site plan if the change is consistent with the use and other written requirements and/or conditions of approval, if the buildings are of the same general configuration, if the total square footage is not greater than 10% than the approved plan, the site circulation is similar in its effect on adjacent property or streets, and the approving official finds that neither the city nor any person will be substantially aggrieved by the altered site plan. Approvals are typically valid for two years from date of approval, in which time a building permit for the proposed structures must be applied for and issued, remain active, and the authorized construction shall be started and diligently pursued to completion without cessation of thirty days.

### 2.5.G.I. CRITERIA FOR APPROVAL

Requirements for site plan approval are found in Rio Rancho Municipal Code Section 154.43.

### 2.5.G.II. SPECIAL USE SITE PLAN ADMINISTRATIVE PROCESS

The Director of Development Services may approve minor changes to an approved site plan if the change is consistent with the use and other written requirements and/or conditions of approval, if the buildings are of the same general configuration, if the total square footage is not greater than 10% than the approved plan, the site circulation is similar in its effect on adjacent property or streets, and the approving official finds that neither the city nor any person will be substantially aggrieved by the altered site plan per Rio Rancho Municipal Code Section 154.43. Applicants submit an application to the Development Services Department. The submittal requirements for site plans are listed in Section 2.11.F. Development Services Planning and Zoning Staff review the application and make a recommendation of approval or denial to the Development Services Department Director. The Development Services Department Directors reviews and approves the application. Notice of the approval is issued within one week of the Director’s decision.



### 2.5.G.III. SPECIAL USE SITE PLAN GOVERNING BODY PROCESS

New site plans or substantial changes to site plans that will change more than 10% of the site, are reviewed and approved by the Governing Body. These approvals shall be requested by the following process. Applicants submit an application and fee to the Development Services Department. The submittal requirements for site plans are listed in Section 2.11.F. City staff will review the application for completeness and let the applicant know of any deficiencies. When the application is complete, staff will schedule the application to be heard by the Governing Body on the next available agenda. The Governing Body will make the final determination of approval, approval with conditions, continuation, or denial at their meeting and a notice of the decision will be sent to the applicant within one week.



## 2.6 Construction Permits

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A building permit is an official approval issued by the City or the appropriate inspecting agency that allows construction to commence on a new structure or a remodeling project. The permitting process is intended to ensure the project complies with local standards for land use, zoning, and construction to ensure the health, safety, and welfare of the community.

Building permits are required whenever a building or structure is erected, constructed, enlarged, altered, repaired, moved, improved, removed, converted, or demolished. No electrical wiring, plumbing or mechanical work and gas work may be installed, repaired, or maintained in or on such building or structure without a permit. All re-roofs and roof coatings require a building permit. Building permit requirements are established by New Mexico Administrative Code Section 14.5.2.

Building Permitting is the process through which the City ensures compliance with all codes and ordinances, relative to the construction of buildings and building sites. Any new construction or alteration to an existing structure in the City of Rio Rancho requires a permit.

The process includes the review and approval of construction and site plans, the payment of plan check, permit and impact fees, the issuance of a building permit, scheduled inspections of the work in process, and approval at its completion. Construction permits are reviewed by relevant City Staff, including staff from the Development Services Department Building Division, Engineering Division, and Planning and Zoning Division, the Public Works Department, the Utilities Department, and the Parks Recreation, and Community Services Department. The general permitting process is laid out below. Applicants can expect the permitting process to take 2 to 8 weeks from the date the application is submitted to permit approval.

### 2.6.A Building Permits

Building permits are required whenever a building or structure is erected, constructed, enlarged, altered, repaired, moved, improved, removed, converted, or demolished. No electrical wiring, plumbing or mechanical work and gas work may be installed, repaired, or maintained in or on such building or structure without a permit. All re-roofs and roof coatings require a building permit. Building permit requirements are established by New Mexico Administrative Code Section 14.5.2.

Building Permitting is the process through which the City ensures compliance with all codes and ordinances, relative to the construction of buildings and building sites. Generally, such Permits will fall into one of two categories:

1. Residential (including add-on construction).
2. Commercial/Multifamily.

In each case, the process will include the review and approval of construction and site plans, the payment of plan check, permit and impact fees, the issuance of a building permit, scheduled inspections of the work in process, and approval at its completion.

Any new construction or alteration to an existing structure in the City of Rio Rancho requires a permit.

### 2.6.A.I. RESIDENTIAL BUILDING PERMITS

Residential building permits are required for the following improvements and projects:

1. New single-family homes.
2. Manufactured home placement.
3. Additions.
4. Remodels.
5. Repairs.
6. Garage conversions.
7. Attached garages.
8. Patio covers & sunrooms.
9. Re-roofs.
10. Accessory Buildings and Structures including, but not limited to, Detached Garages, Storage Sheds (>120 SF), Guest Houses, Swimming Pools, Carports, Fences, Walls & Sheds.
11. Solar Energy Systems.
12. New Windows.
13. Decks exceeding 120 SF and are 30" above grade.
14. Retaining walls supporting more than 3 feet of unbalanced backfill.

The residential improvements that do not require building permits include the following:

1. Platforms, walks, and driveways not more than 30 inches above adjacent grade and not over a story or basement below and not part of an accessible route.
2. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
3. Window awnings not projecting more than 54 inches that are supported by an exterior wall, and nothing else, of a building regulated by the International Residential Code.
4. Prefabricated swimming pools accessory to buildings regulated by the International Residential Code that are less than 24 inches deep and are installed entirely above ground.
5. Repairs to structures less than \$1000.00 in valuation.
6. Interior plastering or paneling of existing surfaces provided the material meets all applicable requirements of flame spread required by the Fire Code.
7. Exterior re-plastering that any does not require the application of exterior lath.

#### 2.6.A.I.a. Permit Submittals

Residential building permit submittals generally require the following plans and information to be submitted. Please see the appropriate permit application packet or checklist for specific information required for each residential project type.

1. Site plan to show setbacks from property lines, landscaping (new residences only), pad and site reference elevations, building area (SF) and dimensions, all weather driveway.
2. Foundation plan.
3. Floor plan.
4. Framing plan.
5. Roofing plan.
6. Grading and Drainage Plan or Disclosure Requirement.
7. Finished elevation drawings (show building height).
8. Electrical and plumbing plan.
9. Engineered, stamped truss details (current date).
10. Energy Code Compliance Worksheet (Rescheck, ResNet, or equivalent).
11. Copy of approved liquid waste permit, if applicable.
12. Copy of well permit, if applicable.

8. Water & Wastewater Availability form signed by the City of Rio Rancho's of Public Works Department.

### 2.6.A.II. COMMERCIAL AND MULTIFAMILY BUILDING PERMITS

Building permit applications are required for the following improvements and projects:

1. New commercial structures.
2. New multifamily structures.
3. Additions.
4. Remodels.
5. Repairs.
6. Tenant Improvements.
7. Re-roofs.
8. Solar Energy Systems.
9. Public and Private Parks.

A complete list of commercial improvements and projects that do not require a building permit is laid out in New Mexico Administrative Code Section 14.5.2.9.

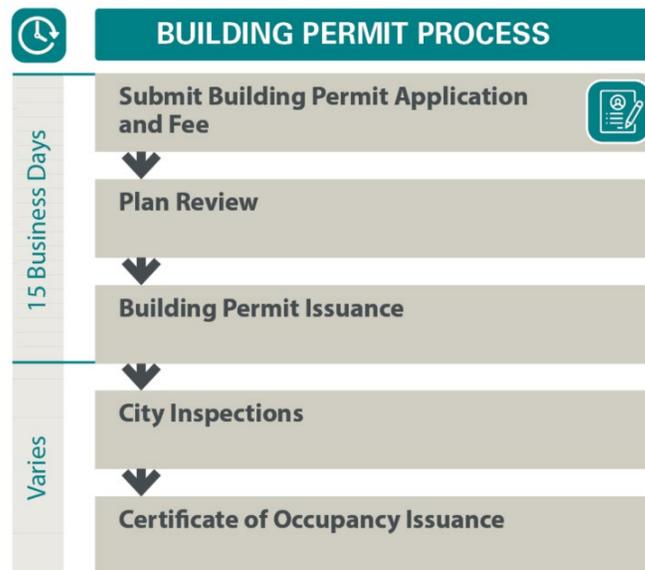
### 2.6.A.III. BUILDING PERMIT PROCESS

#### 2.6.A.III.a. Building Permit Criteria for Approval

Building permits are reviewed using the criteria of the applicable building and fire codes and Rio Rancho Municipal Code (R.O. 2003) Title XV Land Usage.

#### 2.6.A.III.b. Building Permit Process

Permits application submittal begins the building permit approval process. Applications are submitted to the Development Services Department and routed for review by applicable City departments. New commercial and business registrations need to submit a Fire 1 Plan to the Fire Marshall's Office. Review comments are returned to the applicant and resubmittal of revisions may be required. After all review comments are resolved, the applicant pays any required impact fees, the permit is issued, and construction may commence.



## 2.6.A.IV. CONSTRUCTION INSPECTION PROCEDURES

During the construction process, after permits are issued, inspections are required to ensure compliance with approved plans and ordinances. Applicants are notified of required inspections at the issuance of their permit. Applicants are responsible for scheduling all required inspections by calling the building department.

The following types of inspections are generally required:

1. Building Inspections:
  - a. Foundation inspection to be made after excavation for footings are complete and any required reinforcing steel is in place; and for a mono pour, after all rough-in plumbing or electrical equipment are in place and approved, but before any concrete is poured. These inspections include the tilt wall, dumpster pad & walls, parking lot bases, partial footing/foundation.
  - b. Frame inspection to be made after the roof, all framing, fire blocking and bracing are completed, all pipes, chimneys, and vents are complete and the rough electrical, plumbing, and heating wires, pipes and ducts are in place, inspected, and approved. These inspections include the partial frame, fire wall, and party wall.
2. Electrical Inspections
  - a. Temporary Pole Inspection confirms that the disconnect and receptacles are weatherproof and proper clearance at the point of attachment. In addition, check conductor capacity, fuses, switches and a check for GFCI for 15- and 20-amp receptacles.
  - b. Low Voltage Inspection checks for integrity, markings on conductors, conductors are supported properly, conductors are kept 6' away from attic access and no more than three (3) outlets per cable.
  - c. Rough In Inspection occurs when wires are run into the building and prior to being covered by finished walls, ceiling or floors, when the ground wires are made up to the boxes, the home runs are terminated in the panels, conduit work is secured (including boxes and nm cable).
3. Plumbing Inspections
  - a. Rough In Inspection occurs after all piping has been installed and before any piping has been covered or concealed or any appliances have been attached.
  - b. Top Out Inspection occurs after all piping above the floor to the extensions through the roof and/or walls have been completed and before any piping is covered or concealed.
4. A final inspection and approval of all buildings and structures is made when the structure is complete and ready for occupancy. This inspection to be made after final approval from electrical, mechanical/plumbing and the structure is complete and ready for occupancy.

Applicants are responsible to call to reschedule any inspections that were disapproved (failed) and pay any re-inspection fees if assessed.

The following inspections are required by the City (based on the complexity and size of the project):

1. Insulation.
2. Sheet Rock.
3. Seismic Inspection.
4. Ceiling Grid.
5. Lath/Stucco.
6. Rebar.
7. Engineering 1 and 2.
8. Water Meter Final.

## 2.6.A.V. CERTIFICATE OF OCCUPANCY PROCEDURES

All new public, commercial, and multifamily structures must be issued a Certificate of Occupancy before they can be used or occupied. It is unsafe and unlawful to use or occupy a public, commercial, or multifamily building without a Certificate of Occupancy.

After all inspections are passed showing compliance with approved plans, a Building Inspector removes the Final Inspection Sheet from the job site. The Certificate of Occupancy will be provided by the Building Inspector in the field for all construction.

## 2.6.B Parks Permits

Parks permits are required for parks and recreational facilities which will be owned and maintained by the City of Rio Rancho or private entities. Park and recreational requirements and design standards are found in Chapter 6 Parks and Trails.

### 2.6.B.I. PARKS PERMIT PROCESS

Park permits application submittal begins the review and approval process. Applications are submitted to the Development Services Department and routed for review by applicable City departments. The submittal requirements for permits are listed in Section 2.11.J. Review comments are returned to the applicant and resubmittal of revisions may be required. After all review comments are resolved, the applicant pays any required impact fees, the permit is issued, and construction may commence.



### 2.6.B.II. PERMIT SUBMITTALS

Park permit submittals generally require the following plans and information to be submitted.

1. Site Plan.
2. Grading and Drainage if not already included in a Preliminary Plat.
3. Structures Over 120 sf.
4. Backflow Preventers.

### 2.6.B.III. INSPECTIONS AND ACCEPTANCE

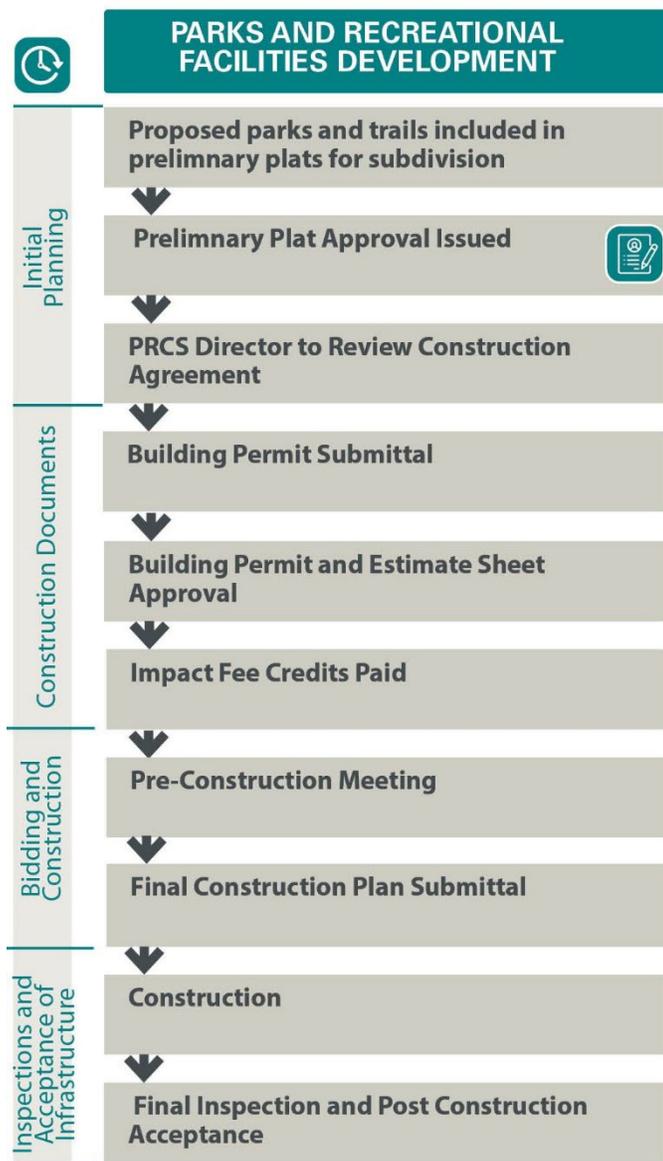
1. City of Rio Rancho Inspectors shall inspect all permitted park improvements as per their published process.
2. Inspections and testing of backflow preventers shall be conducted as required in Rio Rancho Municipal Code Chapter 54 Backflow Prevention and Cross Connection Control Program.
3. PRCS staff will inspect parks and improvements throughout construction, and at substantial and final completion as shown in Chapter 6 of this DPM. See Section 2.6.B.VI. for process and minimal inspection list to be conducted by PRCS Staff. PRCS will accept the park and or trail after final inspection and

completion, receipt of playground audits and any corrections they have identified, verification of all required permitting and inspection, and acceptable establishment of seeded or sod turf areas when applicable.

4. For parks dedicated to the City, the Developer will transfer and record the deed for the park and or improvements, after which PRCS Staff will take over full ownership and maintenance. The developer shall not transfer and record the deed prior to the completion of improvements and final inspection.
5. The one-year warranty period shall begin on the date that the Deed is recorded.

#### 2.6.B.IV. ACCEPTANCE OF PARK INFRASTRUCTURE

1. The developer submits park construction plans to the Development Services Department.
2. Plans are routed to appropriate Departments for review, approval, and inspections.
3. Final inspection approval memo forwarded to the Engineering Division of DSD for acceptance by the City.



## 2.6.B.V. MAINTENANCE AND PROTECTION

1. The developer shall be responsible for maintenance and protection of all park features and amenities, including paved surfaces, trails, lighting systems, fencing, sod, and landscaping, and shall begin immediately following the last operation of installation and shall continue until final acceptance of the park or recreation feature.
2. Maintenance shall include the following:
  - a. Regular use.
  - b. Weather and vandalism related repair and replacement.
  - c. Removal of debris, including the emptying of trash receptacles and dog waste stations.
  - d. For fencing, fixing breaks and tightening sections.
  - e. For play structures, tightening and adjusting of bolts as needed.
  - f. For playground surfacing, to ensure property depth of materials and maintenance of fall attenuation properties.
  - g. For sod and landscaping, watering, mowing, weed removal, re-seeding, repair to damage from vandals or acts of God, and fertilizing., cultivating, removal and replacement of dead plant material, removal of debris, resetting of trees to upright positions, restoration of earth basins, and such other operations as may be necessary for the health of the planted stock and the general appearance of the landscape areas. Care shall include protection of planted stock from damages resulting from trespass, erosion (including watering), weather, vandalism, disease and other hazards.
  - h. Other operations as may be necessary to guarantee safe use and proper functioning of all park features and amenities.
3. For sod, the Contractor shall maintain the grass until a dense stand of grass is obtained. A dense stand of grass for turf grass shall be defined as having been mowed twice at a uniform height of 2", having a uniform green color, having no weeds and no bare areas on 75% of the seeded areas, and with no bare areas greater than 2" in diameter. A dense stand of grass for low water use grass shall be defined as having a uniform growth of 2", having a uniform green color, having no weeds and no bare areas on 75% of the seeded area, and with no bare areas greater than 6" in diameter.
4. For irrigation systems for a period of one (1) year from final acceptance of the facility, the Contractor will promptly furnish and install damaged or inoperative materials or systems that may be defective in material or workmanship. Damage due to irrigation system line breaks shall be repaired and brought to original condition by the Contractor at no expense to the City. In the fall, at the City's request, the contractor will drain the system and otherwise prepare the system for winter. In the spring, at the City's request, the Contractor will reactivate the system, repair any defects or damage and adjust the system. As these services are performed, the Contractor will inform and instruct the City.
5. Replacement surfacing or City directed patching shall be with material of the same quality as that which is being replaced.
6. Replacement shall be with materials of the same brand, from the same manufacturer, and quality as that which is being replaced. If a replacement brand or model is not available, the City may consider appropriate alternatives.

## 2.6.B.VI. INSPECTIONS

The following inspections shall be the minimum required inspections during construction. Additional inspections shall be made at any time at the discretion of the City or Landscape Architect.

1. It shall be the responsibility of the Contractor to notify the City's Representative by phone, 48 hours in advance of each required inspection.

2. The sequence of required observations shall not be changed from the sequence listed in Table 2 below. The Contractor shall not proceed with the work of the next sequence without written approval of the work of the previous sequence.
3. For City-built facilities, the Contractor shall attach a copy of the written reports prepared by the City's representative or the Landscape Architect to all applications for payment. Payment will not be made for items that have not been observed and approved in writing.

<b>Table 1.2: Required Inspections for Park Elements</b>	
Park Feature or Element	Required Inspections
Paving	<ol style="list-style-type: none"> <li>1. Sub grade prepared prior to paving.</li> <li>2. Asphalt and/or concrete surfaces within 48 hours of paving.</li> <li>3. Ponding test.</li> <li>4. Asphalt and/or concrete courts following striping.</li> <li>5. Paved surfaces shall be inspected 6 months after completion.</li> <li>6. Paved surfaces shall be inspected 12 months after completion.</li> </ol>
Trails	<ol style="list-style-type: none"> <li>1. Sub grade prepared prior to trail installation.</li> <li>2. Surfaces treated with stabilizer within 48 hours of application.</li> <li>3. Asphalt trails within 48 hours of paving.</li> <li>4. Trail surfaces shall be inspected 6 months after completion.</li> <li>5. Trail surfaces shall be inspected 12 months after completion.</li> </ol>
Lighting	<ol style="list-style-type: none"> <li>1. Lighting system trenching and conduit.</li> <li>2. Meter, transformer, box, wiring and connections within 48 hours of installation.</li> <li>3. All light fixtures within 48 hours of installation.</li> <li>4. Lighting system shall be inspected 6 months after completion.</li> <li>5. Lighting system shall be inspected 12 months after completion.</li> </ol>
Fencing	<ol style="list-style-type: none"> <li>1. Post Installation prior to fencing installation.</li> <li>2. Fencing and gates within 48 hours of installation.</li> <li>3. Fencing shall be inspected 6 months after completion.</li> <li>4. Fencing shall be inspected 12 months after completion.</li> </ol>
Playgrounds	<ol style="list-style-type: none"> <li>1. Play area border.</li> <li>2. Structures shall be inspected after completion, an Independent/Third Party Playground Audit performed, and all issues addressed.</li> <li>3. Playground/Play structure surfacing shall be inspected after completion, an Independent/Third Party Playground Audit performed, and all issues addressed.</li> <li>4. Structures shall be inspected 6 months after completion.</li> <li>5. Structures shall be inspected 12 months after completion.</li> </ol>
Park Amenities	<ol style="list-style-type: none"> <li>1. Amenity (including shade structures and water fountains) installation area including dirt or concrete pad prior to amenity installation.</li> <li>2. Installed amenity within 48 hours of installation.</li> <li>3. Activity area surfacing (such as for fitness stations).</li> <li>4. Amenities shall be inspected 6 months after completion.</li> <li>5. Amenities shall be inspected 12 months after completion.</li> </ol>
Landscape Plantings	<ol style="list-style-type: none"> <li>1. If required by City, observe plant material at Contractor's yard prior to delivery to job site.</li> <li>2. Observe material at the job site prior to and during planting. Observe proper planting of trees as required in DPM Chapter 6 Parks and Trails.</li> <li>3. Observe at end of 30-day maintenance period.</li> <li>4. Observe 6 months after final completion.</li> </ol>

**Table 1.2: Required Inspections for Park Elements**

Park Feature or Element	Required Inspections
Turf Grass	<p>5. Observation 12 months after final completion.</p> <ol style="list-style-type: none"> <li>1. Automatic irrigation system shall be installed, tested, and approved prior to laying sod or applying seed. (See Standard Specifications for Irrigation Systems)</li> <li>2. Each phase of soil preparation shall be inspected in process.</li> <li>3. Finish grade shall be inspected.</li> <li>4. Sod or seed shall be inspected prior to laying or seeding. The proposed seed mix or sod turf specifics shall be provided to the City to illustrate compliance with cool season turf limitations as required by Rio Rancho Municipal Code Chapter 154.</li> <li>5. Sod or seeded area shall be inspected after completion.</li> <li>6. Sod or seeded area shall be inspected at end of 30-day maintenance period.</li> <li>7. Sod or seeded area shall be inspected 6 months after completion.</li> <li>8. Sod or seeded area shall be inspected 12 months after completion.</li> </ol>
Irrigation System	<ol style="list-style-type: none"> <li>1. Inspect locations of mainline, valves, laterals, and sprinklers heads.</li> <li>2. Inspect and pressure test mainline installation.</li> <li>3. Inspect 24-volt control wire installation.</li> <li>4. Inspect and pressure test automatic valves and lateral irrigation installation.</li> <li>5. Inspect automatic controller installation and operation.</li> <li>6. Inspect sprinkler and bubbler head placement, coverage and operating pressure, pass irrigation audit prior to planting.</li> <li>7. Inspect back flow preventer as required by Rio Rancho Municipal Code Chapter 54.</li> <li>8. Inspect at end of maintenance period.</li> </ol>

## 2.7 Administrative Permits

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There are several activities or projects where proposed work may physically impact a property, but because of their limited impact, there is no need to place the project or activity through a formal development process involving a public hearing. Listed below are permits for such activities that may, under circumstances noted below, be included in this category. However, in all cases, the City reserves the right to require that any activity proceed through the formal development process.

### 2.7.A Business Registrations and Business Licensing

Any persons proposing to engage in business within the municipal limits of the City of Rio Rancho shall apply for a business registration or license, as applicable, and pay fee for each business, prior to engaging in business unless the business is exempt under Rio Rancho Municipal Code § 110.03(A). The City of Rio Rancho's Business Registration and Business Licensing is the legal authorization to operate a business within the City of Rio Rancho. Any company doing business from a commercial location within the municipal limits of the City of Rio Rancho must obtain a Business Registration or Business License for each business location. The Business Registration and Licensing fees are renewed annually, except Limited-Time Businesses who are operating a business temporarily.

Home-based businesses are referred to as home occupations and also require business registrations.

#### 2.7.A.I. BUSINESS REGISTRATION CRITERIA FOR APPROVAL

Business registrations and business licenses are governed by Rio Rancho Municipal Code (R.O. 2003) Title XI Business Registrations, Chapter 121 Home Occupations, and Chapter 154 Planning and Zoning.

#### 2.7.A.II. HOME OCCUPATION LICENSE PROCESS

A Home Occupation is defined as any business, occupation or activity conducted for gain, on residential property, within a residential building, or an accessory building thereto, which is incidental or secondary to the use of such building for dwelling purposes and which does not change the essential character of the building.

Home Occupation Business Registrations and Permits are completed by the following process. Applicants return all forms completed to the City Clerk's Office. The City Clerk staff review the application to verify completeness and accuracy. Completed applications are forwarded to Development Services Planning and Zoning Division for review and approval of the Home Occupation Permit in compliance with local law. The City Clerk will finalize the business application and email the applicant the payment information to include the business registration or licensing fee, home occupation permit fee, and fire fee, as applicable. Annually each business must pay a business registration or licensing fee, and fire inspection fee based on square footage of location, as applicable. Business registrations and licenses must be renewed annually, except Limited-Time Businesses who are operating a business temporarily.



### 2.7.A.III. COMMERCIAL BUSINESS LICENSE PROCESS

Commercial Business Registration and Licenses are requested by the following process. Applicants return all forms completed to the City Clerk’s Office. The City Clerk staff review the application to verify completeness and accuracy. Completed applications are forwarded to Development Services Development Services-Planning and Zoning Division for review and approval of the application in compliance with local law. The applicant then schedules a fire inspection and a building inspection. After these inspections are complete and approved, the applicant submits the signed and approved application to the City Clerk’s Office. The City Clerk finalizes the business application and emails the applicant the payment information to include the business registration or licensing fee and fire fee, as applicable. Annually each commercial business must pay a business registration or licensing fee, and fire inspection fee based on square footage of location, as applicable, except Limited-Time Businesses who are operating a business temporarily.

## 2.7.B Change of Address

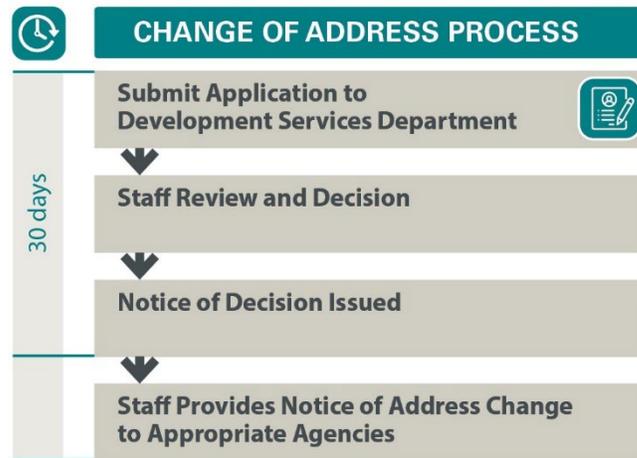
A change of address request is an administrative process by which an address may be changed, and notification provided to the affected agencies.

### 2.7.B.I. CHANGE OF ADDRESS CRITERIA FOR APPROVAL

Address change requests are approved if found to be logical and fall within the numerical sequence of the surrounding neighborhood.

### 2.7.B.II. CHANGE OF ADDRESS PROCESS

Applicants submit an application to the Development Services Department office. The Development Services Zoning Division review and decide on the application. Staff provide notice of the address change to the appropriate agencies, including but not limited to, the United States Postal Service, utility providers, and the appropriate County.



## 2.7.C Fences, Walls, and Small Accessory Structure Permits

All fences, walls and accessory structures that do not exceed 120 square feet require a zoning plan review by obtaining a permit. Accessory structures are structures detached from and located on the same lot as a primary building, clearly incidental and subordinate to the primary building or use.

### 2.7.C.I. FENCE, WALL, AND SMALL ACCESSORY STRUCTURE PERMIT CRITERIA FOR APPROVAL

Fence requirements are laid out in Rio Rancho Municipal Code (R.O. 2003) Section 154.77 Fence/Wall Regulations. Accessory structure requirements are laid out in R.O. 2003 Section 154.70 Accessory Buildings, Structures, and Uses.

### 2.7.C.II. FENCE, WALL, AND SMALL ACCESSORY STRUCTURE PERMIT PROCESS

Fence and wall or small accessory structure permits are requested by the following process. Applicants submit an application to the Development Services Department. Development Services Zoning Division review and decide on the application.



## 2.7.D Garage Conversions

Rio Rancho Municipal Code Section 154.76 requires single family dwelling units to include off-street parking within an enclosed garage. Garage conversion requests are required to convert an existing garage into any use that does not accommodate parking of vehicles, including living spaces, bathrooms, kitchens, and the like. Per Rio Rancho Municipal Code Section 150.06 Variances garage conversion requests may be approved administratively by the Development Services Director if the following conditions apply:

1. The dwelling unit was constructed prior to December 23, 1999, when the requirement for off-street parking within an enclosed garage was enacted.
2. There is adequate space on the site to accommodate the required number of parking spaces per Rio Rancho Municipal Code Section 154.76.
3. The conversion meets building code requirements and inspections.

The applicant must provide proof that the conditions are met to proceed with the following administrative garage conversion approval process. If these conditions are not met or if substantial proof that these conditions are met cannot be provided, the garage conversion must be approved through the variance process outlined in Section 2.5.F.

### 2.7.D.I. ADMINISTRATIVE GARAGE CONVERSION CRITERIA FOR APPROVAL

Administrative garage conversions are governed by the building code, Rio Rancho Municipal Code Section 150.06 Variances, and Rio Rancho Municipal Code Section 154.76 Off-Street Parking.

### 2.7.D.II. ADMINISTRATIVE GARAGE CONVERSION PROCESS

Applicants submit an application to the Development Services Department office. The Development Services Zoning Division review and decide on the application. Staff provide notice of decision to the applicant.



## 2.7.E Model Home/Sales Office

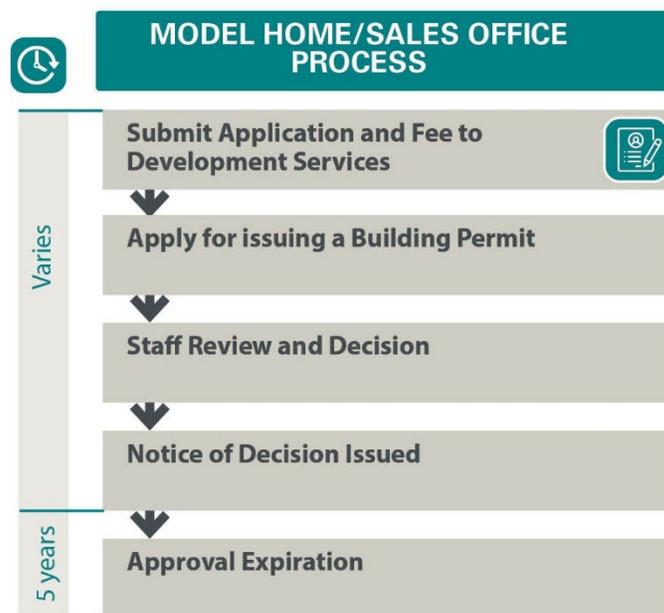
Model homes and sales offices require a model home and sales office permit approval. A model home is defined as any dwelling, which is primarily used as a marketing tool to show prospective homebuyers a particular plan, type of construction, accoutrements, or floor plan and which is not a residence at the same time. A sales office is defined as an office accessory use, used specifically for the purpose of conducting business transactions associated with the sale of residential dwelling units.

### 2.7.E.I. MODEL HOME/SALES OFFICE CRITERIA FOR APPROVAL

Model home requirements are laid out in Rio Rancho Municipal Code (R.O. 2003) Section 154.75 Temporary Buildings and Structures.

### 2.7.E.II. MODEL HOME/SALES OFFICE PROCESS

Model homes sales offices in Residential zone districts are registered by the following process. Applicants submit an application to the Development Services Department. Development Services Zoning Division review and decide on the application. Approvals are valid for 5 years. Extensions may be requested. Temporary model home sales offices in the C-1: Retail Commercial Zone District require a Conditional Use Permit.



## 2.7.F Residential Care Facilities and Childcare Facilities

Residential Care Facility Business Registrations are required for the licensing of facilities and providers who are interested in opening a Day-Care or Community Residential Care Facility in Rio Rancho. Community residential care facilities and family childcare facilities are completed by the following process. Family childcare facilities planning to serve 7 to 12 individual children at one time which are in residential zone districts are required to also obtain a Conditional Use Permit prior to beginning the Business Registration process. Family childcare facilities serving 7 to 12 individual children at one time which are in nonresidential zone districts are not required to obtain a Conditional Use Permit.

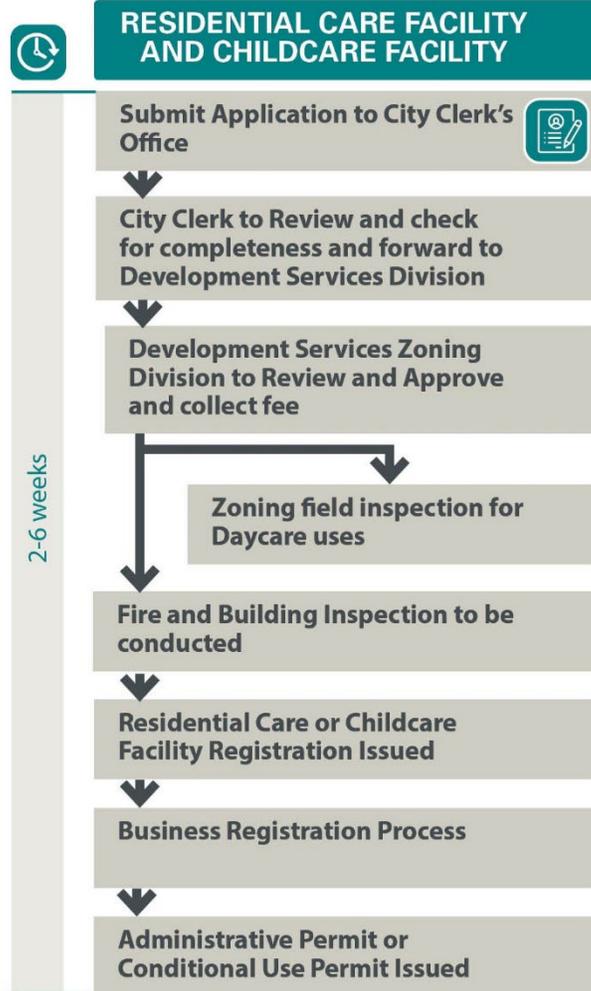
### 2.7.F.I. RESIDENTIAL CARE FACILITIES AND CHILDCARE FACILITIES CRITERIA FOR APPROVAL

Community residential care facility business registrations are governed by Rio Rancho Municipal Code (R.O. 2003) Chapter 120 Community Residential Care Facilities and Chapter 154 Planning and Zoning. Day care facilities are regulated by R.O. 2003 Chapter 115 Day-care Facilities.

### 2.7.F.II. RESIDENTIAL CARE FACILITIES AND CHILDCARE FACILITIES PROCESS

Community residential care facilities and day care facilities with fewer than 7 children must complete a Residential Care Facility Business Registrations by the following process. Applicants submit all required forms to the City Clerk's office. The City Clerk staff review the application to verify completeness and accuracy. Completed applications are forwarded to Development Services Zoning Division for review and approval of the application. The applicant pays the application fees and then schedules a fire inspection and a building inspection, as applicable. After these inspections are complete and approved, the applicant submits the signed and approved application to the City Clerk's Office. The City Clerk finalizes the business application and email payment link and other options to pay the required business registration and fire fees, as applicable. Annually each Community Residential Care Facility must pay a business registration fee and fire inspection fee based on square footage of location, as applicable.

Day care facilities planning to serve 7 to 12 individual children at one time require a Conditional Use Permit per Section 2.5.E prior to beginning the Business Registration process outlined in Section 2.7.A.



## 2.7.G Short Term Rentals

A Short Term Rental is defined as all or a portion of a *dwelling unit*, as defined in Rio Rancho Municipal Code Section 154.03, that is offered for rent for a period of less than 30 consecutive days. Short Term Rentals are considered permitted use in all single-family residential zoning districts and require a business registration and Short Term Rental Permit prior to operation.

Operation of a Short Term Rental is considered a business activity and is subject to the City's business registration requirements. Short Term Rentals follow an administrative approval process and are governed by Rio Rancho Municipal Code Chapter 123 – Short Term Rentals.

### 2.7.G.I. SHORT TERM RENTAL CRITERIA FOR APPROVAL

Short Term Rentals are reviewed and approved in accordance with Rio Rancho Municipal Code (R.O. 2003) Chapter 123 Short Term Rentals, and applicable zoning and building regulations as outlined in Chapter 154 Planning and Zoning. The unit must pass a zoning inspection and comply with all applicable safety, parking, and use standards prior to issuance of a permit.

### 2.7.G.II. SHORT TERM RENTAL PERMIT PROCESS

Short Term Rentals must complete a Short Term Rental Business Registration by the following process. Applicants submit all required forms through the City's online portal. The City Clerk staff review the application to verify completeness and accuracy. Completed applications are forwarded to the Development Services Zoning Division for review and approval of the Short Term Rental Permit. Following zoning approval, the applicant schedules and completes a zoning inspection with Planning and Zoning staff. Once the inspection is passed, the applicant submits the approved application to the City Clerk's Office. The City Clerk finalizes the business registration and emails a payment link and other available payment options to the applicant for all applicable fees, including the business registration fee, short term rental permit fee, and fire inspection fee, as applicable.

Annually, each Short Term Rental must renew its business registration and Short Term Rental Permit, and pay a permit fee.

All approved Short Term Rental operators must also register with the City's Lodgers' Tax Payment Portal following permit issuance to ensure compliance with the City's lodging tax requirements under Chapter 123 of the Rio Rancho Municipal Code.



## SHORT TERM RENTAL PROCESS

1-4 weeks

Submit Application and Fee to Development Services



Development Services Review and Decision

Initial Inspection

Submit Business Registration and Fee Payment to City Clerk's Office

Business Registration Issued

Annual Business Registration Fee Payments + Lodgers Tax Payments

## 2.7.H Signs

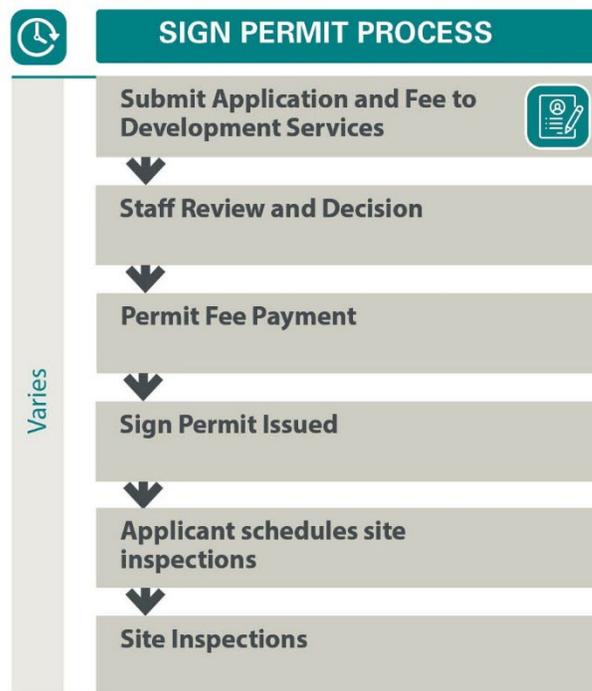
Sign permits are required prior to the construction, placement, erection, or modification of a sign. A permit is not required for such activities as general maintenance, face changes, and erection of certain temporary construction signs.

### 2.7.H.I. SIGN PERMIT CRITERIA FOR APPROVAL

Sign requirements are laid out in Rio Rancho Municipal Code (R.O. 2003) Chapter 156 Sign Regulations.

### 2.7.H.II. SIGN PERMIT PROCESS

Sign permits are requested by the following process. Applicants submit an application to the Development Services Department. Development Services Zoning Division review and decide on the application.



## 2.7.I Summary Plat Procedure

The summary platting procedure is an administrative procedure that applies to subdivision actions that meet the requirements for both preliminary and final plats, and one of the following conditions, per Rio Rancho Municipal Code Section 155.26:

1. Subdivision contains no more than two (2) new lots.
2. Re-subdivisions where the combination or recombination of portions of previously platted lots does not increase the total number of lots.
3. Lot consolidation combining adjacent property to eliminate property lines or reducing the total number of lots.
4. Adding or vacating easements for public utilities, drainage, or access.
5. Subdivisions of two or more parcels of land in areas zoned for industrial use.

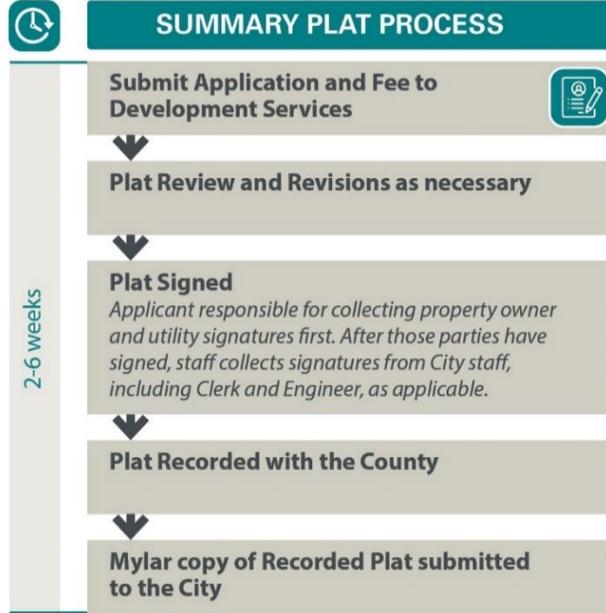
The required improvements listed in Rio Rancho Municipal Code Section 155.27 must be in place for the summary plat procedure to apply. The required improvements include permanent markers, street improvements, sidewalks, water and sewer mains, drainage, and street lighting. The required improvements may be waived for summary plats where the total number of lots is not increased, such as lot line adjustments or lot combinations.

### 2.7.I.I. SUMMARY PLAT CRITERIA FOR APPROVAL

The criteria for summary plat approval are found in Rio Rancho Municipal Code (R.O. 2003) Chapter 155 Subdivisions. Summary plats must meet the standards for plans and data for both preliminary plats and final plats.

### 2.7.I.II. SUMMARY PLAT PROCESS

Summary plat approvals are requested by the following process. Applicants submit an application and appropriate fee to the Development Services Department. City staff will review the application for completeness and let the applicant know of any deficiencies. When the application is complete, applicable City Departments review the plat and provide any comments back to the applicant. The applicant resubmits the plat with any necessary revisions. After a subsequent review and preliminary approval, the plat is signed. The applicant is responsible for collecting the signatures of the property owners and the utilities first. After these parties have signed, staff collects signatures from City staff, including the City Clerk, Engineer, and others as applicable. The applicant then records the plat with the appropriate County Clerk. A printed copy of the plat is returned to the City by the applicant to be included in the City records.



## 2.7.J Special Event Permits

The purpose of a special event permit is to allow for the facilitation of a successful special event while minimizing any impacts of the event on community members and to ensure the City’s ability to provide emergency services to the public at all times. Special event permits are required when any of the following requires a permit:

1. Selling or vending of food or/and alcohol.
2. Dedicated safety resources are necessary.
3. Tents or other structures are erected.
4. Traffic flow and access is impacted.

Additional permit(s), license(s), or inspection(s) such as a business license, tent/canopy inspection, temporary food service permit, may also be required depending on the specifics of the event and/or event activities.

### 2.7.J.I. SPECIAL EVENT PERMIT CRITERIA FOR APPROVAL

Special event permit requirements are laid out in Rio Rancho Municipal Code (R.O. 2003) Section 154.83 Special Event Permits.

### 2.7.J.II. SPECIAL EVENT PERMIT PROCESS

Special event permits are requested by the following process. Applicants submit an application to the Development Services Department no less than 30 days prior to the proposed special event date. The City Clerk, Development Services Planning and Zoning Division, Fire Department, Police Department, and Parks, Recreation and Community Services Department review and decide on the application. If approved, the applicant pays any required permit fees, the permit is issued, and the event may commence. If the event includes the use of tents or canopies, a Fire Inspection must be scheduled with the Fire Rescue Department which will inspect tents and canopies prior to the event.



## 2.7.K Wireless Telecommunication Facilities

A telecommunications permit is required to site, place, build, construct or materially modify a wireless telecommunications facility. Telecommunication permit approvals are required in addition to a building permit approval. There are three separate telecommunication permit approval processes depending on the scope and location of a project:

1. Eligible Facility Requests are any request for modification of an existing tower or base station that is not a substantial change to the physical dimensions of such tower or base station involving the collocation of new transmission equipment, the removal of transmission equipment, or the replacement of transmission equipment. A substantial change is defined by 47 CFR § 1.6100(b)(7) or any subsequent provision. These require an administrative approval along with a building permit.
2. Substantial Changes, Collocations, and New Towers in Residential Zone Districts require an administrative hearing, if applicable, and a building permit.
3. Substantial Changes, Collocations, and New Towers in Nonresidential Zone Districts require an administrative approval and a building permit.

### 2.7.K.I. WIRELESS TELECOMMUNICATION FACILITY CRITERIA FOR APPROVAL

Wireless telecommunication facility requirements and approval procedures are laid out in Rio Rancho Municipal Code (R.O. 2003) Chapter 158 Wireless Telecommunication Facilities. Design criteria for wireless telecommunication facilities are established in Resolution No. 23 Enactment No. 20-021.

### 2.7.K.II. ELIGIBLE FACILITY REQUEST PROCESS

Eligible Facility Request approvals are requested by the following process. Applicants submit an application to the Development Services Department prior to building permit submittal. The Development Services Planning and Zoning Division review and decide on the application based on the criteria found in R.O. 2003 Section 158.19 Eligible Facility Requests.

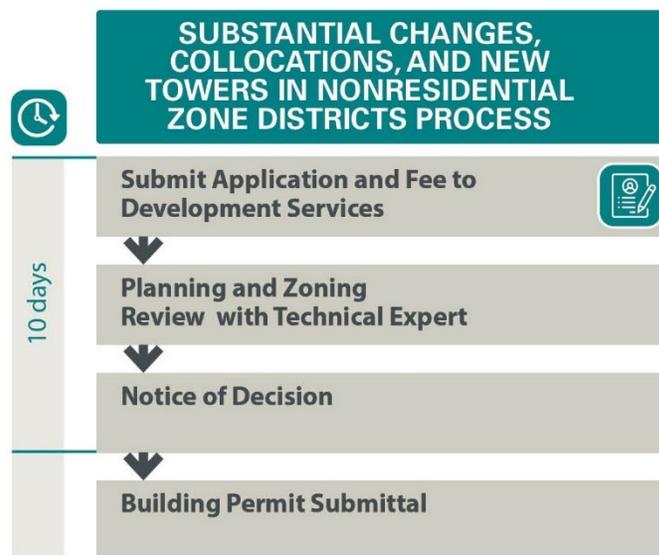
### 2.7.K.III. SUBSTANTIAL CHANGES, COLLOCATIONS, AND NEW TOWERS IN RESIDENTIAL ZONE DISTRICTS PROCESS

Substantial changes, collocations, and new towers in residential zone districts require telecommunications permit approval which is requested by the following process. Applicants submit an application to the Development Services Department prior to building permit submittal. The Development Services Planning and Zoning Division review the application, typically with a consultant or expert hired to assist the city in reviewing and evaluating applications, if applicable. Staff coordinates the mailing, posting, and publishing of applicable notices for the administrative public hearing with the applicant. Within 30 days of the complete application submittal, the Development Services Director makes the final determination of approval, approval with conditions, continuation, or denial at an administrative public hearing and a notice of the decision is sent to the applicant within 10 calendar days.



#### 2.7.K.IV. SUBSTANTIAL CHANGES, COLLOCATIONS, AND NEW TOWERS IN NONRESIDENTIAL ZONE DISTRICTS PROCESS

Substantial changes, collocations, and new towers in nonresidential zone districts require a telecommunications permit approval which is requested by the following process. Applicants submit an application to the Development Services Department prior to building permit submittal. The Development Services Planning and Zoning Division review the application, typically with a consultant or expert hired to assist the city in reviewing and evaluating applications. If the City approves the application, a notice of the decision is sent to the applicant within 10 calendar days.



## 2.8 Submittal Requirements

### 2.8.A Technical Reports, Studies and Analysis

#### 2.8.A.I. GENERAL REQUIREMENTS

In addition to the required plans, review submittals may include additional technical reports, studies or analysis including but not limited to Drainage Reports, Drainage Implementation Plan, Geotechnical Report, Traffic Impact Study (TIS, and/or Water and Sewer Availability statements). These may be required by Rio Rancho Municipal Code or by thresholds established within this DPM. The purpose of these reports, studies, and analyses is assessing changes to existing infrastructure that a proposed development may create and identifying mitigation measure to be provided by the site developer to address the infrastructure impacts associated with the development.

#### 2.8.A.II. REPORT FORMAT AND ORGANIZATION GUIDELINES

Technical reports, studies, and analyses shall be formatted and organized using the following structure as guidelines. All information, including exhibits, tables, and calculations, shall be presented in the report in an organized and easy to follow format. Submittals should be formatted as follows:

- Use a 1-inch margin at the top, bottom, left, and right.
- Use single spaced typing.
- The entire document should be fully justified.

Reports should generally be organized using the following outline and elements:

- Section 1 Title Page – Project Name, Type of Report, Author’s name, who it is prepared for, Approval Block, and the date. Indicate whether the report is a “preliminary” or “final” submittal.
- Section 2 Table of Contents – include all sections and subsections w/ appropriate page numbers.
- Section 3 List of Appendices - can be provided on the same page as the List of Tables, include page numbers.
- Section 4 Introduction – Introduces the reader to the material and the area of interest. This section should provide a project description and purpose of the report.
- Section 5 Methods and Procedures – Provide schematic diagrams where appropriate. Organize methods/procedures used in the analysis in chronological order.
- Section 6 Conclusions - Summarize the results of the study in terms of original motivation, and important conclusions from the analysis.
- Section 7 References – Use full citations including titles of reports. If using numbered references, numbers should be according to chronological appearance in the text.
- Section 8 Appendices - Appendices may include derivations or tabulated data which you feel the reader should have access to but are not appropriate for the body of the article. All the supporting data, calculations, analysis, and information contained in the appendix of the report should be discussed and summarized in the body of the report. The information contained on the appendix is only for reference to be used by the reviewer if needed.

#### 2.8.A.III. SPECIFIC REPORT / STUDY REQUIREMENTS

The applicability of and minimum requirements for the technical reports and studies are laid out in the following section. Chapter 2 Procedures of this DPM lay out the submittal and review processes for these technical reports.

## 2.8.A.III.a. Utility Engineering Report

### 2.8.A.III.a.i. Applicability

The City Engineer or designee will require the preparation of a utility engineering report to assess the impacts and service demands of any project or development proposal connecting to the public water and wastewater systems. The utility report shall be prepared by a licensed engineer and include a technical report, preliminary plan, connection and isolation plan as outlined in the following subsections.

### 2.8.A.III.a.ii. Report Requirements

For designs including water and wastewater system components, the utility engineering report shall provide an overview of the proposed project or development, proposed water and wastewater utility improvements, service demands and flows, system impact and feasibility, and basic design requirements, and include the information, as overviewed in the following sections:

### 2.8.A.III.a.iii. Water System

1. **Water Demands:** Include estimated water demands based on projected land use, occupancy, and building type for the following conditions.
  - a. Peak Hour (gallons per minute, gpm).
  - b. Gpm/day - maximum D.
  - c. Gpm/day - average D.
  - d. The Fire Marshal will determine Fire Flows (gpm), and Irrigation (gpm).
2. **Conformance with City's Water Master Plan:** Describe how the proposed improvements conform to the City's adopted Water Master Plan.
3. **System Layout:** On a plan sheet describe the proposed distribution system layout, including locations for connections with the existing water utility system.
4. **Network Analysis:** Once the data is gathered it will be submitted to the City Engineer or designee who will use it to perform a computer simulation, identifying any systems impacts based on proposed demands and providing design solutions to ensure perpetuation of future water utility system growth and maintain system pressures and flow rates. Computer simulations of hydraulic analyses are to be performed using electronic input data for the existing water system provided by the City on software compatible with the City's network analysis program (Innovyze Infowater). Results of the computer analyses are to be submitted to the city electronically.
5. **Main Sizing:** Indicate the required sizing of proposed distribution mains based on water demands. It is possible that a larger size line will be required after the City Engineer or designee evaluates the requirements for the surrounding developments.
6. **Design Alternatives:** Discuss alternative system layouts and methods of providing water service, including an evaluation of each alternative and reasons for selecting the recommended design.
7. **Special Conditions:** Identify any special conditions, such as presence of erosive soils, conflicts with other utilities, unusual installation depths, or over sizing requirements that require special provisions for improvements construction.

### 2.8.A.III.a.iv. Wastewater System

1. **Wastewater Demands:** Include estimated wastewater demands based on projected land use, occupancy, and building type for the following conditions.
  - a. Average Day (gallons per day, gpd).

- b. Peak Flow or Maximum Day (gpd).
  - c. Minimum-day (gpd).
  - d. Infiltration/Inflow (gpd).
2. Conformance with City's Wastewater Master Plan: Describe how the proposed improvements conform to the City's adopted Wastewater Collection Master Plan.
3. Service Area: Describe the initial and ultimate area, measured in acres, which could be served by the new wastewater facilities.
4. Population Density: Define the initial and ultimate population densities that could be served by the new wastewater facilities.
5. Industrial Wastes: Define the estimated quantities and quality of any industrial wastes that could be discharged to the wastewater system.
6. System Layout: Describe the proposed collection system layout, including locations for connections with the existing wastewater utility system.
7. Collection System Analysis: Include a collection system analysis as required by the City Engineer or designee, identifying any system impacts based on proposed demands and providing design solutions to ensure perpetuation of future wastewater utility system growth and maintain system capacity.
8. Main Sizing: Indicate the required sizing of proposed collection mains based on wastewater demands. It is possible that a larger size line will be required after the City Engineer or designee evaluates the requirements for the surrounding developments.
9. Design Alternatives: Discuss alternative system layouts and methods of providing wastewater service, including an evaluation of each alternative and reasons for selecting the recommended design.
10. Special Conditions: Identify any special conditions, such as conflicts with other utilities, unusual installation depths, or oversizing requirements that require special provisions for improvements construction.
11. Wastewater Characteristics: Include information concerning the characteristics of proposed wastewater effluent, as described in 40 C.F.R, Part 122, Appendix D, Tables 2-5, at each connection to the City's wastewater collection system as required by the City Engineer or designee, including the following:
  - a. Acidity-alkalinity.
  - b. Phosphorus.
  - c. pH.
  - d. Sulfates and sulfides.
  - e. Synthetic and organic compounds.
  - f. Hazardous constituents.
  - g. BOD5 (total and soluble fraction, carbonaceous and nitrogenous demand).
  - h. COD (total and soluble).
  - i. TSS.
  - j. Nitrogen (TKN, NO3, NO4, NH4, organic).
  - k. Inorganics (salts and metals).

#### 2.8.A.III.a.v. Conceptual Layout

A conceptual layout shall be included in the utility engineering report to provide a plan view and reference for the proposed water and wastewater system improvements, and identify issues addressed in the report. The preliminary plan/layout is to include the following:

1. Preliminary Design: Illustrate proposed methods and alternatives for providing site water distribution and service and wastewater collection and service.

2. **Property Boundaries:** Include legal boundaries of the proposed project or development site, including existing and proposed property and lot lines, existing and proposed rights-of-way, any utility easements, and boundaries of adjacent properties. Identify any right-of-way, easements, and/or rights of entry/temporary construction permits that must be acquired to legally construct improvements.
3. **Topography:** Include site topography at 2-foot (minimum) interval contours and the elevation and location of City-recognized benchmarks with reference to local, USGS, and NAD 83 data.
4. **System Area:** Define and delineate the system area included in the network analysis.
5. **Existing Utilities:** Illustrate all existing utilities (private and public), including waterlines and services, meters, fire hydrants, valves, sanitary sewer lines and services, sanitary sewer manholes, drainage facilities, storm drains, natural channels, and improved channels within 400 feet of the proposed development.
6. **Unusual Features:** Identify unusual features, such as creeks, railroads, and irrigation ditches, which might influence the location of underground utilities.
7. **Proposed System Layout:** Identify the general layout, drawn to scale, of the proposed water distribution mains, valves, and fire hydrant locations, wastewater collection mains, and manhole locations including construction phasing.
8. **Emergency Maintenance Access:** Identify methods and routes for providing emergency and maintenance access to all proposed fire hydrants, valves, and manholes.

#### 2.8.A.III.a.vi. Connection and Isolation Plan

A connection and isolation plan shall be provided in the utility engineering report to identify proposed connection points with the existing water systems and design conditions for providing required system isolation for maintenance and flushing. The connection and isolation plan is to include the following:

1. **Valve Locations:** Identify all valves necessary to isolate a point of connection for the proposed water system onto the existing system. Existing system valves should be inspected for location and accessibility.
2. **Thrust Restraint:** Determine and include design and construction requirements for sufficient thrust restraint for existing water mains and valves at proposed connection points (“stub-outs” and terminal extensions) to allow construction while the existing water system remains in service in accordance with Chapter 1, Section 10.
3. **System Isolation:** Identify water main sections that can be isolated within the proposed and existing water systems that provide for emergency maintenance and identify discharge points for system flushing.

#### 2.8.A.III.b.Drainage Submittals

A Drainage Submittal is generally in the form of either a Conceptual Grading and Drainage Plan, Drainage Report or Grading and Drainage Plan. All drainage submittals shall include a cover letter explaining the purpose of the submittal and clearly identify the action being requested from the City. Quite often, the terms are used interchangeably. The following are definitions of these three types of submittals:

1. **Conceptual Grading and Drainage Plans** are a graphic representation of existing and proposed grading, drainage, flood control, erosion control and stormwater pollution prevention information. The information should be of sufficient detail to determine project feasibility. The purposes of this plan are to check the compatibility of the proposed development within grading, drainage, floodplain, erosion control and stormwater pollution prevention constraints as dictated by on-site physical features as well as adjacent properties, streets, alleys and channels. Modifications to the comprehensive plans and the development of area plans, sector plans, site development plans and

landscaping plans on tracts of five (5) acres or more are appropriate applications of conceptual grading and drainage plans.

2. A Drainage Report is a comprehensive analysis of the drainage management, flood control, erosion control and stormwater pollution prevention constraints on and impacts resulting from the proposed platting, development or construction of a particular project. Drainage Reports are required for subdivisions containing more than 10 lots or comprising more than 5 acres, platting or construction proposed within a designated flood hazard area, and for platting or development proposed adjacent to a major arroyo.
3. A Drainage Plan is a comparatively short, yet comprehensive, presentation for small, non-complex development submittals. Drainage Plans are often combined with or accompany the detailed Grading Plan, and address both onsite and offsite drainage management, flood control, erosion control and stormwater pollution prevention. Drainage Plans are required for the approval of Building Permits, Site Development Plans, and Landscape Plans for the development of projects 5 acres or less in size.

### 2.8.A.III.b.i. Report Requirements

#### 2.8.A.III.b.i.1. Introduction

1. Provide a brief yet comprehensive Executive Summary of the following:
  - a. Drainage concept for the site (include relevant #'s as appropriate).
  - b. How offsite flows will be handled.
  - c. How onsite flows will be handled and discharged.
  - d. Downstream capacity and how determined.
  - e. Impacts on or requirements of other jurisdictions.
2. Identify all approvals being requested in conjunction with this submittal, such as:
  - a. Zone Change.
  - b. Subdivision Plat.
  - c. Site Plan for Subdivision.
  - d. Site Development Plan for Building Permit.
  - e. Building Permit.
  - f. Sidewalk Culverts, Drain Line through Curb, Drain Line to Existing Storm Inlet.
  - g. Grading Permit.
  - h. Paving Permit.
  - i. DPM Design Variance.
  - j. CLOMR, LOMR or LOMA.
  - k. USACE 404 Permit.
3. Narrative description of project scope. The narrative should expand on the Executive Summary, providing additional project details. For non-complex projects, combine this section with the Executive Summary for clarity and efficiency.
4. Project requirements:
  - a. Discuss and reference required infrastructure and associated infrastructure list.
  - b. Platting and/or easements.
  - c. Approvals by and/or coordination with other Agencies and/or entities.
5. Attachments (when applicable):
  - a. Infrastructure List (draft, preliminary, amended or approved).
  - b. Preliminary or Final Plat.
  - c. Easement Documents.
  - d. Drainage Covenants.
  - e. Approval Letters.

#### 2.8.A.III.b.i.2. Project Description

1. Location. Discuss relationship of the site to the following:
  - a. Well known landmarks.
  - b. Municipal limits.
  - c. City Zone Atlas page and reference.
  - d. Other jurisdictional boundaries.
  - e. Previously approved Drainage Management Plans, Drainage Reports, Plans or studies including watersheds, basins, drainage ways, etc. as defined therein.
2. Provide copy of Zone Atlas page, or equivalent, with the site location identified.
3. Legal Description
  - a. Identify the current legal description(s) of the land which comprises the site.
  - b. Identify the proposed legal description(s), when applicable, of the land which comprises the site.
  - c. Include a copy of existing and/or proposed platting as an attachment in cases where its inclusion will lend clarity or facilitate the review.
4. Flood Hazard Zone
  - a. Identify proximity of site to a designated Flood Hazard Zone.
  - b. Provide reference to the above referenced Flood Hazard Zone.
  - c. Identify whether or not the site drains into, or has an adverse impact on, a designated Flood Hazard Zone.
  - d. Include a copy of the relevant FEMA Flood Insurance Rate Map (FIRM) or Flood Boundary and Floodway Map with the site clearly identified along with all affected Flood Zones.
  - e. Identify portion of designated Flood Hazard Zone to be revised or amended when CLOMR, LOMR or LOMA approval requested.

#### 2.8.A.III.b.i.3. Background Documents

1. Planning History
  - a. Reference and discuss relevant Planning and Zoning actions, plans or studies.
  - b. Verify and/or demonstrate compatibility with the above actions, plans and studies.
2. Drainage History and Related Documents
  - a. Reference and discuss relevant Drainage Management Plans, Drainage Plans, Reports and Studies.
  - b. Reference applicable Hydrology Files.
  - c. Discuss status of above referenced Plans, Reports and Studies.
  - d. Describe compatibility with or deviation from the above referenced Plans, Reports and Studies.
  - e. Describe the location of site with respect to previously defined watersheds or drainage basins.
  - f. Provide copies of pertinent data from above referenced Plans, Reports and/or Studies when applicable.

#### 2.8.A.III.b.i.4. Existing Conditions

1. Site Investigation. Describe by text or clearly show graphically the following:
  - a. Onsite drainage patterns.
  - b. Onsite drainage facilities.
  - c. Point(s) of discharge.
  - d. Drainage basin(s) boundaries.
  - e. Offsite drainage facilities.
  - f. Offsite drainage patterns including offsite flow conditions.
  - g. Condition and status of adjacent properties (e.g. Developed, undeveloped, under construction, etc.).

- h. Condition and status of adjacent right-of-way (e.g. Developed, undeveloped, under construction, etc.).
  - i. Presence of any other relevant features.
2. Site Evaluation. Discuss the significance and impacts of the following:
- a. Onsite drainage facilities.
  - b. Offsite drainage facilities.
  - c. Point(s) of discharge.
  - d. Drainage basin(s) boundaries.
  - e. Offsite flow conditions.
  - f. Proximity to designated flood hazard zone(s).
  - g. Presence of any other relevant features or conditions which may impact or be impacted by the development of the property or project.
3. Form of Analysis
- a. Most situations - most submittals require both qualitative and quantitative analyses.
  - b. Unique situations - for some cases, such as infill sites, a qualitative analysis by itself may be appropriate. Examples of appropriate qualitative analysis criteria are:
    - i. A comparison of the runoff generated by the proposed development to that generated by the overall drainage basin with respect to the impacts of the anticipated increase.
    - ii. Impacts on downstream floodplains.
    - iii. Potential offsite problems which may or may not be attributed to this development.
    - iv. Anticipated impact(s) and/or precedent to be set on the development of the remaining infill sites by following the same drainage concept.
4. Downstream Capacity. The evaluation of downstream capacity shall include, but not be limited to, the following:
- a. Assumptions
    - i. Fully developed watershed.
    - ii. Ability to accept and safely convey runoff generated from the 100-year design storm.
  - b. Hydraulic capacity
    - i. Channel.
    - ii. Crossing structure.
    - iii. Storm inlet and/or entrance conditions.
    - iv. Storm drain.
    - v. Street and/or alley.
  - c. Storage capacity
    - i. Detention pond/reservoir.
    - ii. Retention pond.
    - iii. Flood zone.
  - d. Stability
    - i. Channel/arroyo.
    - ii. Natural slope.
    - iii. Cut/fill slope.
  - e. Existing publicly owned ROW and Easements.

2.8.A.III.b.i.5. Developed Conditions

1. Onsite

- a. Discuss the following as applicable:

- i. Proposed development/construction.
- ii. Impacts on existing drainage patterns.
- iii. Impacts on existing drainage basins.
- iv. Impacts on existing onsite facilities.
- v. Identification of offsite flow conditions.
- vi. Compatibility/compliance with previously approved and/or adopted plans, reports and studies.
- vii. Sediment bulking.
- viii. Aggradation and/or degradation potential.
- ix. Impacts on designated flood hazard zones.
- x. Required private drainage improvements.
- xi. Required infrastructure.
- xii. Required easements.
- xiii. Phasing and future improvements.
- xiv. Ownership, operation and maintenance responsibilities.
- xv. Stormwater pollution potential during construction and post construction.
- xvi. Evaluate and/or quantify the following:
  1. Capacity and freeboard of existing onsite facilities.
  2. Capacity and freeboard of proposed onsite facilities.
  3. Impacts on designated flood hazard zones.
  4. Impacts on existing drainage patterns and drainage basin boundaries.
  5. Impact of offsite flows on the proposed development.
  6. Erosion potential and erosion setback requirements.
  7. Phased system capacities and ability to function as a standalone system.
  8. Emergency overflow spillway conditions.

## 2. Offsite

### a. Discuss the following:

- i. Impacts on existing drainage basins and/or watersheds.
- ii. Impacts on existing offsite facilities and downstream capacity.
- iii. Compatibility/compliance with previously approved and/or adopted plans, reports and studies.
- iv. Impacts on designated flood hazard zones.
- v. Required improvements to ensure runoff from development can be properly conveyed to a publicly owned arroyo or storm sewer system.
- vi. Required easements to ensure runoff from development can be properly conveyed to a publicly owned arroyo or storm sewer system.
- vii. Right-of way dedications to ensure runoff from development can be properly conveyed to a publicly owned arroyo or storm sewer system.
- viii. Phasing and future improvements.
- ix. Ownership, operation and maintenance responsibilities.
- x. Concurrence and/or approval from affected property owners for offsite grading or construction activities.
- xi. Evaluate and/or quantify the following:
  1. Capacity of existing offsite facilities.
  2. Capacity of proposed offsite facilities.
  3. Impacts on downstream designated flood hazard zones.
  4. Impacts on downstream drainage basins and/or watersheds.

5. Downstream capacity. Any excess downstream capacity, based on a fully developed watershed, will be allocated by the City/SSCAFCA.

### 2.8.A.III.c. Traffic Impact Analysis (TIA)

The primary concerns to be addressed in the TIA are site access, impact on the existing roadway system, and what construction is necessary to mitigate both the on-site and off-site impacts. Site design should be tailored to the traffic requirements, and the City reserves the right to require changes to the access points to better serve the transportation system. For roads with a projected ADT, the City will require two lanes in each direction only for roads with a projected ADT above 18,000 vehicles.

#### 2.8.A.III.c.i. Applicability / Traffic Impact Analysis Thresholds

The City of Rio Rancho has developed thresholds that may be used as a general guideline to determine if a TIA will be required for a given development proposal. Though a development may not meet these thresholds, the City reserves the right to require a TIA in some cases, such as, but not limited to, creating safety or neighborhood traffic concerns and developments that generate a high volume of truck traffic. These thresholds are based upon the specific land use generating more than 100 peak hour trips during either the AM or PM peak design hours. If the proposed site is estimated to generate less than 100 peak hour trips, the requirement for a TIA may be waved and only a trip generation report must be submitted.

Depending on the amount of vehicle trips a development is estimated to generate during either the AM or PM peak hour, an expanded TIA may be required. Please verify the project scope with City staff prior to developing or initiating a TIA.

**Table 2.3: Traffic Impact Analysis Level of Effort**

	<b>a</b> <b>Access Location &amp; Design Review</b>	<b>b</b> <b>Small Development: TIS</b>	<b>c</b> <b>Medium Development: TIS</b>	<b>d</b> <b>Large Development: Regional TIS</b>
	T ≤ 100 Peak Hour Trips	100 < T ≤ 500 Peak Hour Trips	500 < T ≤ 1000 Peak Hour Trips	T > Peak Hour Trips
Scoping Meeting	X	X	X	X
Analysis of Roadway Issues				
Existing Conditions Analysis	X	X	X	X
Site Distance Evaluation	X	X	X	X
Nearby Driveway Locations	X	X	X	X
Crash History	X	X	X	X
Mitigation Identification and Evaluation		X	X	X

**Table 2.3: Traffic Impact Analysis Level of Effort**

	<b>a</b> <b>Access Location &amp; Design Review</b>	<b>b</b> <b>Small Development: TIS</b>	<b>c</b> <b>Medium Development: TIS</b>	<b>d</b> <b>Large Development: Regional TIS</b>
	T ≤ 100 Peak Hour Trips	100 < T ≤ 500 Peak Hour Trips	500 < T ≤ 1000 Peak Hour Trips	T > Peak Hour Trips
Trip distribution analysis		X	X	X
Existing traffic conditions at nearby intersections and driveways		X	X	X
Trip generation of adjacent developments			X	X
Background traffic growth			X	X
Future conditions analysis at nearby intersections			X	X
Future Road Improvements			X	X
Site Issues				
Traffic Generation	X	X	X	X
Access design evaluation: queuing, etc.	X	X	X	X
Site circulation evaluation	X	X	X	X
Trip Distribution		X	X	X
Access point evaluation: number, location, and spacing		X	X	X
Other Analysis				
Gap analysis for unsignalized locations			X	X
TSM/TDM mitigation measures (car or van pooling, transit, etc.)			X	X
Traffic Signal Progression Analysis			X	X

## 2.8.A.III.c.ii. Report Requirements

### 2.8.A.III.c.ii.1. Study Area

1. The TIA study area shall include all site access points, as well as any adjacent intersections.
2. Inclusion of any additional intersections shall be determined during the scoping meeting by City staff, and may include, but are not limited to, signalized or potentially signalized locations within 2 miles of the development, residential roads that are projected to have a 25% increase in volumes, or truck routes for a development whose site traffic consists of at least 5% truck traffic.

### 2.8.A.III.c.ii.2. Trip Generation

1. The latest version of the ITE Trip Generation Manual shall be used for all trip generation calculations unless more appropriate data is available.
2. Unless otherwise stated in preliminary project meetings with City staff, average trip generation formulas or rates shall be used.

### 2.8.A.III.c.ii.3. Methodology

1. All intersection analysis shall be done in accordance with most current Highway Capacity Manual (HCM) procedures for two-way stop control, four-way stop control, roundabouts, and signals.
2. Level of service (LOS) determination for all stop and signal-controlled movements shall be calculated for:
  - a. Design year
    - i. No-build condition.
    - ii. Build condition.
  - b. Horizon year
    - i. No-build condition.
    - ii. Build condition.
3. Queue analysis shall be completed for:
  - a. Horizon year
    - i. No-build condition.
    - ii. Build condition.
  - b. Where high volumes prevent adequate operation of a two-way stop-controlled intersection (LOS E or worse), a signal warrant analysis shall be completed according to current MUTCD standards. Theoretical performance of a roundabout shall also be calculated. Estimated ADTs for all system streets shall be included in the report. In some cases, a crash analysis may be requested by city staff to help identify unsafe conditions in the project area that may be exacerbated by an increase in traffic.

### 2.8.A.III.c.ii.4. Traffic Impact Analysis Study Time

All analysis shall be done for both AM and PM peak weekday periods. In some cases, an off-peak hour or weekend may need to be studied if the development is, or is near, an atypical traffic generator, such as a school or church. Peak hour baseline traffic counts shall be done for all specified intersections. Existing counts may be used if less than two years old and approved by City staff. These numbers shall be used to analyze the existing conditions.

#### 2.8.A.III.c.ii.5. Horizon Year

1. In some cases and based on City staff direction, a historical growth rate may be obtained from MRCOG Traffic Flows Maps for the Albuquerque area. However, due to rapidly changing infrastructure, some of the values extrapolated from the maps may not provide an accurate estimate for future traffic, when this is the case, a background growth rate of 2.5% shall be used.
2. The addition of the traffic growth to the existing numbers shall be used for the horizon no-build condition. Any funded infrastructure improvements can also be used during the horizon analysis.

#### 2.8.A.III.d. Water and Sewer Availability

The most current water and wastewater availability requirements are available from the Department of Utilities Department at the City's website: [www.ci.rio-rancho.nm.us](http://www.ci.rio-rancho.nm.us).

## 2.8.B Construction Plan Standards

### 2.8.B.I. GENERAL PLAN INFORMATION

Plans shall be prepared using the current City of Rio Rancho standards and drawings first, then NMDOT standards and drawings, unless directed by the Project Manager. Bridge standard details and specifications shall be the latest version of NMDOT standards and drawings unless a City of Rio Rancho equivalent exists.

### 2.8.B.II. PLAN SUBMITTALS<sup>1</sup>

#### 2.8.B.II.a. Review Sets Residential and Commercial Developments

Each plan set submitted for development review shall include the following:

1. Electronic and print copies of the design plans.
  2. Appropriate supporting documentation & calculations (See Section 3.1 Technical Reports, Studies and Analysis).
  3. Project/Plan Submittal Letter, See Appendix A, from the Design Engineer.
  4. Previous redlined plans/reports, if applicable, supplied to the applicant by the reviewer.
- Drawings submitted without a submittal letter, or the original redline comments will not be accepted and will be returned for resubmittal. All submittals shall be reviewed for quality control by the applicant before submittal. Submittals that do not address the redline comments made by the reviewer at a previous submittal will be returned without further review.

At any point during the review process if the City reviewer determines that a significant change has occurred to the project plans or the design then a new review process may be started.

#### 2.8.B.II.b. Final Plan Submittals of Approved Construction Documents

Once the City has accepted all letters, reports, and construction plans indicating that they are acceptable for quality, the applicant or the Construction Management Team shall obtain City signatures and submit an electronic copy of the signed construction plans, the final approved plat and supporting document to the Development Services Department.

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<sup>1</sup> Existing content from Chapter II-1 Recordable and Development Documents

1. Signed and sealed plans with Final Approved Plat of the Construction Project Plans for City signature.
2. Electronic PDF version (600 DPI minimum resolution) of all accepted plan sheets and supporting documentation (i.e. construction plans, estimates, all reports, and etc.).

### 2.8.B.II.c. Record Drawing Submittals

Construction Record Drawings for all improvements within City of Rio Rancho's right-of-way or easements shall be submitted for review and approval. "Working Record Drawing" plans (redline drawings with correct survey data) shall be submitted once a month to the Developer's Engineer or Record. They require initial and date by the reviewer to be considered valid.

At the end of the project/subdivision, the Contractor will provide the Developer's Engineer of Record the valid redline drawings with correct survey data. The Developer's Engineer of Record will then make digital changes to the original Construction Plans. A set of Final Record Drawings stamped and sealed by a Professional Engineer or Registered Land Surveyor with the "Record Drawing Certification (Appendix C)" approval block included will then be submitted to the City along with a PDF (600 DPI minimum resolution) of the Final Record Drawings. On any sheet where a change to the original construction drawings has been made "Redrawn for Record" shall be placed on that sheet. The Developer for private development or the Construction Management Team for capital projects will also provide the City with the digital changes in accordance with Section 3.2.6 Digital Record Drawing Requirements of this Chapter.

Record drawing submittals shall include the following:

1. Record drawings prepared in accordance with the requirements of Section 3.2.6 Record Drawing Criteria.
2. Materials List of all items installed during the project.
3. New Street Data Sheet Appendix D. This will need to be completed by the Contractor on the Final Inspection. City concurrence is required before submitting this form as part of the project closeout.
4. Certificate of Completion and Acceptance. Certification of Acceptance of Infrastructure completed pursuant to a Subdivision Improvements Agreement (SIA) and/or Development Agreement (DA), and Release from Financial Guarantee shall be obtained from the City's Development Review Section-Engineering Division and submitted as part of the project closeout package.
5. Actual Cost Information. Actual cost information corresponding with the itemized Materials List of capital contributed. Actual cost information is required by the City as a condition of acceptance and/or release of financial guarantee related to the development. Such cost information includes, but is not limited to, final invoices of the developer's prime contractor for infrastructure improvements and contract pricing for land and right of way dedications.

### 2.8.B.III. TIME LIMITATION OF APPROVAL

The City approval of residential developments, commercial developments, and road construction plans shall be valid for a period of one (1) year. Plans not under construction within this time are to be resubmitted and approved by the City prior to construction.

### 2.8.B.IV. PLAN PREPARATION INFORMATION

Plan sheets shall be organized to include the following elements and should be based on the Standard Plan Sheets available online on the Public Works Department website.

If a plan is submitted as a hard copy, it shall be provided on a 24" x 36" (ARCH D) sheet. All drawings shall be set up to be plotted true half-scale on 11x17/tabloid.

#### 2.8.B.IV.a.Cover Sheet

The Cover Sheet, included in the City's AutoCAD Standard borders, shall contain the following information:

1. The Consultant's seal.
2. Key Map.
3. The appropriate signatory blocks.
4. A project vicinity map.
5. Identification of a minimum of two City benchmarks by number, description, brief location, and elevation of the benchmarks utilized.
6. A plan sheet index listing shall be provided, either on the cover sheet or a separate sheet located near the front of the plan set. Plan and Profile sheets may be summarized in the sheet index.

#### 2.8.B.IV.b.Title Blocks for Non-cover Sheets

Original drawing sheets shall have a title block along the right side of the sheet. This title block, included in the City's AutoCAD Standards, shall have the following information clearly displayed:

1. Name of Engineering Consulting Firm preparing the plans.
2. The Project Name.
3. The sheet number and the total number of sheets in the plan set.
4. The type of plan sheet (i.e. typical sections, details, plan & profile, etc.) shall be indicated.
5. City of Rio Rancho logo.

#### 2.8.B.IV.c.Legend and General Notes

The Legend and General Notes shall be located on the second sheet or near the front of the plan set. The Design Engineer can obtain the latest version of the General Notes Sheet from the Department of Public Work's website. The Consultant shall use the symbols & abbreviations found on this sheet consistently throughout the entire plan set.

The Consultant can add notes as they pertain to each project, as needed. The note additions must be identified under the header "SPECIAL NOTES". Notes relieving the Engineer from utility coordination and/or line location will not be allowed (all due diligence shall be completed to show existing utilities on the plans).

The Standard Legend can also be found on the Department of Public Work's website.

#### 2.8.B.IV.d.Plan Sheet Orientation and Layout

In general, project work shall be oriented on the sheets such that north will be pointing "up" or "to the right" on the sheet. Normally, no more than 1,000 feet of street length should be shown per plan sheet. This allows room on the right side of the plan sheet for the Construction Notes or Keyed Notes.

For curvilinear streets, the drawing shall be oriented so that the north arrow points to the top or the right edge of the sheet as appropriate to a practical representation of the curved portion of the street depicted. If the orientation of the street is northwest-southeast or southwest-northeast, place the western-most end of the street segment near the left edge of the sheet.

Construction centerline stationing, at intervals of 100 feet, shall be shown on both plan and profile views from left to right. Subsequently, stationing is read from west to east or from south to north.

Portions of the same street or intersection shall not be shown beyond match lines on separate sheets. Match line information shall provide stationing and matching sheet number.

#### 2.8.B.IV.e. General Plan and Profile Sheets

Most plan/profile layouts shall be shown on standard half plan/half profile sheets. In the case where steep grades or wide plan views prohibit plotting on these sheets, separate full plan and full profile sheets may be used.

Plan views shall show the limits of existing ROW and call out new ROW limits as well as construction easement areas.

Sheet number references for storm drain plans, connector pipe plans, etc. shall be noted on the plans.

All points of connection to existing facilities shall be clearly shown and the appropriate elevations indicated on the plans.

#### 2.8.B.IV.f. Horizontal Geometrics

As a general rule, the following pertains to roadway geometrics:

1. Roadway centerline bearings and distances shall be shown on the plans.
2. All tangent points, point of intersection (P.I.) of curvilinear sections, beginning and ending taper points and monument lines of all intersecting streets shall be labeled and stationed.
3. Provide top of curb and flow line elevations at returns and valley gutters.
4. On curved sections, construction centerline stationing shall be shown along the centerline of the curve, and not the tangent lines. Curve data shall be shown on same sheet as the curve.
5. The plans shall show dimensions from monument line/construction centerline to ROW and to existing curbs.

#### 2.8.B.IV.g. Survey Control

See DPM Chapter 7 Surveying and Permanent Monumentation.

#### 2.8.B.IV.h. Topography and Notation

1. All subdivision names, block numbers, lot numbers, names of major business, schools, fire stations, and other public facilities shall be shown on the plans.
2. The Final ROW and easement limits shall be shown on the plans as a heavy line. Existing ROW where it differs from the new ROW line shall not be shown for Major Street projects.
3. Label all existing features. Include description and dimension as needed.
4. All topography to at least 10 feet beyond the ultimate ROW or easements shall be shown. Standard symbols shall be used where applicable.
5. Where certain items such as monuments, water valves, etc., are supposed to be, according to plan records, but cannot be found in the field, they shall be labeled "NOT FOUND" or "NF" on the plans.

#### 2.8.B.IV.i. Grading Plan

Modifications to the comprehensive plans and the development of area plans, sector plans, site development plans and landscaping plans on tracts of five (5) acres or more are appropriate applications of conceptual

grading and drainage plans. Drainage Plans are required for the approval of Building Permits, Site Development Plans, and Landscape Plans for the development of projects 5 acres or less in size.

The Format presented below provides for a logical and comprehensive treatment of the topics relevant to the review and analysis of a complete Drainage Submittal. The Format is presented in outline form for simplicity. Each submittal shall include the Engineer's Seal signed and dated.

The following Outline is intended as a guide for the preparation of Drainage Submittals. Some items may not be applicable, while other items may require a more in-depth treatment or may have been overlooked in the preparation of the Outline.

#### 2.8.B.IV.i.i. Grading

1. Description
  - a. Reference the Grading Plan when included as an attachment to the Drainage Submittal.
  - b. Describe elements of the Plan and how those elements relate to the Existing and Developed Conditions.
  - c. Discuss and reference all other supporting drawings provided in support of the Drainage Submittal.
2. Content. Refer to the Grading Plan Checklist.

#### 2.8.B.IV.i.ii. Calculations

1. Provide narrative description of the calculations performed to support the analyses and evaluations.
2. Discuss and reference calculations for Existing, Developed and Future hydrology.
3. Discuss and reference hydraulic calculations demonstrating capacity and/or adequacy of existing and proposed facilities.
4. Provide sample calculations, tables, charts, etc. as necessary to support the calculations and results.
5. Reference computer software, documents, circulars, manuals, etc. used to produce the calculations and results.

#### 2.8.B.IV.i.iii. Conclusion

1. Summary of proposed drainage management strategy.
2. Justification of rationale for discharge of developed runoff from site.
3. Summary of proposed drainage improvements.
4. Identification of DPM design variances being requested.
5. Identification of required Drainage Covenants.
6. Identification of ownership, operation and maintenance responsibilities.

#### 2.8.B.IV.j. Irrigation Plans

1. Each irrigation control valve shall be labeled by Irrigation controller and numerically identified. (Controller - Zone) Example (A-1,A-2,A-3).
2. Irrigation systems shall be designed so that the system has the capacity to place 2 inches of water per week on high water use grasses and 1 inch of water per week on low water use grasses. This water shall be applied in a three-to-six-day period during a watering window from 10:00 p.m. to 10:00 a.m. as per City of Rio Rancho Water Conservation Ordinance Chapter 52. Irrigation systems shall also be designed to

adequately water landscape other than turf. Landscaped areas other than turf shall generally be xeriscape in plant selection, placement, and irrigation system design.

3. Irrigation plans shall state existing static pressure at point of connection. Typical minimum design pressure is 65 psi, but actual pressure must be verified and documented prior to irrigation system design.
4. If the service pressure is too high, a pressure reducing valve may be necessary. If the service pressure is too low, a booster pump may be necessary.
5. Irrigation plans shall be reviewed and approved as part of a complete set of construction plans and shall also indicate proposed site grading and drainage.
6. Each irrigation plan shall have a System Performance Information Schedule that provides the following information for each control valve:
  - a. Irrigation controller and control valve Number.
  - b. Valve brand, model number and size.
  - c. Type of irrigation application.
  - d. Irrigation sprinkler assembly brand and model number.
  - e. Irrigation head nozzle and model number, if applicable.
  - f. Irrigation head spacing technique.
  - g. Irrigation head gallons per minute.
  - h. Total gallons per run time and cycle time.
  - i. Design operating pressure at the head.
  - j. Designed operating pressure at point of connection.
  - k. Length of time required to operate the valve in order to apply 0.33 inches of water.
  - l. Total run time of operation time for the irrigation cycle to apply 0.33 inches of water.
7. At time of final acceptance, the contractor shall demonstrate to the city, that the operating pressure at the heads has been adjusted to match the specified design operating pressure for each valve.

## 2.8.C Plan Sheet Sequence

### 2.8.C.I. PLAN SHEET SEQUENCE FOR RESIDENTIAL/COMMERCIAL DEVELOPMENT

Sheet 1: Signature Cover Sheet, including Index of Sheets.

Sheet 2: General Notes Sheet.

Sheet 3: Standard Legend and Abbreviations.

Sheet 4: Subdivision Plat.

Sheet 5: Overall Grading Plan.

Sheet 6: Yard/Retaining Wall Plan & Profiles.

Sheet 7: Yard/Retaining Wall Details.

Sheet 8: Typical Sections, Pavement Structural Sections, etc.

Sheet 9: Plan/Profile and other sheets as needed in the following order:

1. Median Island Details.
2. Plan and Profile of Paving.
3. Intersection Design Sheets for Major Intersections.

4. Plan and Profile of Storm Drain.
5. Profiles of Catch Basins and Connector Pipes.
6. City Standard Details (no less than 8 and no more than 10 details per sheet).
7. Special Detail Sheets.
8. Bridge and Structural Detail Plans (see Sheet Sequence Bridge and Structural Plans for plan sheet order).
9. Landscaping/Irrigation Plans.
10. Erosion and Sediment Control Plan.
11. Erosion and Sediment Control Details/calculations.
12. Traffic Signing & Striping Plans.
13. Traffic Signal Plans.
14. Street Lighting Plans.
15. Traffic Control Plans.

Sheet 10: Typical Section showing location of water and sewer line.

Sheet 11: Plan/Profile and other sheets as needed in the following order:

1. Plan and Profile.
2. City Standard Details (no less than 8 and no more than 10 details per sheet).
3. Special Detail Sheets.

#### 2.8.C.II. SHEET SEQUENCE BRIDGE AND STRUCTURAL PLANS

Sheet 1: Typical Legend, Notes, and Detail Sheets, plus notes specific to the bridge project.

Sheet 2: Paving plans and profile sheet (if bridge is also part of a paving project).

Sheet 3: Detour Plan and Profile, if required, showing all details required for the detour in plan and profile.

Sheet 4: Plan and Profile for any water, sewer or irrigation alterations to be included as a part of the bridge construction.

Sheet 5: Soil boring log sheet showing all obtained soils information.

Sheet 6: Abutment details.

Sheet 7: Pier details.

Sheet 8: Deck details.

Sheet 9: Miscellaneous details.

Sheet 10: Handrail details.

#### 2.8.C.III. SHEET SEQUENCE FOR WATER AND SANITARY SEWER PLANS

If separate from roadway, drainage, or traffic improvements, as in offsite plans, then water and sewer designs shall be under a separate cover sheet following the sequence below:

Sheet 1: Signature Cover Sheet, including Index of Sheets.

Sheet 2: Legend, Abbreviations, and Notes Sheet.

Sheet 3: Plan Sheet Key Map (place on Cover Sheet if size permits).

Sheet 4: Water/Sewer Quantity Summary Sheet.

Sheet 5: Typical Section showing location of water and sewer line.

Sheet 6: Plan/Profile and other sheets as needed in the following order:

1. Plan and Profile.
2. City Standard Details (no less than 8 and no more than 10 details per sheet).
3. Special Detail Sheets.

## 2.8.D Digital Record Drawing Requirements

Once the plans have been approved and signed off by the method stated in Record Drawing Submittals, either GIS compatible files (shapefiles) or AutoCAD drawing files and InRoads files used to create the Record Drawings (AutoCAD, and PDF) shall be submitted to the City. The file shall include the Contractor's name, the Engineer's name, the Project/Subdivision name, the Project/Subdivision location, and the Final Inspection date. The AutoCAD file shall depict the final Record Drawings with the rights-of-way and the project/subdivision tied to the state plane coordinates. These submitted files shall include all survey data as stated below. The files shall contain the following information and shall be in the City's schema for structure (attribute table shall match the City's). Please contact the City Project Manager or the Records & GIS Section for the appropriate file schema.

### 2.8.D.I. GIS SHAPEFILE REQUIREMENTS

If GIS files will be submitted in lieu of the AutoCAD documentation, the shapefiles required shall be, but not limited to:

1. Lot Lines (Parcels).
2. Easements as listed on the Project Plat.
3. Road Centerlines.
4. Curb & Gutter.
5. Sidewalks.
6. Water & Sewer Utilities (Must be separate files):
  - a. These files shall include any infrastructure related to water and sewer if a lift station, booster station, etc. was installed as part of the project, they must be shown.
  - b. Manholes, valves, pressure release valves (PRVs), and fire hydrants shall all be included in these files where applicable.
7. Traffic Infrastructure:
  - a. Signs.
  - b. Signal Infrastructure.
8. Drainage:
  - a. Storm Drain Infrastructure.
  - b. Ponds.
  - c. Box Culverts.

### 2.8.D.II. SURVEY DATA REQUIREMENTS FOR ALL HARDCOPY OR ELECTRONIC FILES

The files shall contain the following information:

#### 2.8.D.II.a. General

1. Street Centerlines.
2. All right of way and easement lines with docket or recordation numbers are shown on included approved plat. The elevations required in the section above must be performed under the supervision of a Registered Land Surveyor.

#### 2.8.D.II.b. Street, Storm Drains, and Grading & Drainage Plans

1. Station for all grade breaks.
2. Back of curb offset dimension at all changes in alignment.
3. Top of curb, gutter and pavement centerline elevations at all grade breaks, curb return, valley gutters, plus any other location necessary to adequately show drainage.
4. Survey monuments.
5. Street centerline station and offset dimensions to the storm drain mainline at all changes in alignment and/or changes in grade.
6. Street centerline station and offset dimension to all structures and changes in alignment.
7. Rim and invert elevations for each manhole, catch basin, and miscellaneous structures.
8. The pipe material and diameter actually installed shall be shown on all plan and/or profile sheets.
9. Station, location and limits of utility encasements, caps, pipe supports, etc.
10. Station, location, limits and dimensions of facilities which are abandoned in place, including the size, depth and type of materials remaining.
11. Elevations shall be provided at all drainage control points (. detention overflow point, tops and bottoms of detention basins, drain rim, valley gutters, curbs, etc.).
12. Dimensions shall be provided for all detention areas.
13. Drainage Control (Retention) Basin Calculations revised, with written approval, to the as-built condition, and certification of compliance.
14. Location of all existing structures (buildings, drainage structures) including finished contours and dimension shall be provided.
15. Dimensions and elevations of all pipe, culvert, scupper, catch basin, channel top width and bottom width, channel longitudinal slope changes, grate and invert elevations.
16. Elevations at the end of laterals and one elevation shot midpoint between manholes.
17. Elevations at the center of the building pad, all four corners, and four elevation shots for lot slope and drainage.
18. Elevations of the tops and toes of all slopes at intervals of 50 feet.
19. Street, Storm Drains, and Grading and Drainage Plan.
20. Supplemental Record Drawings Requirements for Grading and Drainage Improvements.
21. Permanently marked benchmark based on NAVD 88 and located on or very near the facility.
22. Pond(s) (include as-built volumes, e.g., 100-year water surface elevation, and flow information).
23. Pipe inlet(s) and outlet(s) (include as-built capacity calculations).
24. Rundown(s) (including the required inlet dimension).
25. Graphic depiction of complete storm drainage system on 1 sheet. Size of sheet to be agreed upon with City/SSCAFCA.
26. Spillways(s) (including the required outlet dimensions).
27. Channel(s).
28. Flowlines.
29. Erosion control and stormwater pollution prevention structure(s).

30. Temporary drainage, erosion control and stormwater pollution prevention facilities required for phased development.
31. Retaining and/or garden wall(s).
32. Other features critical to the drainage facility.
33. Cost of drainage improvements proposed for maintenance.
34. Operation and maintenance schedule and pictures taken during the construction.

#### 2.8.D.II.c. Water Plans

1. Street centerline station and offset dimensions to:
  - a. All fire hydrants and fittings (i.e. valves, bend, tees).
  - b. Main line at all changes in horizontal and vertical alignment.
  - c. All horizontal control points (i.e. centerline intersects, PC, PT).
2. Dimension to all operating nuts referenced to the water main on valves with offset operating devices.
3. If the designed topography does not allow for the service standards to be used, centerline station and offset to each service tap; size of tap and dimension to nearest side property line are required. If topography allows for the standard to be used, then a survey point is only required at the end of the service for location purposes.
4. Note centerline station, offset and elevations to all changes in vertical alignment (i.e. dips, bends, etc. required to avoid conflicts with other utilities).
5. The installed water pipe material and diameter shall be shown on as-built plan and/or profile sheets.
6. Station, location and limits of utility encasements, caps, pipe supports, etc.
7. Station, location, limits and dimensions of facilities which are abandoned in place, including the size, depth and type of materials remaining.
8. If the pipe depth follows current City standards, survey points for the water line are only required at the fittings for grade changes. If the pipe does not follow City Standards, two top of pipe elevation shots equal distance between valves are required.

#### 2.8.D.II.d. Sewer Plans

1. Street centerline station and offset dimension from street centerline to main line at manholes and all changes in alignment.
2. Sewer line station at centerline of each manhole.
3. Calculated slope between manholes.
4. Sewer line stationing at centerline of each service tap at 90 degrees to main; if not installed 90 degrees to main, station and offset to end of each service tap.
5. The installed sewer pipe material and diameter shall be shown on all plan and/or profile sheets.
6. Station, location and limits of utility encasements, caps, pipe supports, etc.
7. Station, location, limits and dimensions of facilities which are abandoned in place, including the size, depth and type of materials remaining.
8. Rim and invert elevations.
9. If the designed topography does not allow for the service standards to be used, elevations at the end of the laterals are required. If topography allows for the standard to be used, then a survey point is only required at the end of the service lateral for location purposes.
10. One elevation shot midpoint between manholes.

#### 2.8.D.II.e. Traffic Plans

1. Foundation location and modifications to the structural details noted.
2. Conduit location, size, alignments, and type noted.
3. Cabinet location, dimensions, and type.
4. Size, type, and location of battery backup for power pedestals.
5. Power Service Address.
6. Phone or fiber optic communication line location and connection with applicable service address and phone number.
7. Pole location and types.
8. Mast arm type, length and pendent locations.
9. Head locations and types.
10. Loop detector location, length, and type.
11. Changes to items in the schedules.
12. Interconnect conduit location and pull box type and location.
13. Sign base location, size or type changes from the approved plan.
14. Striping layout changes from the approved plan noted.
15. Changes to location, spacing, and type of raised pavement markers.
16. Traffic Conduit: All manholes and pull boxes.
17. Locations of all streetlights pull boxes, and service locations.

#### 2.8.D.II.f. Park Plans

1. The Park developer shall provide and keep up to date a complete set of “record” drawings which shall be corrected after all modifications to show all changes in the location of sprinkler assemblies, irrigation controllers, backflow preventers, valves, drains, meters, points of connection, pull boxes and wire splice boxes, pipe and wire routing, and other changes that may have been made from the original drawings and specifications as provided to Park developer. All straight valves, manual drains, wire splices and automatic and manual valve locations shall be shown with actual measurements to reference points so that they may be easily located in the field. Valve locations shall be shown with actual measurements to reference points so they may be located in the field.
2. At the time of final acceptance, the Park developer shall furnish a complete set of As-Built Plans, prepared by a qualified draftsman showing the entire completed system as actually installed. This is the responsibility of the Park developer and shall not be construed to be the responsibility of any other party. This plan set shall be accurate and to scale. The legend shall also be modified to designate any “record” changes. These As-Built Plans shall be drawn on/over the approved construction plans, shall be dated, and clearly labeled “AS-BUILT PLANS, RECORD DRAWING.”
3. The Park developer shall also provide and install a legible reduction of the As-Built Irrigation Plan sheet with color coded zone map, laminated in plastic, in the controller enclosure at the Job Site.

### 2.8.E Recordable Documents

This section presents detailed specifications for the preparation of significant development related documents which ultimately are filed or "recorded" with the appropriate County Clerk.

The major and most significant document discussed is the Final Plat as required by the current Subdivision Ordinance of the City of Rio Rancho (Chapter 155 – Subdivisions). The preparation of a preliminary plat is also discussed in detail since the preliminary plat, when approved by the Planning and Zoning Board, becomes the basis for preparation of the Final Plat.

Examples of appropriate dedication statements on plats and formats for grants of easement by separate instrument for certain purposes, are also included. The other major types of documents discussed are Construction Plans, including but not limited to; Site Development Plans, Grading and Drainage Plans and Landscaping Plans, Traffic Impact Analysis, Geotech Report, Drainage Master Plan, Drainage Implementation Plan, and a Water and Wastewater Availability Statement. Detailed criteria for these types of plans have been developed to assure that information may be consistently found on the plans and that no information is lost due to illegibility when the documents are scanned for record.

### 2.8.E.I. DEFINITIONS

"Plat" means, for the purposes of this section, a formal graphic presentation of subdivided land prepared in the manner specified herein and containing required descriptions of subdivided land, acknowledgment by owners of consent to subdivision, dedications, and certification by the plat preparer.

### 2.8.E.II. GOVERNING REGULATIONS

The Subdivisions (Chapter 155-Subdivisions) ordinance is the primary regulation governing plat preparation for subdivided land within the jurisdiction of the City of Rio Rancho Planning and Zoning Board. Additional requirements related to processing and recording are promulgated by the appropriate County Clerk.

### 2.8.E.III. GENERAL REQUIREMENTS FOR ALL PLATS

This section covers requirements for (1) Preliminary Plats which are required as a step toward Final Plat preparation and approval; (2) plats intended for abbreviated procedure called Summary Plats [generally Final Plats involving minor subdivisions with no increase in the number of lots, a decrease in the number of lots, minor boundary changes, or are for a limited special purpose and which by their nature are appropriate for abbreviated processing; (City of Rio Rancho Ordinance Chapter 155.26)] and (3) Final Plats of proposed subdivisions submitted for approval to the Planning and Zoning Board.

The following are requirements for all plats (detailed requirements for specific types of plats are given in subsequent subsections):

#### 2.8.E.III.a. Title of Plat

The name of the subdivision or legal description created by the plat should be placed near the upper right-hand corner of each plat sheet and should be the boldest lettering on the sheet.

#### 2.8.E.III.b. Subtitle of Plat

Immediately below the Title of Plat and in the form of a brief statement is the subtitle of the Plat. Examples are "Replat of (lands being replatted) ...to... (new name)" or "Subdivision Plat" or "Annexation Plat".

#### 2.8.E.III.c. Date of Plat

The month and year in which the plat is prepared should be placed immediately below the Subtitle of the plat on each sheet.

#### 2.8.E.III.d. Location Map

A reduced scale vicinity map showing the relationship of the lands of the plat to well-known principal landmarks and municipal boundaries should be placed in the upper left-hand corner of the plat sheet or "first sheet" if a multiple sheet plat.

#### 2.8.E.III.e. Scale and North Arrow

Drawing scale must be shown as both equivalent scale and graphic scale, preferably immediately below the north arrow which must be shown in proper orientation with respect to the plat lines on each plat sheet. A north arrow must also be provided to orient the location map.

#### 2.8.E.III.f. Purpose of Plat

The purpose of plat statement is a description of the intent of the platting action application. This should delineate at a minimum 1) what is being created by the plat, 2) all dedications of Right-of-Way, 3) easements granted and 4) any vacations of Rights-of-Way or easements.

#### 2.8.E.III.g. Plat Boundary Lines

Plat boundary lines must be shown as the boldest lines on the plat sheet and must be properly oriented and annotated giving the bearings and distance of all lines in degrees, minutes, and seconds and the basis for such bearings. The distances of all lines must be drawn to correct scale and dimensioned in feet, correct to hundredths or other functional reference system.

#### 2.8.E.III.h. Tie to Permanent Survey Monuments

Ties to Permanent Survey Monuments from the plat boundary lines must be shown giving monument identification, New Mexico State Plane, Central Meridian Datum Coordinates, and bearings and distances of courses establishing ties; bearings in degrees, minutes and seconds, and distances in feet to hundredths. (See Chapter II.6, Surveys and Permanent Monumentation of the DPM, and City of Rio Rancho ordinances; Chapter 155, for more information).

#### 2.8.E.III.i. Existing Easements

Existing easements within, along, or intersecting the plat boundaries must be shown giving correct location, dimensions, and purpose or nature of right of easement. Existing easements which are to remain in the Final Plat should be drawn in light lines or dashed lines and clearly labeled. Easements intended to be abandoned or vacated by Final Plat approval should be shown as ghost lines, easily distinguished from lines for easements to remain, and must be clearly labeled including the intent to abandon or vacate. Vacation of easements will require additional documentation; see subsection D of this chapter.

#### 2.8.E.III.j. Existing Public Right-of-Way

Existing public right-of-way along or intersecting the plat boundary or boundary streets of the plat must be shown giving correct locations and dimensions, purpose or nature, and name, if applicable.

#### 2.8.E.III.k. Total Area of Plat

Total area of plat within the plat boundaries must be shown in acres, rounded to four decimal places for the type of plat being prepared.

#### 2.8.E.III.l. Monument Description and Location

Monument description and location must be shown for all found monuments and for all monuments set or, if a Preliminary Plat, intended to be set within or related to the plat boundary and ties thereto. Monument description must include the registration number of the surveyor who set the monument or the number which appears on found monuments. Reference DPM Chapter II.6- Surveys and Permanent Monumentation.

#### 2.8.E.III.m. Disclosure Statement

A disclosure statement is required of all plat packages. The Preliminary and Final Plat shall be accompanied by a disclosure statement in accordance with the standardized format provided in Appendix 2.1.2 of this chapter. The purpose of the disclosure statement is to permit the prospective purchaser, lessee, or other person acquiring an interest in the subdivided land to make an informed decision about the purchase, lease, or other conveyance of the land.

#### 2.8.E.III.n. Signature Blocks

The signature blocks will conform to the sample provided below. Applicable signatures vary with the complexity of the plat. Dry Utilities, then SSCAFCA's signature should be obtained prior to the City Engineer. When these are complete, Development Services Department will route for Planning & Zoning Board Chairman's signature or Department Director signature and City Clerk. Other signatures may be obtained in any order most convenient to the applicant/agent.



**Signature Block For Summary Plats:**

\_\_\_\_\_  
Development Services Director name, Development Services Department Director      Date

CITY CLERK CERTIFICATE:

I, City Clerk's name, City Clerk of the City of Rio Rancho, New Mexico do certify that the summary plat shown hereon was approved administratively by the Rio Rancho Director of the Development Services Department on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
City Clerk's name, City Clerk

**County Signature Block:**

***County Treasurer***

I, County Treasurer's Name, Treasurer of Sandoval County, New Mexico, do hereby certify that the previous ten (10) years of property taxes due and payable for the property shown hereon have been paid in full.

\_\_\_\_\_  
Sandoval County Treasurer      Date

***County Clerk***

STATE OF NEW MEXICO)

COUNTY OF SANDOVAL    SS

This instrument was filed for record on \_\_\_\_\_, 20\_\_ at \_\_\_\_\_, \_\_.m., recorded in Volume \_\_, of records of said County, Folio \_\_\_\_\_ as Document No. \_\_\_\_\_.

(Rio Rancho Estates Plat Book Number \_\_\_\_\_, page \_\_\_\_\_)

\_\_\_\_\_  
County Clerk and Recorder      Date'

***Southern Sandoval County Arroyo Flood Control Authority***

\_\_\_\_\_  
Chair of the Board, Southern Sandoval Arroyo Flood Control Authority (SSCAFCA)      Date

NOTE: SCAFCA's signature block will vary depending on the plat. Contact SCAFCA for the correct wording.

#### 2.8.E.III.o. Registered Surveyor Certification

Certification is required by the registered land surveyor who performed the surveys for the plat and who prepared the plat certifying the accuracy of the surveys and the plat. Registered land surveyor must also certify that the surveys were either performed by the surveyor or under his or her supervision, and that the plat was prepared by the surveyor or under his or her supervision. If the plat is prepared from record documents only, the certification should so state.

Note: Plats which do not contain clearly identified ties to permanent survey monuments by either record or existing found monuments will not be accepted.

#### 2.8.E.III.p. Jurisdictional affidavit

Jurisdictional affidavit by surveyor stating the subject property is within the platting jurisdiction of the City of Rio Rancho.

### 2.8.E.IV. RECORDABLE DOCUMENT SUBMITTAL MATERIALS

1. Preliminary Plats must be drawn on stable reproducible transparent material.
2. Final Plats must be drawn in permanent black ink on stable reproducible, polyester, transparent material or produced by other means resulting in a permanent, stable, and reproducible transparency. All signatures must be original, not reproduced. Plat sheet size for single sheet plats may be any of the following sizes currently accepted by the County Clerk: a (8 ½" x 14"), b (12" x 18") c (18" x 24"). The maximum acceptable sheet size for any plat is 24"X 36". The sheet size chosen must accommodate adequately all required data at the required scale. Multiple sheets may be required for large or complex plats. Sheet size for multiple sheet plats must be at least 18" x 24". Spliced plat sheets are not acceptable.
3. Adhesive materials or notes may not be used for line work or dimensions bearings of lines or notes on Final Plats. Signatures must be original. Plats assembled with adhesive materials are not considered acceptable.

### 2.8.E.V. PRELIMINARY PLAT REQUIREMENTS

Reference City of Rio Rancho, Chapter 155: Subdivisions, for subdivision procedures.

The following requirements for preliminary plats are in addition to the General Requirement for Plats, listed above:

#### 2.8.E.V.a. Scale

Must be 1" = 200', or larger (1" = 100' preferable)

#### 2.8.E.V.b. Additional Plat Specific Data Required for Construction Plans

##### 2.8.E.V.b.i. Proposed Monumentation

1. Proposed benchmark locations.
2. Proposed Permanent Survey Monument(s) location and method of tie to plat boundary.
3. Proposed subdivision control monuments location and type.

#### 2.8.E.V.b.ii.Existing Conditions

1. Type and width of paving on existing streets intersecting, along, or within 150' of the plat boundaries.
2. Existing utilities within and adjacent to plat, including the location and size of:
  - a. Water Wells.
  - b. Water Reservoirs.
  - c. Water Lines.
  - d. Sanitary Sewer Lines.
  - e. Storm Drains, Channels and Other Drainage Facilities.
  - f. Gas Lines.
  - g. Fire Hydrants.
  - h. Power Lines and Poles.
  - i. Telephone Lines and Poles.
  - j. Street Lights.
  - k. Existing Structures.
3. If not on or immediately adjacent to site, direction to, distance to, and size of:
  - a. Nearest Water Lines.
  - b. Nearest Sanitary Sewer Lines With Invert Elevations.
4. Ground elevation and site based on mean sea level as established by the National Geodetic Survey North American Vertical Datum, 1988 (NAVD, '88):
  - a. For land having slopes less than 1% by contour lines at intervals of not more than 1' and spot elevations not more than 100' apart at selected locations sufficient to define all breaks in grade and drainage features.
  - b. For lands sloping between 1% and 5%, contour lines at intervals not to exceed 2'.
  - c. For lands sloping more than 5% by contour lines at intervals not to exceed 5'.
5. Existing property lines to be eliminated by light dashed lines clearly annotated to indicate elimination intent.

#### 2.8.E.V.c. Proposal Elements – Preliminary Plat

1. Plat boundary gross area in acres to the nearest tenth of an acre.
2. Proposed public right-of-way locations and widths, street widths, and street names.
3. Proposed private way, locations and widths and street widths.
4. Proposed easements of any nature; locations, dimensions, nature or purpose, ownership and any limitations thereto.
5. Proposed block and lot lines with number or letter identification of each block and lot to be created. Lot fronts must be designated on any double fronting residential lots by placement of a one-foot. No Vehicular Access Easement on one of the frontages. Access and addressing must be from the minor street. Areas of all lots in acreage or square feet must be shown on the plat.
6. Locations, dimensions, and approximate area of reserved or dedicated public lands.
7. Proposed ground elevations presented as specified in C.2.b.3. of this section.
8. Locations, dimensions, and approximate areas of proposed multi- family or non-residential areas.
9. Proposed locations of any planned water wells, reservoirs.
10. Any significant topographic features or conditions on-site.
11. Zoning of properties abutting and adjacent to the site.
12. City of Rio Rancho Plat Book & Page numbers and appropriate County Clerk recordation for all abutting or adjacent properties.

## 2.8.E.VI. FINAL PLAT DETAILED REQUIREMENTS

The following detailed requirements for Final Plats are in addition to the general requirements for all plats given in Section 3.3.3.

### 2.8.E.VI.a. Scale

Must be either 1" = 100', or 1" = 50' (1" =50' preferable, when practical).

### 2.8.E.VI.b. Additional Data Required – Construction Plans

#### 2.8.E.VI.b.i. Plat Boundary

In addition to the boundary items required by Subsection B, both record and measured distances and bearings must be shown and identified for all courses in the plat boundary on Final Plats.

#### 2.8.E.VI.b.ii. Plat Area

The total gross area expressed to four decimal places within the plat boundary must be shown on the Final Plat located on the plat as specified in the Subsection B.

#### 2.8.E.VI.b.iii. Planning and Platting Jurisdiction

Final Plats must contain a jurisdictional statement indicating that the plat either does or does not lie with the municipal boundaries at the time of submission for final City approval. If the plat does not lie within the municipal boundaries, the plat must contain a statement that the plat either does or does not lie within the planning and platting jurisdiction of the City of Rio Rancho.

#### 2.8.E.VI.b.iv. Interior Data

The following additional data must be shown within the plat boundary of all Final Plats.

1. All existing public rights-of-ways which will remain and those to be created by the plat. Required information includes the following:
  - a. Names of streets.
  - b. Right-of-way widths and locations.
  - c. Right-of-way data including the length, central angle, and radius of all curves in right-of-way lines.
  - d. Centerline data including the length, central angle, and radius of all curves.
2. All easements, both existing and those to be created by the plat giving the following information:
  - a. Location and dimensions by bearing and distance.
  - b. Purpose.
  - c. Limitations, if any.
3. Any easements intended to be abandoned, identified as "to be abandoned or vacated by this plat". Easements may only be vacated by this means if legal consent of all those holding legal interest in the easement is provided on the Final Plat. If vacated by separate procedure or instrument, the approved document must be identified by title and appropriate County Clerk recordation identification.
4. All block and lot lines giving the following information:
  - a. Location and dimensions of all lot lines by bearing and distance, lot widths and lot depths.
  - b. Areas of all lots in acreage or square feet.
  - c. Number or letter identification, in progression, for each lot and each block. No lot identification may be duplicated within a single block and no block identification may be duplicated within a plat

boundary. When combining lots, label the new lot with the subsequent number and a letter, ex. Lot 5+Lot 6=Lot 5A.

- d. Corner lot fronts must be designated by an “F” for all single-family residential lots.
5. Any lots dedicated or reserved for public use must be identified giving location and dimensions by bearing and distance, area in acres or square feet, and the intended purposes. If dedicated by a separate instrument, the document identification and County Clerk recordation information is to be included.
6. Emergency access roads, fire hydrants and anything else required by the International Fire Code.

#### 2.8.E.VI.b.v. Exterior Data

The following information concerning elements exterior to the plat boundary must be shown on the Final Plat:

1. Identification of lands adjoining the platted land, giving the identity of recorded subdivision plats, including the County Clerk recordation information, and City of Rio Rancho Plat Book and Page numbers. Other parcels of land with other types of legal descriptions shall use the most accurate identification available.
2. All streets on adjacent lands which intersect the boundary or boundary streets of the plat must be shown giving the location, dimensions of right-of-way and name. Private ways which intersect the plat boundary or boundary streets must be shown similarly.

#### 2.8.E.VI.b.vi. Subdivision Data

The following additional general information must be shown on the Final Plat:

1. The total miles of full-width streets and the total miles of half-width streets, as well as the total miles of all streets created by the plat.
2. The total number of lots and or tracts created by the plat.
3. The case number of the plat as assigned by the City Development Services Department.
4. The date, including at least the month and year, of the survey.

#### 2.8.E.VI.b.vii. Metes and bounds description

A metes and bounds description, of the exterior boundary of the platted land must be given on the Final Plat. The caption portion of the description must include reference to the most recent recorded identification of the lands being subdivided or platted and the County recordation information therein. The description is to be located within the central one third of the area of the first sheet of the Final Plat, beginning near the upper margin.

#### 2.8.E.VI.b.viii. Consent and dedication statements

1. A statement or statements must be on the Final Plat clearly stating that the proposed plat represents the desires of the owners and that all dedications, grants of easements and other public features of the plat are given for public use in perpetuity with the knowledge and free consent of the owners. Separate clauses of such statements may be necessary for specific special purpose features such as drainage easements. Unless otherwise approved by the planning authority, all grants of easements to the City must generally allow use for other purposes (e.g., drainage easements must also allow for installation of underground sanitary sewer and water lines). The granting of easements shall not obligate the City of Rio Rancho to maintain natural arroyos, drainage channels, or facilities that do not meet the standards of the

City Engineer for design and construction, nor shall this granting require the protection of property lying outside of the easements granted.

2. All lands dedicated for public rights-of-way are to be dedicated in fee simple and the dedication statement must so state.
3. If lands are to be dedicated as parks within or associated with the plat, the dedicated park land must be clearly indicated on the plat, as described herein for public areas. A separate deed for the dedicated land is required and must be provided to the City after the plat to complete the land transfer.
4. If the plat includes any private ways, there must be a statement on the plat establishing the permanent legal character of such private ways, and the statement must be acknowledged by the owners. The statement must indicate the permanent owners of the rights granted in the private ways. A typical form of such statement might read:

*"Private ways (streets) shown hereon are hereby granted as permanent access easements to be indivisibly, privately and collectively owned by the owners of the individual properties which the easements serve."*

Similar statements must be provided if other ownerships are intended. However, the permanence of access rights to individual properties must be indicated.

If any private way on the plat serves more than one (1) lot and is not to be paved prior to request for plat approval, a bond assuring required paving must be posted with the City.

5. All owners' signatures on the plat must be acknowledged in the manner required for acknowledgment of deeds.

#### 2.8.E.VI.b.ix. Certifications/ Signatures:

The following certifications/signatures are required to be on the Preliminary and Final Plat:

1. Certification by the registered land surveyor who performed the surveys for the plat and who prepared the plat certifying the accuracy of the surveys and the plat, and that the surveys were either performed by the surveyor or under his or her supervision, and that the plat was prepared by the surveyor or under his or her supervision. If the plat is prepared from record documents only, the certification should so state. Reference DPM Chapter II.6 Surveys and Permanent Monumentation. Plats which do not contain clearly identified ties to permanent survey by either record or existing found monuments will not be accepted.
2. Jurisdictional affidavit by surveyor stating the subject property is within the platting jurisdiction of the City of Rio Rancho.
3. Certification by utilities that respective needs, if reasonable, are met by the plat. Xfinity, CenturyLink, and Sparklight PNM Electric Services and New Mexico Gas Services are the firms currently providing local service which should make such certification by authorized representatives.
4. Certification by the City Engineer or his/ her designee that:
  - a. The requirements of the Department of Public Works, Utility Division have been met.
  - b. Required monumentation is in place or that satisfactory arrangements for deferred monumentation have been made, including financial security and that surveys have been found in compliance with design standards.
  - c. Water courses and storm drainage provisions are approved.
  - d. Street and alley configuration, right-of-way width, street width, and any private ways are approved.
5. Certification of the Planning and Zoning Board Chairman noting the date that the plat was approved by the Planning and Zoning Board and acceptance of all dedications and/or vacations, if applicable.

6. Certification of the City Clerk noting the date that the plat was approved by the Planning and Zoning Board.
7. Certification of the appropriate County Treasurer that all current and previous property taxes have been paid in full.
8. Certification of the appropriate County Clerk noting the date, time and recording information.
9. Certification by the Southern Sandoval County Arroyo Flood Control Authority (SSCAFCA) that its needs have been met. Either the SSSCAFCA Chairman of the Board or the City Engineer can provide more detailed limits for questionable cases. The requirement for SSSCAFCA approval applies only to plats lying generally east of the north and south diversion channels constructed under SSSCAFCA auspices and west of the Middle Rio Grande Conservancy District channels on the west side of the Rio Grande.
10. Certification by the Planning and Zoning Board Chairman of plat approval noting date and time of the Planning and Zoning Board approval.
11. Certification of the City Clerk of the date the plat was approved either by the Planning and Zoning Board.
12. Certification by the Mayor of conditional acceptance of all dedications and grants of easement for public use. This certification must be accompanied by a statement on the plat indicating such approval and acceptance. An acceptable form of such statement is shown in subsection 7 of this chapter.
13. If lot lines are changed from existing locations and public infrastructure such as water systems, and sanitary sewer systems are in place prior to the proposed platting, the owners of the lands being replatted or seeking such lot line change must certify acceptance of responsibility for any necessary relocation of water or sanitary sewer services to the lots affected by the lot line change.

#### 2.8.E.VI.b.x. Graphic standards

The following standards provide minimums required to achieve satisfactory microfilm reduction and reproduction with current methods. Use of larger sizes of lines and letters is encouraged, providing relative size relationships are maintained.

##### 2.8.E.VI.b.x.1.Lines (See Appendix 2.1.1)

1. Plat boundary lines must be the most outstanding lines on the plat and must be clearly distinguished solid lines.
2. Interior property lines must be solid lines if created by the plat or distinctively dashed lines if existing and to remain or existing and to be changed by the plat. The lines must be less bold than the plat boundary. Dashed lines used for existing property must be distinguished by either pattern or notation to identify clearly, whether they are to remain, relocated or eliminated by the plat.
3. Easement lines must be dashed lines of a pattern distinctively different from that used for existing property lines. Easement lines to be created by the plat must be clearly distinguished from existing easement lines by either pattern of dashing or notation. Existing easement lines to remain must be similarly and further distinguished from existing easement lines which are to be altered by the plat.
4. Public right-of-way lines, other than coincident with plat boundaries must be solid lines if created by the plat or if existing and to remain. Existing public right-of-way lines must be dashed if they are to be altered by the plat. Notation must be provided to distinguish existing lines of public right-of-way which are to remain clearly from lines of public right-of-way to be created by the plat.
5. Border lines must be provided on plat sheets, drawn as a solid line.

##### 2.8.E.VI.b.x.2.Lettering Standards

1. Plat title or subdivision name lettering must be the boldest lettering on the sheet.

2. Plat subtitle or purpose lettering must be at least 6.3 mm high.
3. Plat boundary dimensions and bearings of lines must be of font size lettering at least 10 point.
4. The minimum height of freehand lettering for any information on the plat must be no smaller than 1/4 inch tall.
5. The minimum height of mechanical/font size lettering must be no smaller than 12 point.
6. Typed lettering must be of a clear, vertical type style. Gothic or elite is preferred. Italic type styles are acceptable for notable elements only on the plat. Typed material must be smear-proofed by a suitable fixative spray. Typed material which does not provide for satisfactory reduction and reproduction by current methods employed by the City and the County will not be acceptable.
7. Adhesive or pressure applied lettering will not be acceptable. Subject to the requirements for permanency and smear proofing all changes to final plats either added or erased by hand must be done and initialed by the Surveyor of Record.

2.8.E.VI.b.xi. Acceptable forms of language

In general, the plat must be in common English. The following are examples of acceptable forms of language for generally required plat elements. The persons preparing the plat and those who are signatory to any aspect of the plat are cautioned that it is their responsibility to assure that the statements they make or certify to on the plat clearly express their desired intent, and that they have the legal right and authority to certify, consent, or dedicate as their signature indicates.

2.8.E.VI.b.xi.1. Surveyor's Certification

"I, \_\_\_\_\_, a registered professional land surveyor under the laws of the State of New Mexico, do hereby certify that this plat was prepared by me or under my supervision, and meets the minimum requirements of monumentation and surveys of the City of Rio Rancho Subdivision Ordinance Chapter 155, and that it is true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
John Q. Surveyor  
NMS No. 0000

\_\_\_\_\_  
Date

Note: Title reports, when used, must be current as of the dates of the plat.

2.8.E.VI.b.xi.2. Jurisdictional Affidavit

"I, \_\_\_\_\_, New Mexico Professional Surveyor Number \_\_\_\_\_ hereby affirm that the property described does lie within the platting and extra-territorial subdivision jurisdiction of the City of Rio Rancho.

\_\_\_\_\_  
John Q. Surveyor  
NMLS No. 0000

\_\_\_\_\_  
Date

2.8.E.VI.b.xi.3. Free consent and dedication

"The subdivision hereon described is with the free consent and in accordance with the desires of the undersigned owner(s) and/or proprietor(s) thereof and said owner(s) and/or proprietor(s) do hereby dedicate all streets and public right-of-way shown hereon to the City of Rio Rancho (Sandoval County) in fee simple with warranty covenants and do hereby grant all utility easements shown hereon to the public use forever including the rights of ingress and egress (both surface and subsurface). The undersigned owner(s) and/or proprietor(s) also grant to the City of Rio Rancho in perpetuity all sanitary sewer, water line, and drainage easements shown hereon including the right to construct, operate, inspect, and maintain sanitary sewers, water lines, and drainage facilities therein. Unless specifically limited elsewhere on this plat, all easements granted to the City of Rio Rancho may be used for any or all of the purposes of sanitary sewer, water line, or drainage facility even though only one of these purposes is stated on the easement as drawn on the plat."

Note: Any special easements, private ways, reverter clauses, or other qualifying statements should be inserted in the body of this declaration prior to the concluding statement and signatures. If park land is dedicated, a separate deed is also needed and the County recordation information of such deed should be referenced. If cash in lieu of dedication is provided, the fact must be noted on the plat.

"The undersigned owner(s) and/or proprietor(s) do hereby freely consent to all the foregoing and do hereby represent that I/we am/are authorized to so act."

\_\_\_\_\_  
Owner/Proprietor name typed or printed

\_\_\_\_\_  
Owner/Proprietor's Signature

\_\_\_\_\_  
Date

If there are other holders of equitable interest in the property being platted or subdivided, the following statement should be added to the consent and dedication material:

"The undersigned holder of an equitable interest (either by reason of a mortgage, deed of trust, purchase contract, or option contract) in some or all of the real property included in the (plat or subdivision) herein described, hereby ratifies that (plat or subdivision) and subordinates (his, her, etc.) interest in the property to that (plat or subdivision).

\_\_\_\_\_  
Equitable Interest Holder's Name Typed or Printed

\_\_\_\_\_  
Equitable Interest Holder's Holder of  
Equitable Interest Signature

\_\_\_\_\_  
Date

#### 2.8.E.VI.b.xii. Disclosure Statement

A disclosure statement is required of all plats. Plats shall be accompanied by a disclosure statement in accordance with the standardized format provided in **Appendix 2.1.2** of this chapter. A disclosure statement shall be required for all subdivisions. The purpose of the disclosure statement is to permit the prospective purchaser, lessee, or other person acquiring an interest in the subdivided land to make an informed decision about the purchase, lease, or other conveyance of the land.

Prior to selling, leasing or otherwise conveying any land in a subdivision, the subdivider shall disclose in writing such information as the City of Rio Rancho requires by regulation, to permit the prospective purchaser, lessee, or other person(s) acquiring an interest in the subdivider's land, to make an informed decision about the purchase, lease or other conveyance of the land.

## 2.9 Public Infrastructure Improvements

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A permit is required prior to the construction, reconstruction, maintenance, alteration, repair, removal or replacement of any curb, gutter, driveway or other concrete work on public property. A Right-of-Way Work Permit is required when any construction activity or utility repair and maintenance activity occurs in the City Right-of-way or easements.

Examples include, but are not limited to, streets; sidewalks; sanitary sewer and water system facilities; drainage and flood control facilities; street lighting; traffic signals; bus bays and bus shelters; and other improvements used by the public or used in common by owners of lots within a subdivision that conform to adopted City design standards. Designs must be reviewed and approved by the City Engineer or designee and staff of other City offices concerned with Infrastructure Improvement Projects. Approval of the design is obtained from the Public Works Department.

The City will not accept maintenance responsibility unless all construction is warranted in accordance with the City Ordinance requirements and the City of Rio Rancho Standard Specifications for Public Works Construction, (Standard Specifications) current edition.

Final acceptance by the City of a completed project requires completed construction in accordance with approved plans and specifications along with any approved revisions. It also requires submittal of acceptable, reproducible, As-Built drawings of the work and payment of all outstanding fees and permits. All necessary easements, covenants and licenses must also be completed prior to acceptance.

### 2.9.A Development Agreements

Development agreements are written agreements between the developer and the City for construction of system improvements which memorializes the terms of construction, the estimated cost of the system improvements, the schedule for initiation and completion of the system improvements, a requirement that the system improvements be completed to accepted City standards, and such other terms and conditions as deemed necessary by the City. Development agreements are negotiated between the City and the developer. The need for a development agreement is determined in coordination with staff.

#### 2.9.A.I. DEVELOPMENT AGREEMENT CRITERIA FOR APPROVAL

Pursuant to City of Rio Rancho Ordinance Chapter 150, Development Agreements for system improvements may be negotiated between the City, and the developer.

#### 2.9.A.II. DEVELOPMENT AGREEMENT PROCESS

Development Agreements are completed by the following process. Applicants submit an application to the Development Services Department after the traffic impact analysis is accepted and the water/wastewater availability letter is granted. The Development Services Departments routes to the appropriate Departments for review of proposed system level infrastructure and proportionate share calculations. If not already included, system level improvements are proposed to be added to the Infrastructure Capital Improvements Plan via Capital Improvements Plan Citizen's Advisory Committee and final approval by Governing Body. The Legal Department and City Administration review the Development Agreement. Impact Fee Credits are issued as system level improvements are accepted by the City.



## **2.9.B Application for Construction within Public Right-of-Way**

### **2.9.B.I. CONSTRUCTION WITHIN THE PUBLIC RIGHT-OF-WAY CRITERIA FOR APPROVAL**

The design standards for construction within the public rights-of-way are found in Chapter 4 Transportation.

### **2.9.B.II. CONSTRUCTION WITHIN THE PUBLIC RIGHT-OF-WAY PROCESS**

The first step is a preliminary design review by the Department of Public Works. The applicant submits plans that include any required materials to the Development Services Department. Construction Plans and Specifications must be prepared in accordance with current Standard Specifications unless otherwise approved. Format and content of plan sets shall be as outlined in Section 2.8. Plans submitted at this stage are required to be 60% to 95% complete. The Public Works Department reviews plans and returns comments generally within thirty (30) business days. The applicant must either incorporate the City review comments into the proposed final plans or propose acceptable alternatives. The applicant submits an estimate of the quantities of materials for the project. Materials listed on the estimate sheet must conform to that in the current Standard Specifications where applicable. After the approval of construction plans, letters, applicable reports, and estimates, a Pre-Construction Meeting is scheduled with all the relevant parties to discuss the construction phase. The final submittal shall include signed and sealed copy of the Construction Project Plans for City Signature. During the construction phase, Public Works Department staff will conduct inspections and a final inspection and post-construction acceptance.

“Working Record Drawing” plans shall be submitted, by the Contractor, as redline drawings with correct survey data for review, once a month, to the Construction Management Team. If the “Working Record Drawing” plans are not adequate, then that month’s progress payment will be denied until the deficiency is corrected. The Construction Management Team will be the Firm hired by the City to perform Construction Management Duties unless otherwise specified.

When the project is complete, construction Record Drawings shall be submittal for all improvements within the City of Rio Rancho’s right-of-way or easements. The submitted Record Drawings shall be a set that is stamped and sealed by a Professional Engineer or Registered Land Surveyor with the “Record Drawing Certification (Appendix C)” approval block included. Approvals shall be valid for one (1) year. Projects that have not commenced construction within this time shall be resubmitted for approval prior to construction.



## 2.9.C Grading and Drainage Improvements

### 2.9.C.I. CRITERIA FOR APPROVAL

The design standards for grading and drainage improvements are found in Chapter 4 Drainage, Flood Control, and Erosion.

### 2.9.C.II. PROCESS <sup>2</sup>

The process for development, design, and approval of infrastructure improvement plans for Private Development projects is laid out below. Submittal requirements are found in Section 2.8.

#### 2.9.C.II.a. Pre-Design Phase

The Pre-Design Conference allows the developer, consulting engineer, and other City/SSCAFCA staff to discuss detailed design requirements, the consulting engineer's approach to implementing drainage infrastructure requirements, construction phasing for partial acceptance, and the subsequent design and review procedures. For complex projects, this phase shall begin with a Pre-Design Conference with staff.

To schedule a Pre-Design Conference, the applicant submits the following to the Development Services Departments:

1. A letter requesting a pre-design meeting.
2. A Sketch Plat/Plan (if available, a Preliminary Plat and Findings may be substituted).
3. A copy of the Conceptual Drainage and Grading Plan.
4. The cost of the land being dedicated, or the cost of the easement being granted.

If an applicant does not have all required submittals available, the developer may still apply for a Pre-Design Conference with the City/SSCAFCA. However, the outcome of the conference will be a limited instruction, pending receipt of the remaining required submittals.

Topics of discussion at the Pre-Design Conference may include the following:

1. Partial Acceptance: When application for design and construction of public infrastructure improvements is made, the developer indicates on the application if partial acceptance of the proposed construction will be requested. Partial acceptance will be a topic for discussion at the Pre-Design Conference. Each subdivision for which partial acceptance of improvements is requested will be examined at the Pre-Design Conference to determine what parts, if any, can function adequately without the remaining parts. These will be designated the "stand alone" parts. If no "stand alone" parts can be determined, then the infrastructure improvements cannot be partially accepted. If "stand alone" parts are identified, the developer may achieve partial acceptance of the infrastructure improvements for these parts by:
  - a. Dividing the entire subdivision into projects for each of the "stand alone" parts (each project will have its own separate pre-construction).
  - b. Assuring construction of required infrastructure in accordance with Section 9 of SCAFCA's Drainage Policy.
2. The financial guarantee option selected by the developer.
3. The requirement (prior to acceptance of "stand alone" parts by the City) that the developer or agent must provide to the City all data, such as As-Built drawings, GASB 34/35 information, etc., necessary for operation and maintenance of the improvements being accepted. Warranty will commence at the time a

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<sup>2</sup> Existing content moved from Chapter II-2 Drainage, Flood Control, and Erosion Control

Certification of Completion and Acceptance Letter is issued by the City/SSCAFCA. If bonding is used, written acceptance will not occur until the bond is obtained by the developer for the City's/SSCAFCA's benefit.

Minutes of the meeting are prepared delineating the items discussed, and agreements reached for the signature of the participants.

#### 2.9.C.II.b. Design and Review Phase

During Design Development, the consulting engineer prepares plans according to guidelines of the Pre-Design Conference, incorporating any required materials into the infrastructure design. Construction Plans and Specifications must be prepared in accordance with current Standard Specifications unless otherwise approved by the City.

The Preliminary Design Review consists of staff and SCAFCA reviewing plans for completeness, quality, and content. If the submittal is unacceptable, areas of major concern are identified, and the submittal is returned to the Consulting Engineer for corrections.

The Consulting Engineer must either incorporate the review comments into the proposed final plans or propose acceptable alternatives. Reviewers must approve all proposed alternatives. The Consulting Engineer prepares an estimate of the quantities of materials and associated costs for the project.

The applicant submits final drawings with all corrections (with redlines) as required and all additional reports, technical studies and related documents to the City. The complete package of required submittals must be received prior to City/SSCAFCA signing the final plans.

#### 2.9.C.II.c. Construction Phase

##### 2.9.C.II.c.i. Pre-Construction Phase

1. During this phase, all arrangements required to complete the construction contract between the developer and the contractor, or City/SSCAFCA and contractor, are identified.
2. The applicant submits the necessary contract documentation to the City, including the following:
  - a. Copy of the subdivision approval agreement and financial guarantee.
  - b. Copy of construction contract with licensed contractor reflecting work detailed on approved plans and engineers estimate.
  - c. Insurance certificate.
  - d. Performance/Warranty Bond (or equal) and Labor and Material Payment Bond.
  - e. Other items if applicable:
    1. Copy of necessary easements.
    2. Copy of State Highway Department permits.
    3. Copy of SWPPP and USEPA Stormwater NOI.
    4. Copy of utility company encroachment permits.
    5. Copy of USACE 404 permit.
    6. MRGCD approval and License Agreements.
    7. Approval of other entities or utilities as necessary for project scope.
    8. Reproducible copy of recorded plat for plan set as required.
    9. Construction Schedule.
    10. Material Testing Schedule.

### 2.9.C.II.c.ii. Contractor Obtains Permits

The contractor must obtain all the required City permits before release of the work order.

### 2.9.C.II.c.iii. Progress Inspections

For each inspection listed below a request shall be made by contractor to City, or SSCAFCA if applicable, 48 hours in advance.

1. Preconstruction meeting.
2. After construction staking and storm water quality best management practices have been completed and prior to any earthwork.
3. Concrete/shotcrete placement:
  - a. Final subgrade is prepared prior to any rebar/steel being placed.
  - b. Final placement of rebar/steel prior to concrete/shotcrete.
  - c. First placement of concrete/shotcrete.
4. Placement of storm drainpipe (water truck and compaction equipment must be on-site during placement):
  - a. Staking complete and prior to excavation.
  - b. Final subgrade preparation.
  - c. Placement of pipe prior to backfill.
  - d. Placement of lateral connection to mainstem.
  - e. Completion of pipe.
5. Outlet/inlet structures:
  - a. Construction staking complete.
  - b. Final subgrade.
  - c. Form and rebar.
  - d. Concrete/shotcrete.
  - e. Rip rap.
6. Channel Construction:
  - a. Construction staking complete.
  - b. Subgrade preparation complete.
  - c. Rebar installation.
  - d. Concrete/shotcrete placement.
  - e. Inlet placement.

### 2.9.C.II.c.iv. Interim Inspection

If partial acceptance is being requested per conditions of the Pre-Design Conference, the following steps and instructions generally apply except that "Final Acceptance" is identified as "Partial Acceptance". Under partial acceptance, a financial guarantee may be reduced, however the agreement cannot be released until all required drainage infrastructure on the approved Infrastructure List is completed and accepted. If the drainage infrastructures come under the jurisdiction of the Office of the State Engineer (OSE), the following items must be provided by the developer prior to final acceptance by SSCAFCA/City:

1. Written approval by OSE.
2. Transfer of ownership to City/SSCAFCA.
3. Transfer of all documents required by OSE.

The Inspector and contractor shall conduct an interim inspection to determine if the work is ready for final inspection. The contractor will contact City/SSCAFCA seven (7) working days in advance to schedule an inspection.

#### 2.9.C.II.c.v. Completion of Record Drawings

Record Drawings and applicable data must be furnished to the City/SSCAFCA Inspector prior to the final inspection. If not available, final inspection will be delayed until they are available. Information required on the Record Drawings are detailed in Section 2.10. Record drawing submittals shall include the following information:

1. Record drawings prepared according to the requirements of Section 2.8.
2. All testing results.
3. Professional Certification (See *Section 2.8* for standard certification language).
4. Engineer's stamp dated and signed accompanied with a statement indicating substantial compliance with the approved construction drawings and/or deficiencies with recommended corrections.

#### 2.9.C.II.c.vi. Final Inspection

The contractor must complete necessary work prior to requesting final inspection. When the project is ready for final inspection, the developer's construction inspector schedules final inspection seven (7) working days in advance with the Inspector.

1. A water test may be required at the final inspection to verify drainage system operation.
2. At final inspection, a list of discrepancies (punch list) is prepared by the consulting Engineer, or inspecting agency, which is given to the contractor for correction. A copy is sent to the developer, SSCAFCA, and City staff concerned with the project.
3. The Contractor completes work on punch-list items within 30 days and notifies the inspector and all affected parties when ready for verification.
4. If the inspector finds the constructed facility to be sufficient to function properly, a certificate of substantial completion can be issued.
5. Contractor sends Inspector final quantities sheet and invoices.
6. City prepares a Letter of Infrastructure Construction Completion after receiving the following:
  - a. Final quantities sheet.
  - b. Invoices from the contractor.
  - c. Copy of recorded plat and/or copy of recorded easement.
  - d. Revised Record Drawings (One copy) including a reproducible hard and electronic file copy (e.g.) an Auto-Cad/PDF file.
  - e. Copy of all test results, construction pictures and copy of certifications.
  - f. Submittal of a performance bond in accordance with Section 11 of SSCAFCA's Drainage Policy.
  - g. Final quantities sheet, cost of drainage improvements (including the cost of the land) and invoices from the contractor.
  - h. A letter from owner/developer/engineer requesting acceptance from the City/Executive Engineer for warranty period to begin.

Upon acceptance by the City the one year warranty period commences for the structure. The developer/contractor shall be responsible for O&M during the warranty period. Before City takes over responsibility for O&M there will be a post warranty inspection to ensure that the structure condition is as designed and no outstanding issues remain.



## 2.9.D Drainage Submittals

This section presents procedures for making drainage submittals. Requests for approvals of Site Development Plans and/or Subdivision Plats shall be accompanied by a drainage submittal. The particular nature, location and scope to the proposed development defines the degree of drainage detail. One or more of the following levels of submittal may be required based on the following:

1. Conceptual Grading and Drainage Plan: Required for approval of Site Development Plans greater than five (5) acres and Sector Plans.
2. Drainage Plans: Required for building permits, grading permits, paving permits and site plans less than five (5) acres.
3. Drainage Report: Required for subdivision containing more than ten (10) lots or constituting five (5) acres or more.

Current copies of forms and certificates such as the drainage information sheet can be obtained from the Development Service Department (DSD), SSCAFCA or through SSCAFCA's website at [www.sscafca.com](http://www.sscafca.com).

### 2.9.D.I. CRITERIA FOR APPROVAL

### 2.9.D.II. PROCESS

1. All Drainage Submittals and follow-up correspondence should be submitted to the City. For record keeping purposes a Drainage Information Sheet (DIS) must be provided with the subject transmittal. The latest version can be obtained from the City. All Drainage submittals required for building permit, preliminary plat, site development plan, sector plan, grading plan approvals, etc, must be processed through the City's/SSCAFCA's Offices.
2. Upon receipt of a drainage submittal the City will assign a file number, and the submittal will be logged in for review. The submittal will be added to a list that identifies its status in the review process.
3. Correspondence related to drainage submittals must reference the file number assigned by the City upon submittal. These file numbers shall also be referenced on all re-submittals. The use of the file number facilitates the processing and tracking of drainage submittals and related correspondence.
4. Drainage submittals that do not include a DIS, vicinity map, legal description, engineer's seal for Drainage, date and other major items identified on the appropriate DPM format guideline will not be accepted. Only after the information is deemed complete will a submittal be accepted for review.
5. It is the policy of the City's/SSCAFCA's Offices to make responses to new submittals, resubmittals, and follow-up correspondence as soon as possible but not more than thirty calendar days after a complete submittal has been received by that office.
6. All revisions made to a particular submittal must be signed, sealed and dated by the Engineer of Record for all drainage submittals with revisions clearly noted. Resubmittals must be accompanied with the agency's original comments.
7. Approved drainage submittals are in effect for a period of one year (provided no significant changes have occurred which may alter the original submittal) from the date of approval. After one year, if no significant development has taken place, a resubmittal will be required and must reflect all changes in conditions and/or City requirements since the date of last approval.
8. Questions concerning the preceding items should be directed in writing to the City.

### 2.9.D.III. FLOOD HAZARD CERTIFICATION

Compliance with the requirements of the Flood Hazard Prevention Ordinance is required of every applicant for subdivision, site development plan and/or building permit approval. Compliance is achieved by either demonstrating that the proposed project does not lie within a designated flood hazard area or by

demonstrating adequate flood-proofing as required by the ordinance or by removing the site from a flood hazard area through the FEMA map revisions process.

#### 2.9.D.IV. DEVELOPMENT WITHIN FLOOD HAZARD AREAS FOR BUILDING PERMITS

If the site is determined at the time of building permit application to lie within a Flood Hazard Area as shown on the Federal Emergency Management Agency (FEMA) maps on file with the City, then the City will determine if flood-proofing is required. Prior to final approval of building occupancy, certification by a registered professional surveyor or engineer as appropriate must be made so that these flood-proofing requirements have been met.

#### 2.9.D.V. DEVELOPMENT WITHIN FLOOD HAZARD AREAS FOR SUBDIVISIONS AND/OR SITE PLAN APPROVALS

If any improvements are proposed which modify the existing floodplain boundary, an application for a Conditional Letter of Map Change (CLOMC) shall be submitted to the City Floodplain Administrator to be forwarded to FEMA. A Letter of Map Change (LOMC) must be obtained from FEMA after construction is complete. When a CLOMC has been issued by FEMA, a portion or all of the SIA (Subdivision Improvement Agreement) and financial guarantees may be released prior to the LOMC being issued by FEMA. Submittal of a copy of the LOMC from FEMA is required for release of the balance of the financial guarantees and SIA's when issuance is a condition of release.

The following floodplain note must be placed on the plat if a LOMC has not been issued by FEMA: "Portions of the subject property lie within a designated area of special Flood Hazard as shown on the most recent National Flood Insurance Program's Flood Insurance Rate Map. Until such time that a LOMC is issued by FEMA, flood insurance may be required."

#### 2.9.D.VI. DRAINAGE COVENANTS

Occasionally, a developer of a property will choose to employ a drainage scheme that requires installation and maintenance of drainage features on the developer's property or other properties. In those instances where such drainage features must be perpetually maintained to minimize possible damage to other properties or to public properties, the City may require the developer enter into a covenant assuring maintenance of such facilities. There are four (4) types of covenants which are discussed below.

Covenants to run with the land. They generally require the owner of the land to maintain features to City standards and allow the City's entrance upon the property to inspect drainage features for such maintenance as needed. A typical example of such drainage covenant and instructions for the use of the covenant are presented in the DPM.

The following is a brief description of the four types of drainage covenants the City may require the developer to enter into:

1. Private Facility Drainage Covenant - for a privately owned, privately maintained facility, which places maintenance and inspection responsibility on the property owner(s). For example, a cutoff wall to protect property adjacent to an unlined arroyo.
2. Drainage Covenant (no public easement) - for a privately owned, privately maintained facility whose non-function or failure to perform, will cause damage to others. For example, a large detention pond in a shopping center. The maintenance responsibilities lie with the owner. The City, however, has the right to inspect periodically and to enforce proper maintenance.

3. Agreement and Covenant - for a privately maintained facility which is within the City's property (City right-of-way or City easement). The City has the right to inspect and to enforce proper maintenance. For example, phased developments that require temporary retention ponds and/or sediment ponds.
4. Private Facility Drainage Covenant and Reservation of Private Drainage Easement - for a privately owned, privately maintained facility which places maintenance and inspection responsibility on the property owner(s). For example, a pond used in common by more than one property owner.

#### 2.9.D.VII. ENCROACHMENT AGREEMENTS

Occasionally the grading scheme for an approved drainage plan will employ the construction of a retaining wall or other drainage/grading structure outside the periphery of a private property, encroaching into public property. Although such encroachments are discouraged, it is recognized that certain circumstances will require installations of this type. In such event the City normally requires an encroachment agreement with the developer. The encroachment agreement, which runs with the land, allows the developer to install some semi-permanent features on public property meeting criteria established in the DPM. The developer is required to assure the City that such features will be removed in a timely manner if required by the City or, alternatively, that the City will be empowered to remove such encroachments, with the cost of such removal charged to the owner of the property. A standard encroachment agreement together with instructions for the preparation of same, can be obtained by contacting the City.

#### 2.9.D.VIII. DRAINAGE FACILITIES CONSTRUCTION AGREEMENT AND FINANCIAL GUARANTEE

In those instances where financial guarantees are required, the developer enters into an agreement with the City assuring the construction of such facilities. The form of agreement and the nature of acceptable financial guarantee is dependent on the circumstances involved.

#### 2.9.D.IX. FEMA REQUESTS

The consultant should be advised that FEMA has a cost for reviewing private development projects to recover their engineering review and processing associated with the issuance of Conditional Letters of Map Amendments (CLOMA's), Conditional Letters of Map Revision (CLOMR's), Letters of Map Revisions (LOMR's), and Letters of Map Amendments (LOMA's).

FEMA's current fee schedule may be obtained from the City Floodplain Administrator. All fees may be subject to change by FEMA.

Prior to preparing information for a map revision or amendment, it is recommended that a pre-design meeting be initiated with the City Floodplain Administrator to discuss your request. At this meeting, specific information relating to your CLOMA, LOMA, CLOMR or LOMR will be identified. All submittals must be made on current FEMA Forms. All submittals will be sent to FEMA by the City/County Floodplain Administrator.

##### 2.9.D.IX.a. Letter of Map Amendment (LOMA)

The purpose of a LOMA is to provide an administrative procedure whereby FEMA will review the scientific or technical submissions of an owner or lessee of property who believes his property has been inadvertently included in designated A, AO, AE, AH, A99, VE, or V Zones, as a result of the transposition of the curvilinear line to either street or to other readily identifiable features. The necessity for this is due in part to the technical difficulty of accurately delineating the curvilinear line on a FIRM map. These procedures shall not apply when there has been any alteration of topography since the effective date of the FIRM map, which shows the property within an area of special flood hazard.

Any owner or lessee of property (applicant) who believes his property has been inadvertently included in a designated A, AO, AE, AH, A99, VE or V Zones on a FIRM map, may submit scientific or technical information to the City Floodplain Administrator to be forwarded to FEMA for review.

#### 2.9.D.IX.b. Conditional Letter of Map Revision (CLOMR)

A Conditional Letter of Map Revision is FEMA's comment on the effectiveness or impacts of a proposed flood control project or flood plain modification. It is based on FEMA's review of the proposed project and states that if the proposed project is built as designed, it would be cause for a Letter of Map Revision. The CLOMR does not revise the FEMA flood maps.

#### 2.9.D.IX.c. Letter of Map Revision (LOMR)

If land development involves the reclamation of a floodplain or floodway, it is recommended that you contact the City Floodplain Administrator to discuss the specific requirement for a LOMR. The criteria for LOMR's will be per FEMA's latest revision of The National Flood Insurance Program and Related Regulation.

Revisions to effective NFIP maps are most often requested because of physical changes that have taken place in the flood plain. Such changes include, but are not limited to, the construction of new bridges, culverts, levees, or channel improvements and the grading and filling normally associated with development (including the placement of fill to elevate individual structures above the BFE).

Occasionally, revisions will be requested because the analyses used to develop the data shown on the effective NFIP are found to contain errors, or because a requester believes that the use of alternative methodologies or better data will provide results that are more accurate than those obtained from the original FEMA analyses.

1. The typical required submittal for map revisions because of physical changes is as follows:
  - a. General description of the changes (dam, diversion channel, detention basin, etc.).
  - b. Construction plans for as-built condition, if applicable.
  - c. New hydrologic analysis accounting for the effects of the changes.
  - d. New hydraulic analysis using the new flood discharge values resulting from the hydrologic analysis.
  - e. Revised delineations of the flood plain boundaries or floodway.

All requests to FEMA must be accompanied by the latest NFIP forms. Two sets of the required data must be submitted to the City Floodplain Administrator. The Administrator will forward the submittal to FEMA for the map revision. The consultant should be aware that FEMA may request additional data or fees prior to releasing a LOMR.

## 2.9.E Vacation Procedure for Rights-of-Way and Easements

### Step I: Pre-Application Discussion

Discussion of the proposed vacation with the SSCAFCA staff is recommended prior to application filing. The purpose of the discussion is to review City and SSCAFCA policies and procedures applicable to the proposal so that incomplete, inadequate, and inappropriate applications are avoided. City staff may be included in this discussion.

### 2.9.E.I.a. Outcome of Pre-Application Discussion

The purpose of this discussion is to:

1. Review the appropriateness of the request as related to various applicable plans, policies, and ordinances including the Zone Code and/or Subdivision Ordinance.
2. Determine all appropriate procedures/information needed to obtain approval.
3. Determine a preliminary schedule/time frame for approval.
4. Determine a filing date for the application if appropriate.
5. Outline preliminary direction from staff based upon the information submitted.
6. Prepare a written summary of the requirements/procedures to obtain approval.

SSCAFCA and the applicant will sign a written summary of the meeting. Copies of the written summary are given to the applicant/agent and City.

Step 2: Application for a public hearing with SSCAFCA Board of Directors

Submit a letter to the Executive Engineer with all the required information determined at the pre-discussion meeting. The Executive Engineer will advise applicant the date of the public hearing.

Step 3: SSCAFCA Public Hearing

The public hearing gives the general public and area residents opportunity to discuss and speak for or against the request and to elicit additional information which may have a bearing on the request. The applicant or agent must be present at the hearing to speak on behalf of the request and respond to questions.

Step 4: Compliance with Conditions

A normal condition of approval requires SSCAFCA to dispose of all public right-of-way declared surplus through the vacation process. Generally, all utility and drainage easements are retained unless otherwise specified in the Board's decision.

The applicant must also prepare and record a plat which incorporates the vacated right-of-way with adjacent property. Under special circumstances other instruments of conveyance, such as a deed, may be appropriate.

Any conditions must be met within the time period established by SSCAFCA. SSCAFCA may grant an extension by written request. However, all conditions must be met within one (1) year from the date of the original decision.

### 2.9.F Storm Drainage Infrastructure Allocation

This section provides the procedure for the allocation of drainage infrastructure improvements that are generated by and attributable to new development. The purpose of this Procedure is to provide an equitable cost distribution method for drainage improvements that allows for the installation of public drainage facilities with new development and a mechanism to provide for the Cost Allocation to and payment of those facilities by the properties that are seeking development approval and benefit from the facilities.

The City acknowledges that new development may construct drainage facilities that benefit other property within a drainage basin. The provisions of this Procedure provide the manner in which such facilities may be constructed by an applicant and the method to allocate the Cost to benefited property owners.

This Procedure is intended to complement and supplement the Subdivision Ordinance, Erosion Control; Storm Drainage Ordinance and the Flood Hazard Prevention Ordinance of the City, SSCAFCA Drainage Policy and shall be administered in concert therewith. Pursuant to the City Erosion Control Ordinance and SSCAFCA Drainage Policy, all properties proposed for development must provide for the management and conveyance of storm runoff from a fully developed upstream drainage basin.

Administration and enforcement of this Procedure may be delegated to the City Engineer.

This Procedure shall apply to and be required of new development projects requesting platting, site plan and building permit approvals that, prior to the effective date of this Procedure, have not received preliminary plat (and such approval has not expired) and for which the construction of public drainage facilities are required. At the request of the Developer, development projects that have proceeded beyond preliminary plat approvals may be considered for review and application of this Procedure upon approval of the City. Where phasing of drainage facility construction is planned, the provisions of this Procedure shall be applied only to that phase of construction, or phases identified in an approved Allocation Plan, which has not been completed nor commenced.

For development projects for which a drainage submittal to the City has already been made, the applicant shall have the option of proceeding with a standalone project independent of the Allocation Plan or conform to this Procedure.

#### 2.9.F.I. INFRASTRUCTURE ALLOCATION DRAINAGE MANAGEMENT PLAN (ALLOCATION PLAN)

1. Any new development which requires the construction of public drainage facilities that service more than a single platted parcel of land may prepare an Allocation Plan. An Allocation Plan shall be required to support a request for the Cost Allocation of the cost of drainage facilities to benefiting properties. Generally, the Allocation Plan shall (1) define the extent and limits of the drainage basin to be served by the drainage facilities to be constructed; (2) determine the drainage and water quality facilities necessary to collect, control and convey storm water runoff based on the design storm generated within the drainage basin; (3) identify a drainage outfall for the drainage facilities proposed for construction; (4) define the benefited area; and (5) include a Preliminary Cost Allocation Map and a Preliminary Cost Allocation Table. The Preliminary Cost Allocation Table and Preliminary Cost Allocation Map may be prepared based on existing or proposed platting of lands within the benefited area. Previous studies, reports and/or plans may be utilized in preparation of the Allocation Plan, as accepted by the City.
2. The Allocation Plan shall include a current estimate of the total calculated cost of constructing the drainage facilities, including the anticipated costs for engineering studies and design, surveying, planning, Federal Emergency Management Agency Map revisions and amendments construction, construction management, observation and administration, easement, right-of-way and property acquisition, and other incidental costs which can be anticipated. The City's estimated Unit Prices Contract Items, latest edition, shall be used whenever possible.
3. The Allocation Plan shall be prepared and/or amended by or under the direct supervision of a professional engineer registered in the State of New Mexico and competent in the areas of surface water hydrology and hydraulics. The design work referenced above shall be performed in accordance with the City Ordinances, Policies and DPM.
4. The Allocation Plan shall be based upon fully developed conditions, [excepting properties excluded under paragraph G(9)] taking into consideration the current elements of the applicable City land use master

plan(s), or other reasonable land use models, as they relate to the benefited area, and other relevant known factors, such as changes in zoning or development trends not reflected on the master plan(s).

5. The Allocation Plan shall specifically identify and address, but not be limited to, the following:
  - a. Land use assumptions.
  - b. The benefited area, drainage basin and benefit.
  - c. Undeveloped and developed conditions and assumptions which shall be illustrated by a definitive table establishing the specific discharge rate for each property and volume.
  - d. Hydrology/hydraulic analysis.
  - e. Phasing.
  - f. Required drainage facilities and associated infrastructure.
  - g. All costs for the drainage facilities and associated infrastructures.
  - h. Current conditions.
  - i. Anticipated sources of funding independent of the Cost Allocations.
  - j. Required right-of-way.
  - k. How cost allocations are established (methodology).
  - l. All properties within the benefited area (preliminary Cost Allocation Map).
  - m. Preliminary Cost Allocations to properties and identify "excluded" or benefited properties that shall not be allocated, if any.
  - n. A cost allocation Table.
  - o. A cost allocation Map.
6. Neither the City or any other owner or developer of land in the benefited area shall subsequently construct a drainage facility that does not comply with an approved Allocation Plan.

#### 2.9.F.II. REVIEW AND APPROVAL PROCEDURE

1. Pre-Application Meeting. It shall be mandatory that a pre-application meeting occur prior to initiating any of the following steps. Upon request, the City shall schedule a meeting with the applicant to discuss general Allocation Plan procedures and the merits of the proposed Allocation Plan.
2. City Review and Approval. The Applicant shall submit a draft Allocation Plan to the City for preliminary review and comment. The final Allocation Plan shall be approved by the City Engineer at a public hearing after notice in a newspaper of general circulation at least 15 days prior to the hearing prior to initiation of any subsequent steps in these procedures.
3. The approved Allocation Plan shall be on file at the City Engineer's office and open to public inspection.
4. Establishing Cost Allocations
  - a. The method for determining the Cost Allocation associated with each property within the benefited area shall be set forth in the Allocation Plan, in accordance with this section. The Cost Allocation shall be determined by multiplying the total costs of the drainage facilities by a Cost Allocation Factor.
  - b. The Cost Allocation Factor may be calculated by: (1) a proportion of individual parcel area to the total area of the Benefited Area, (2) a proportion of the designed discharge or runoff volume for the property as set forth in the Allocation Plan to the total designed discharge or runoff volume of the public drainage facility to be constructed as set forth in the Allocation Plan, or (3) of a cost sharing matrix which takes into account such factors as property size, designed discharge, floodplain removed, partial basin Cost Allocation, allocation of downstream capacity, ponds reclaimed, frontage, prudent line changes and other factors.
  - c. The method or combination of methods selected for establishing Cost Allocations shall be approved by the City and used in preparing the Cost Allocation Table.

- d. The total calculated cost of the drainage facilities to be constructed shall consist of all costs, including, but not limited to, engineering, surveying, planning, Federal Emergency Management Agency Map revisions and amendments, the acquisition of easements, rights-of-way or other property, environmental permitting and mitigation and construction.
  - e. The cost allocation of the required drainage infrastructure identified by the Allocation Plan for each new development shall be identified on the approved infrastructure list for the new development and shall be required as a condition to final plat, final site plan approval, or building permit approval.
  - f. All money collected through this procedure shall be due at the time of final plat approval or final site plan approval.
  - g. All money collected through the implementation of this Procedure shall be maintained by the City Engineer in a segregated account clearly identifying the payer and the drainage facility within the benefited area for which the payment was made. All money collected through this procedure shall be used to construct the infrastructure as shown on the approved Allocation Plan.
  - h. In the event that the drainage basin extends outside the City's municipal limits, the benefited area may also extend beyond those limits provided that the benefited property owners outside the City's municipal limits consent to participation.
  - i. The exclusion of properties from Cost Allocation shall be subject to the following conditions and qualifications.
    - 1. Properties within the Drainage Basin that will not benefit from the drainage facilities shall be identified in the Allocation Plan but excluded from Cost Allocation. For example, such excluded properties may not reasonably drain to the drainage facilities to be constructed, or which have already been developed with permanent standalone drainage systems and would receive no benefit from the proposed drainage facilities.
    - 2. Permanent Open Space within the Drainage Basin shall be identified in the Allocation Plan but excluded from Cost Allocation. The cost that would have been allocated to the open space will be distributed in accordance with paragraph G (2) to the remaining benefited properties.
    - 3. Public right-of-way shall not be subject to Cost Allocation.
    - 4. The Applicant may choose to exclude property within the benefited area, provided that (1) such exclusion does not increase the Cost Allocations of other properties, or (2) the applicant submits written verification that all of the other allocated properties have agreed to accept the excluded property's Cost Allocation in an equitable or agreed upon manner.
    - 5. Property owned by the United States of America, the State of New Mexico or any other property owned by an entity not subject to the jurisdiction of the City's Planning and Development regulations include ROW owned by SCAFCFA shall not be subject to Cost Allocation.
    - 6. Excluded properties, as approved by the City, shall be limited to existing condition discharge.
5. Design of Drainage Facilities
- a. After the City has approved the Allocation Plan and the applicant is ready to proceed with their development, the applicant shall have the drainage facilities designed by a professional engineer in accordance with the DPM and the approved infrastructure list. The construction plans and specifications shall be submitted to the City for review and, if acceptable, approval.

- b. Construction cost/quantity estimates shall be prepared and approved in accordance with applicable policies of the City and prepared in such a manner that the total cost for Allocation Plan items alone can be determined.
  - c. The construction plans shall not necessarily be limited to Allocation Plan item construction only.
6. Construction and Inspection of Facilities
- a. Upon approval of the construction plans and specifications by the City, completion of applicable competitive bidding, and acquisition of the necessary easements, rights-of-way, environmental mitigation and permitting, or other necessary property interests, the applicant shall cause the drainage facilities to be installed, at the applicant's expense, strictly in accordance with the approved plans and specifications.
  - b. Prior to construction, the applicant or applicant's contractor shall obtain approval from the City, complying with all procedures and practices normally required to obtain same, including but not limited to applicable bonds, subdivision improvement agreements, construction contracts, insurance certificates and fees.
  - c. Construction inspection, surveying and testing shall be performed in accordance with applicable City policies.
  - d. Changes to Allocation Plan related construction items shall be allowed during construction, provided the City approves the field change in writing as being substantially in conformance with the approved Allocation Plan.
  - e. If the change varies by 10% or more of the original estimated Allocation Plan cost, the Allocation Plan shall be amended and resubmitted by the applicant to the City for reapproval.
  - f. Financial guarantees shall be withheld until such time as the Allocation Plan is amended to reflect as-constructed changes and conditions.
7. Temporary or Phased Drainage Facilities
- a. Temporary facilities and phased construction of drainage facilities are only allowed and/or required on a case-by-case basis as determined by the City. The level of protection to be provided by temporary or phased facilities shall be determined by considering:
    - 1. The likelihood and consequences of a failure.
    - 2. Length of time until permanent facilities shall be in place.
    - 3. The acceptance of maintenance responsibilities and legal liabilities.
    - 4. The provision of substantially complete plans of all required permanent allocation plan infrastructure.
  - b. All costs of approved temporary or phased facilities shall be included in the Cost Allocations, as approved by the City, and to the extent that the temporary facilities benefit the area.
  - c. Under phased construction of drainage facilities where the developer is not required by the approved Allocation Plan to install an amount of infrastructure equal to or exceeding his ultimate Cost Allocation to support the development of his phase, the developer installing the drainage facilities shall: (1) install infrastructure equal in cost to the developer's required Cost Allocation, as determined by the completed Allocation Plan improvements without phasing, or (2) pay cash or post a suitable financial guarantee acceptable to the City in an amount equal to the difference between the cost of drainage facilities constructed and the developer's required Cost Allocation, as determined under the completed Allocation Plan improvements without phasing.
8. Updating Allocation Plan and Cost Allocations
- a. Allocation Plan and the Cost Allocations shall be updated with each subsequent development or as required by the City.
  - b. As determined by the City Engineer, the Allocation Plan shall be reviewed and/or updated to reflect changed conditions within the drainage basin.
9. Appeals; SSCAFCA Executive Committee

- a. Any applicant aggrieved by a decision or actions of the City Engineer or absence of such decision, may appeal such decision to the Executive Committee of SSCAFCA. Such appeal shall be made by notice of appeal in writing addressed to the Chairperson of the Executive Committee and delivered to SSCAFCA within 30 days after the date the decision was mailed to the applicant. The Chairperson of the Executive Committee shall notify the applicant and the Executive Committee Members of the date, time, and place of the appeal hearing at least five days prior to the hearing date. Such hearing shall be conducted not earlier than ten days no later than 30 days after the filing of the notice of appeal. At the hearing, the Executive Committee may consider such facts, exhibits, and engineering principles as may be presented by the appellant or the Executive Engineer or his designee, or of which the members may have knowledge or experience, and may affirm, reverse or modify the decision appealed from, and attach as condition to their decision such requirements as in their opinion may be necessary or appropriate in compliance with the policies of §§ 1 et seq. to safeguard persons and property from storm water runoff. Each decision of the Executive Committee shall be in writing and shall state reasons, therefore. A copy of the decision shall be promptly mailed to the applicant and to the Executive Engineer and City Engineer.
- b. The Executive Engineer or applicant aggrieved by any decision of the Executive Committee may appeal such decision to the SSCAFCA Board of Directors. Such appeal shall be requested by notice of appeal in writing addressed to the Chairman of the SSCAFCA Board of Directors within 30 days after the date a copy of the decision was mailed to the applicant. Such appeal shall be heard after notice at the first available meeting of the SSCAFCA Board of Directors. The SSCAFCA Board of Directors may affirm, reverse, or modify the decision of the Executive Committee. A copy of the decision shall be promptly mailed to the applicant and to the Executive Engineer and City Engineer.

## 2.10 Record Drawings

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Upon completion of construction, record drawings shall be prepared and submitted for review and approval. They shall reflect all changes from the original, approved construction drawings, including sizes, materials, horizontal locations, and elevations, as applicable.

### 2.10.A Criteria for Approval

Record drawing criteria is found in *Section 2.8*.

### 2.10.B Process for Developer Projects

1. “Working Record Drawing” plans shall be submitted, by the Contractor, as redline drawings with correct survey data for review, once a month, to the Developer’s New Mexico Licensed Engineer. These drawings will need to be initialed and dated by the reviewer for them to be valid.
2. At the end of the project/subdivision, the Contractor will provide the Developer’s New Mexico Licensed Engineer the valid redline drawings with correct survey data. The Developer’s New Mexico Licensed Engineer will then make digital changes to the original Construction Plans.
3. A set of Final Record Drawings stamped and sealed by a Professional Engineer or Registered Land Surveyor with the “Record Drawing Certification (2.11.Y)” approval block included will then be submitted to the City. On any sheet where a change to the original construction drawings has been made “Redrawn for Record” shall be placed on that sheet.

## 2.10.C Process for Capital Projects

1. “Working Record Drawing” plans shall be submitted, by the Contractor, as redline drawings with correct survey data for review, once a month, to the Construction Management Team. If the “Working Record Drawing” plans are not adequate, then that month’s progress payment will be denied until the deficiency is corrected. These drawings will need to be initialed and dated by the reviewer for them to be valid.
2. At the end of the project, the Contractor will provide the Construction Management Team the valid redline drawings with correct survey data. The Construction Management Team will be the Firm hired by the City to perform Construction Management Duties unless otherwise specified. The Construction Management Team will then make digital changes to the original Construction Plans unless the City includes these changes in the Contractor’s Contract.
3. A set of Final Record Drawings stamped and sealed by a Professional Engineer or Registered Land Surveyor with the “Record Drawing Certification (2.11.Y)” approval block included will then be submitted to the City. On any sheet where a change to the original construction drawings has been made “Redrawn for Record” shall be placed on that sheet.

## 2.11 Development Procedures Appendices

### 2.11.A Project/Plan Submittal Letter

Project Manager Name

Date: XXXXXX

Department of Public Works – Development Section  
3200 Civic Center Circle  
Rio Rancho, NM 87144

PROJECT/SUBDIVISION NAME

LEGAL DESCRIPTION (IF APPLICABLE)

Dear Project Manager's Name:

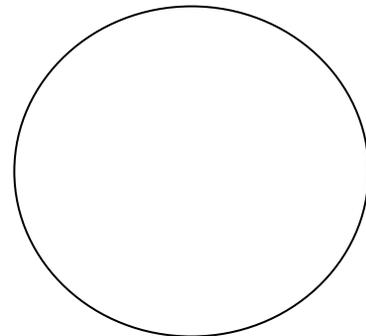
With this Project/Plan Submittal Letter I, the Engineer of Record for the said PROJECT/SUBDIVISION, do hereby certify the following:

1. That all submitted plans, reports, and etc. comply with current City of Rio Rancho Development Process Manual Chapters, City of Rio Rancho Standard Details, and Codes and Ordinances.
2. That all previous redline comments have been included in this submittal or that a valid accepted consensus has been reached where a comment cannot be incorporated (attach documentation).
3. That the submittal is complete and ready for review. If it is found that the submittal is incomplete, the City will return without any review.
4. The submittal requires one of the following (circle one):
  - a. No Variances.
  - b. Attached Variances.

Certification to the aforementioned by: ENGINEER OF RECORD

Seal and Sign

Using P.E. Stamp



## 2.11.B Final Project Submittal Checklist

Unless otherwise noted below, submittal documentation should be electronic. One complete copy of the entire submittal package is required. (City should use the checklist previously developed.)

**Project Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Documents:

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- Final Drainage Report with all amendments and approved changes
- Sewer Report with all amendments and approved changes
- Water Report with all amendments and approved changes
- Traffic Impact Study with all amendments and approved changes
- Geotechnical Report
- Pad Certifications
- All physical construction test results (compaction, concrete, asphalt, etc.)
- All construction permits
- All Operation and Maintenance Manuals (including shop drawings)
- Detention Basin Capacity Certifications (certified by a registered surveyor or engineer for all detention basins. The certification should reference the volume in acre feet referenced in the drainage report; a sketch of the Record Drawings basin; calculations of the as- built volume in acre feet.

### Approval letters from Utilities or Agencies where applicable:

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- Proof of payment of all fees as stipulated in the approval of Final Plat
- Water Availability Letter issued by the Department of Public Works Utilities Division \*
- Sewer Availability Letter issued by the Department of Public Works Utilities Division \*
- Southern Sandoval County Arroyo Flood Control Authority \*
- Sandoval County Environmental Services Department Approval of Construction

*\*Letter shall state the agency has approved the construction and the Record Drawings.*

### Recorded Plat/Map of Dedication:

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- 24" by 36" black line
- Half size (no larger than 11" X 17") black line
- Submitted electronically

**Record Drawings as Pertains to your Project: (1 Bond set as listed below)**

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- Record Drawings plans – Grading and Drainage
- Record Drawings plans – Water
- Record Drawings plans – Sewer
- Record Drawings plans – Paving
- Record Drawings plans – Storm Drain

**Additional Items:**

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- Copy of the Punch List signed off by the inspector (Must accompany the submittal in order to be accepted)
- Proof of payment for Traffic Signals (if applicable)

## 2.11.C Checklist for Submittal of Preliminary/Bulk Plats

Yes No

- Letter of authorization from the property owner if application is to be managed by another representative. Letter must include name of subdivision, agent and signature of property owner.

### Preliminary Plat

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Yes No

- Title of Plat
- Subtitle of Plat
- Date of Plat
- Location map with major roads labeled
- North arrow
- Scale of at least 1 inch to 200 feet in standard engineering increments (100 feet is preferable)
- Statement noting purpose of plat
- Plat boundary (boldest lines on plat) annotated with bearings in degrees, minutes and seconds, with basis for bearings noted or shown and dimensions in feet to the nearest hundredth foot (0.00)
- Location and description of all monuments found or set within the plat area and tie to State Plane Coordinate System, Central New Mexico Zone
- Easements (existing) including location, dimensions, type and party receiving easement
- Easements (proposed) including location, dimensions, type and party receiving easement
- Right-of-way (existing along or intersecting plat boundary) including name, location, dimensions and purpose or nature
- Right-of-way (proposed) including name, location, dimensions, purpose or nature and ownership (public or private)
- Monument Description and Location
- Disclosure Statement

- Legal description, County recording information (date of recordation and all applicable volume, folio and document numbers) and City of Rio Rancho book and page number for the subject property and abutting properties
- Signature Blocks for Utilities, City departments, County Treasurer, County Clerk and, if necessary, Southern Sandoval County Flood Control Authority.
- Registered New Mexico Surveyor Certification
- Jurisdictional Affidavit
- Name and address of applicant and agent
- Zoning of subject property
- Area of plat to the nearest ten-thousandth (0.0000) acre
- Area (in acres) and mileage of street right-of way created
- Area (in acres) and mileage of street right-of way vacated
- Lot, tract (land reserved by applicant for future subdivision or development ancillary to the subdivision, e.g. landscaped area, utility corridor) and parcel (land dedicated to the City or other public agency) boundaries
- Numbers or letters to identify each lot and block (contiguous grouping of lots)
- Letters to identify each tract or parcel
- Purpose of tracts and parcels
- Boundaries of vacated right-of-way, easements or lot lines

### Preliminary Construction Plans

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**Yes No**

- Preliminary construction plans drafted to the standards noted in the Development Process Manual. Preliminary construction plans typically include overall grading, drainage, roadway, utility and landscaping sheets that clearly depict on-site and off-site infrastructure necessary to provide an adequate level service to the subdivision. One hundred percent complete construction plans may also be submitted, but applicant does so at their own risk.

### Drainage Report

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**Yes No**

- Drainage report drafted to the standards noted in the Development Process Manual.

### Soils Analysis

---

Yes No

- Soils analysis (geotechnical report) drafted to the standards noted in the Development Process Manual.

### Traffic Impact Analysis

---

Yes No

- Traffic impact analysis drafted to the standards noted in the Development Process Manual.
- Documentation of New Mexico Department of Transportation (NMDOT) approval of access to state highway.

### Recreational Facilities Analysis

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Yes No

- Provide a report on what recreational facilities are available within a quarter-mile of proposed platted area.

### School Impact Analysis

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Yes No

- Estimate of number of students by formula (dwelling units x .71)
- Identify which schools will service this platted area

### Water and Wastewater Availability Statement

---

Yes No

- Statement of water and wastewater availability issued by the Department of Public Works noting approval by the Utilities Department. NOTE: This should be received prior to submittal of Preliminary Plat.

### Infrastructure List

---

Yes No

- List of all proposed onsite and offsite infrastructure improvements within public right-of-way or publically-held easements, including, but not limited to roads (street name, description of improvement, point of beginning and end), drainage (proposed legal description, description of improvement, location), and water and wastewater lines (line size, point of beginning and end).

**Financial Guarantee Statement**

---

**Yes No**

- Statement describing the means of financial guarantee for proposed infrastructure improvements per Chapter 155.27 (not applicable if infrastructure is installed and accepted prior to final plat approval)

**Signature**

---

**I have reviewed the Preliminary/Bulk Plat Application and find it complete.**

Name (Print): \_\_\_\_\_  Applicant  Agent

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**RESERVED FOR CITY STAFF USE:**

**CHECKED BY** \_\_\_\_\_ **DATE** \_\_\_\_\_

- ACCEPTABLE  
 UNACCEPTABLE  
 ADDITIONAL INFORMATION REQUESTED

## 2.11.D Checklist for Submittal of Final Plats

### Required Documentation

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The application will not be accepted for review until the documentation listed below is provided and deemed complete. "Yes" indicates that the information is provided and complete. "No" indicates the information was not provided and is not applicable. All "No" responses shall be clarified in writing by the applicant or agent.

### Letter of Authorization

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**Yes No**

- Letter of authorization from applicant if application is to be managed by another representative. Letter must include name of subdivision, agent and signature of applicant.

### Findings of Fact

---

**Yes No**

- Copy of Findings of Fact noting conditions of preliminary plat approval.

### Final Plat

---

**Yes No**

#### A. IDENTIFICATION

- Subdivision name
- Date of Plat
- Scale (1 inch to 200 feet, preferably 1 inch to 100 feet), Equivalent and Graphic
- North Arrow
- Location Map, Scale, North Arrow & Reference to Zoning Atlas Page #
- Reference To:
- (A) Federal Section
  - (B) Projected Section
  - (C) Land Grant
  - (D) County and City Control Systems

- Disclosure Statement

#### B. PERIMETER

- Written Description, Metes & Bounds

- Bearing in Degrees, Minutes & Seconds
- Distances in Feet & Hundredths
- Record Distances & Bearings
- Measured Distances & Bearings
- Basis for Bearings Shall Be Grid or Rotation Factor to Grid
- Total Gross Acreage of Subdivision
- Property Corners Found or Set
- Property Lines Eliminated Shown as Dashed Line

**C. BLOCK AND LOT**

- Block Identification
- Lot Identification
- Bearing on Non-Radial Lines
- Bearing on Non-Perpendicular Lines
- Distances Lot Perimeter

**D. ADJACENT LAND**

- The Location and Dimension of Streets that Intersect the Boundary or Boundary Streets of the Subject Subdivision
- Reference to Recorded Subdivision Plats or Adjoining Lands by Recorded Name File, Date and City Book and Page Number
- Graphic Presentation, by Dashes, Lines or Lots Contiguous to Boundary of Subdivision

**E. STREET RIGHT-OF-WAY**

- Name of Streets (Ensure No Duplication)
- Right-of-Way Width Noted
- Centerline Data, Tangent Distances & Bearings
- Centerline Data, Curves, Radius, Central Angles, Arc
- Mileage of Streets Created: Total, Full-Width, Half-Width
- Street Vacation Application Number

- Private Streets or Access Easements so Designated
- Identify Private Way or Street Documentation Addressing Lots Serviced and Maintenance Responsibility

**F. EASEMENTS**

- All Easements of Record or Apparent are Shown
- Location by Distance & Bearing
- Dimension
- Purpose
- Proposed Shown in Dashed Lines and Labeled
- Existing Shown in Dashed Lines and Labeled with Recordation Data
- Vacated Shown in Ghost Lines and Labeled
- Apparent Shown and Labeled
- Limitations

**G. DRAINAGE RIGHT-OF-WAY**

- Location
- Dimension

**H. PUBLIC AREAS**

- Location
- Dimension
- Purpose

**I. FREE CONSENT**

- Statement that the subdivision is with free consent and in accordance with the desires of the subdivider

**J. CERTIFICATIONS**

- Jurisdictional Affidavit
- Certification and seal of surveyor that plat was prepared in accordance with the Minimum Standards for Surveying in New Mexico and the City of Rio Rancho subdivision ordinance

- Jurisdictional affidavit by surveyor stating that the subject property is within the platting jurisdiction of the City of Rio Rancho
- Certification by either the Planning and Zoning Board Chairman (if plat approved at a Planning and Zoning Board hearing) or by the Development Services Department Director (if approved administratively as a summary plat)
- Certification of City Clerk noting date plat was approved by the Planning and Zoning Board or by the Development Services Department Director (whichever is applicable)
- Certification of franchised utility companies (Xfinity, CenturyLink, and Sparklight, PNM) and Department of Public Works
- Certification of County Treasurer that all current and previous property taxes have been paid in full
- Certification of County Clerk noting date, time and recording information

**K. DEDICATION**

- Signed statement by the subdivider dedicating street and drainage right-of-way and other appropriate lands for public use in fee simple and granting all required easement for public use
- Notary signature

**L. ACKNOWLEDGMENT**

- Acknowledged in the manner required for the acknowledgment of deeds
- Notary signature

**M. SURVEY**

- Certification by land surveyor meeting the minimum requirements for monuments and surveys of Chapter II.6 of the City of Rio Rancho Design Process Manual
- Digital submittals are required and must contain a minimum of the following:
  - (A) Coordinate system
  - (B) Data shall be ground coordinates tied to the New Mexico State Plane, Central Meridian: Datum, NAD83
  - (C) The submittal shall disclose the coordinate system and datum
- Content
  - (A) A single drawing in model space showing only parcel lines, street center lines, and easement lines

- (B) Only Final Plat data will be provided
- (C) Parcel lines shall be in one separate layer
- (D) Street center lines shall be in one separate layer
- (D) Access easement lines and all other easements that are 20 feet wide or greater shall be in a second separate layer
- (E) All other easement lines shall be in a third separate layer

File format

- (A) DXF files in ASCII format. Other formats directly compatible with Arc/Info GIS may be accepted (i.e. shapefiles, coverage export files)
- (B) Files may be transmitted as PDFs
- (C) One copy of the final plat shall accompany the electronic submittal

File names

- (A) <DSD Project#>.dxf used as a standard naming convention

Quality assurance

- (A) DXF file submitted shall be validated by a Records and GIS Section designee as a condition to final sign-off
- (B) Validation review will be performed in a timely manner

### Final Construction Plans

---

**Yes No**

- Final construction plans (100% complete) drafted to the standards noted in the Development Process Manual and revised to address any comments from preliminary plat review.

### Drainage Report

---

**Yes No**

- Drainage Report drafted to the standards noted in the Development Process Manual and revised to address any comments from preliminary plat review.

### Soils Analysis

---

**Yes No**

- Soils analysis (geotechnical report) drafted to the standards noted in the Development Process Manual and revised to address any comments from preliminary plat review.

### Traffic Impact Analysis

---

Yes No

- Traffic impact analysis drafted to the standards noted in the Development Process Manual and revised to address any comments from the preliminary plat review.
- Documentation of New Mexico Department of Transportation (NMDOT) approval of access to state highway.

### Infrastructure List

---

Yes No

- List of all proposed onsite and offsite infrastructure improvements within public right-of-way or publicly-held easements, including, but not limited to roads (street name, description of improvement, point of beginning and end), drainage (proposed legal description, description of improvement, location), and water and wastewater lines (line size, point of beginning and end).

### Engineer's Opinion of Probable Cost

---

Yes No

- List of costs of proposed infrastructure improvements (onsite and offsite) drafted to the standards noted in the Development Process Manual. This cost estimate will form the basis of the financial guarantee (if applicable).

### Development Agreement

---

Yes No

- Development Agreement drafted to the standards noted in the Development Process Manual (if applicable).

### Covenants

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Yes No

- Draft of covenants that notes private improvements to be maintained by association and dues to be paid by association members if proposing privately owned and maintained infrastructure typically dedicated to and maintained by the City (if applicable)

### Signature

---

**I have reviewed the Final Plat Application and find it complete.**

Name (Print): \_\_\_\_\_  Applicant  Agent

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only**

I have reviewed the Final Plat Application and find it  complete  incomplete.

Name (Print): \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Case No.: \_\_\_\_\_

If incomplete, date that application was brought into compliance: \_\_\_\_\_

## 2.11.E Zone Map Amendment Checklist

*With the submittal of the application & checklist, the applicant attests that all requirements are submitted. Failure to adequately provide requested information or falsifying information may result in a continuance or denial of your case (attach additional sheet(s) if necessary).*

**The following is a checklist of submittal requirements for obtaining a Zone Map Amendment:**

- A completed application form signed by the owner or agent.
- If the application is being submitted by an agent, a letter of authorization from the property owner must accompany the application.
- A justification letter from the applicant must be submitted that addresses §150.07 of the Zoning Code. (See below)
  1. The following policies for deciding zone map change applications pursuant to the City Zoning Code are:
    - a. A proposed zone change must be found to be consistent with the health, safety, morals, and general welfare of the City.
    - b. Stability of land use and zoning is desirable; therefore, the applicant must provide a sound justification for the change. The burden is on the applicant to show why the change should be made, not on the City to show why the change should not be made.
    - c. A proposed change shall generally be consistent with adopted elements of the Comprehensive Plan or other City master plans and amendments thereto including privately developed area plans which have been adopted by the City.
    - d. The applicant must demonstrate that the existing zoning is inappropriate because:
      - i. There was an error, mistake or is necessary to correct an injustice that occurred when the existing zone map pattern was created, including the placement of a R-1 or transitional zone on an antiquated plat filed before the City's incorporation and adoption of its own Zoning Code or on land annexed by the City, or
      - ii. Changed neighborhood or community conditions justify the change, or
      - iii. A different use category is more advantageous to the community, as articulated in the Comprehensive Plan or other City master plan, even though (1) or (2) above do not apply. Applicant's reliance on this provision requires proof that (a) there is a public need for a change of the kind in question, and (b) that need will be best served by changing the classification of the particular piece of property in question as compared with other available property.
- The cost of land or other economic considerations pertaining to the applicant shall not be the determining factor for a change of zone.
- Location on a collector or major street is not in itself sufficient justification of apartment, office, or commercial zoning.
- A zone change request which would give a zone different from surrounding zoning to one small area, especially when only one premise is involved, is generally called a "spot zone." Such a change of zone may be approved only when:

- The change will clearly facilitate realization of the Comprehensive Plan and any applicable adopted sector development plan or area development plan; or
- The area of the proposed zone change is different from surrounding land because it could function as a transition between adjacent zones: because the site is not suitable for the uses allowed in any adjacent zone due to topography, traffic, or special adverse land uses nearby; or because the nature of structures already on the premises makes the site unsuitable for the uses allowed in any adjacent zone.

Site Plan, Site Plan Checklist, and related drawings only if SU zoning is requested (See Appendix E).

### **2.11.F Zone Map Amendment for Special Use Zone District Checklist**

***The following is a checklist of submittal requirements for obtaining a Zone Map Amendment for Special Use Zone District:***

- Completed application form, supporting documentation and applicable fee.
- Owner authorization letter, if applicable.
- Site Plan.
- A Water and Wastewater Availability Letter, if applicable.
- A written statement of justification [Title XV – Land Usage, Chapter 150 – General Provisions].
  - a. A rezoning must be consistent with the health, safety, morals, and general welfare of the City.
  - b. The applicant for a rezoning must provide a sound justification for the rezoning, with the burden of proof being on the applicant to show why the rezoning should be made.
  - c. The proposal shall generally be consistent with the City’s Comprehensive Plan.
  - d. The applicant must demonstrate that the existing zoning is inappropriate because:
    - i. There is an error, mistake, or it is necessary to correct an injustice that occurred when the existing zoning map pattern was created.
    - ii. Changed neighborhood or community conditions justify a rezoning.
    - iii. A different zoning district is more advantageous to the community.
  - e. The cost of land or other economic conditions shall not be a determining factor for approval of a rezoning.
  - f. Location of collector and arterial streets isn’t sufficient justification for a rezoning.
  - g. Spot zoning (the rezoning of one parcel) may be approved when:
    - i. The rezoning will clearly facilitate the City’s Comprehensive Plan.
    - ii. The parcel being rezoned is different from surrounding land because it could function as a transition zone.

### **2.11.G Conditional Use Checklist**

***The following is a checklist of submittal requirements for obtaining a Conditional Use:***

- Completed application form, supporting documentation and applicable fee.
- Owner authorization letter, if applicable.
- Provide a letter detailing the scope of work to include all business activity, hours of operation, number of employees, etc.

- A Site Plan must be provided and shall include the following information:
  - North arrow.
  - Location of building(s) in relation to property lines (provide dimensions).
  - Identify adjoining property and abutting streets.
  - Graphic illustration to reflect any dimension restrictions (height & setback).
  - Additional illustrations to detail specifics related to your request.

### 2.11.H Zoning Variance Checklist

***The following is a checklist of submittal requirements for obtaining a Zoning Variance:***

- Completed Land Use Application.
- As applicable, a building permit.
- A letter of authorization from the property owner stating that he/she is aware of the zoning variance being requested and that the applicant may act as his/her agent, if the applicant is other than the property owner.
- Justification, including the scope of the request, and addressing criteria for granting a variance:
  - There exists a special circumstance(s) applicable to the property, including its exceptionally irregular size, shape, narrowness, Topography shallow or steep.
  - Other exceptional physical conditions whereby the strict application of the zoning ordinance requirements would result in a practical difficulty or unnecessary hardship that would deprive the owner of the reasonable use his/her land or building.
- An accurate site plan showing:
  - The location of any buildings on the property in relation to property lines and other buildings.
  - Adjoining property, abutting streets and alleys, and a north directional arrow should be indicated.
  - Property dimensions and site conditions.
  - Parking spaces.
  - Height of the structure.

### 2.11.I Site Plan Checklist

***The following checklist outlines the minimum required elements for a Site Plan submission to the City of Rio Rancho:***

- 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.

### 2.11.J Parks Site Plan Checklist

**The following checklist outlines the minimum required elements for a Parks Site Plan submission to the City of Rio Rancho:**

- Site Plan.
- Grading and Drainage if not already included in a Preliminary Plat.
- Structures over 120 sf.
- Backflow Preventers.

### 2.11.K Drainage Report Checklist

**NOTE:** This document is intended as an aid in preparing Drainage Reports located in southern Sandoval County. This checklist was developed by the Southern Sandoval County Arroyo Flood Control Authority (SSCAFCA). This document is not intended to be all inclusive, and does not limit the extent of the information, calculations, and exhibits that may be necessary to properly evaluate the intended land use.

**This checklist must be included with all drainage report submittals.**

#### **General Information:**

Date: \_\_\_\_\_ File Name or No. \_\_\_\_\_

Project Name: \_\_\_\_\_

Proposed Land Use: \_\_\_\_\_ Zoned: \_\_\_\_\_

Location: \_\_\_\_\_ Acreage: \_\_\_\_\_ No. of Lots: \_\_\_\_\_

Legal Description: \_\_\_\_\_

FIRM Community Panel No: \_\_\_\_\_ SFHA:  Yes  No

Engineering Firm: \_\_\_\_\_

Project Manager: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

**Drainage Report Contents General Format**

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The following items must be included in order to initiate review:

1. Project Name and Legal Description
2. Engineer's Seal, Signature and Date
3. Typed, Bound, Legible Report
4. Pertinent portions of all referenced information/reports
5. Drainage Report Checklist

Engineer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(seal)

Introduction			
Description	Yes (included)	Not Applicable	Reviewer's Notes
Type of approval sought (i.e. zone change, subdivision plat, vacation, site plan, paving or grading permit, variance)			
Complete summary of study intent, resultant Drainage Management Plan for the site. Describe how all off- and on-site flows are dealt with and how they leave the site, with respect to downstream capacity, historic and/or existing and full development condition flows.			
Location and Project Description			
Vicinity Map			
Copy of Preliminary or Final Plat			
Phasing Description			
Discussion of jurisdictions affected			
Watershed Name			

Site investigation Summary (describe if any grading has occurred since topography shown on plan, existing off- and on-site drainage facilities, etc.)			
<b>References and Drainage / Planning History</b>			
Description	Yes (included)	Not Applicable	Reviewer's Notes
Floodplain Information & Map (show property location on copy of effective FEMA Flood Insurance Rate Map (FIRM))			
References - Planning History, Zoning			
SSCAFCA/Master Planning Info. (facility design over 500 cfs or adjacent to SSCAFCA facility will require SSCAFCA approval)			
<b>Drainage Basin Description</b>			
Description	Yes (included)	Not Applicable	Reviewer's Notes
Off-site Flow Description & Map (with topo, flow patterns, and Q100)			
Existing Site Condition and Drainage Facilities Description			
Soils, Geology, Land Treatments			
Existing and proposed zoning and land use			
On-site Flow Description & Map (with topo, flow patterns, Q100 pre and post development, V100 pre and post development at analysis points)			
<b>Hydrology</b>			
Description	Yes (included)	Not Applicable	Reviewer's Notes
Discussion of Hydrologic Model / Methodology (must use HEC-HMS)			
Modeling Schematic			
Rainfall Distribution 2-yr. / ___ hr. or ___ day 10-yr. / ___ hr. or ___ day (req'd for street design)			

100-yr. / ___ hr. or ___ day			
Land Treatment allocations (%)			
Pre-development / post -development			
Time to Peak Calculations			
Emergency Spillway Design			
Spillway Flood Return Period ___-yr./ ___ hr. or ___ day			
Channel Routing (must use Muskingum-Cunge procedure)			
Reservoir Routing			
Elevation-Area-Volume-Discharge data and calculations			
Detention Pond Flood Routing Summary Table A*			
Hydrologic Summary Table B (main analysis points)*			
Sediment Yield/Sediment Transport (aggradation/degradation analysis)			
Input File (paper & digital)			
Output File (paper & digital)			
Existing and Proposed Development Site Plan			
State Engineer's Office Approval (dams in excess of 50-acre feet of storage or 25' of embankment height)			
<i>*Blank Summary Tables are attached to this checklist for inclusion in the consultant's report</i>			
<b>Hydraulics</b>			
<b>Description</b>	<b>Yes (included)</b>	<b>Not Applicable</b>	<b>Reviewer's Notes</b>
Discussion of Hydraulic Model(s) and Methodology			
Parameters for Model(s) / Methodology			
Storm Sewer Hydraulics and Storm Inlet Capacity Calculations (must be submitted)			
Street Capacity Calculations (10-year and 100-year)			
Arroyo, Channel, Culvert, Bridge Capacity Calculations			
Arroyo / channel stability addressed			

Scour Calculations			
Superelevation Calculations			
Floodplain/Floodway Discussion & Calculations			
Freeboard and levee criteria addressed			
Comparison of historic/existing/fully developed condition peak discharge rates and runoff volumes with respect to existing and proposed drainage infrastructure capacities.			
Verification and discussion of downstream capacity			
<b>Miscellaneous</b>			
<b>Description</b>	<b>Yes (included)</b>	<b>Not Applicable</b>	<b>Reviewer's Notes</b>
Pertinent portions of all referenced information			
Soils investigation			
Structural calculations for retaining walls in excess of 3' in height, sealed by Structural Engineer			
Letter for permission to grade on adjacent parcels from parcel's owner			
Operations / Maintenance requirements ownership/easements and			
All weather access addressed			
<b>Conclusions</b>			
Compliance with local criteria			
Compliance with City of Rio Rancho DPM (Chp.2 ) and SSCAFCA criteria			

## 2.11.L Grading and Drainage Plan Checklist

*The following checklist is intended as a guide for preparing a Grading and Drainage Plan to accompany a drainage report or plan. Some items may not be applicable to your particular project; some items may require more detail. A Pre-design Conference is recommended to define scope and project specific requirements.*

### General Information:

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1. Professional Engineer's stamp with signature and date.
2. Drafting Standards: (Reference City of Rio Rancho Standards).
  - a. North Arrow.
  - b. Scales - recommended engineer scales:
    - i. 1" = 20' for sites less than 5 acres.
    - ii. 1" = 50' for sites 5 acres or more.
  - c. Legend - see City of Rio Rancho D.P.M. Manual, Volume 2, for recommended standard symbols.
  - d. Plan drawings size: 24" x 36".
  - e. Notes defining property line, asphalt paving, sidewalks, planting areas, ponding areas, project limits, and all other areas whose definition would increase clarity.
3. Vicinity Map.
4. Benchmark - location, description and elevation.
  - a. Control survey vertical datum.
  - b. Permanently marked temporary benchmark located on or very near site.
5. Flood Insurance Rate Map (FIRM).
6. Legal Description.

### Existing Conditions

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1. On-site:
  - a. Existing Contours - vertical intervals for contour maps shall not exceed the following:
    - i. One-foot intervals for slopes under 1% with sufficient spot elevations at key points to adequately show the site's topography.
    - ii. Two feet for slopes between 1% and 5%.
    - iii. Five feet for slopes in excess of 5%.
  - b. Spot elevations adequately showing conditions on-site.
  - c. Contours and spot elevations extending a minimum of 25' beyond property line.
  - d. Identification of all existing structures located on-site or on adjacent property extending a minimum of 25' beyond property line with particular attention to retaining and garden walls.
  - e. Identification of all existing drainage facilities located on-site or on adjacent property.
  - f. Pertinent elevation(s) of structures and facilities defined in A, B and C should be based on the NAVD 88.
  - g. Indication of all existing easements and rights-of-way on or adjacent to the site with dimensions and purpose shown.
  - h. Existing top of curb and flow line elevations with NAVD 88 designation.
  - i. The location of Special Flood Hazard Area Boundaries from the latest FEMA maps must be overlaid on the existing site map (enlarged to site plan scale), when applicable.

2. Off-site:

- a. Contributing Area - delineation of off-site contributing watersheds and/or drainage basins on ortho-topo area maps or equivalent mapping at a preferable scale of 1" = 200' or 1" = 500'. Watershed and Basin designations shall match those used in the hydrology calculations.
- b. Existing easements and rights-of-way including ownership and purpose.

### Proposed Conditions

---

1. On-site:

- a. Proposed improvements superimposed onto the existing conditions.
- b. Proposed Grades.

Proposed grades shall be adequately depicted by contours and/or spot elevations conforming with the following minimum criteria:

1. Contours - vertical intervals for contour maps shall not exceed the following:

- a. One-foot intervals for slopes under 1% (with supplemental spot elevations as appropriate to adequately illustrate the proposed grading of the site).
- b. Two feet for slopes between 1% and 5%.
- c. Five feet for slopes in excess of 5%.

2. Spot Elevations - supply spot elevations at the following:

- a. Key points and grade breaks.
- b. Critical locations.

3. Pad elevations

- a. Indication of all proposed easements and rights-of-way on or adjacent to the site with dimensions and purpose identified.
- b. City Engineer approved street and/or alley grades when site abuts a dedicated unpaved street or alley. In the event that approved grades are not available, provide preliminary street and/or alley grades.
- c. Internal contributory drainage areas, including roof areas, outlined on plan.
- d. Flow lines defined by arrows and spot elevations with NAVD 88 designation, as appropriate for clarity.
- e. Pond(s) 100-year water surface elevation outlined and indicated on plan.
- f. Finish building floor elevation(s) or pad elevation(s) with complete NAVD 88 designations, when applicable.
- g. Elevations along property lines including relationship to adjacent top of curb.
- h. Details of ponds, inverts, rundowns, curb cuts, water blocks, emergency spillways, retaining walls, pond outlets, safety fences, slopes, and all other significant drainage structures with contours, cross-sections and spot elevations. All cross-sections must be drawn to a standard engineering scale and adequately dimensioned.
- i. Phasing.
- j. Proposed construction of private storm drain improvements within public right-of-way and/or easement including identification of the public entity having ownership.

- k. Proposed contours superimposed over existing contours adequately demonstrating changes in grade especially at the property line.
  - l. Identification of any required offsite grading.
  - m. Specifications for the proposed grading and/or soil compaction.
  - n. Erosion Control and Stormwater Pollution Prevention Plans. See Erosion Control and Stormwater Pollution Prevention Plans Checklist.
2. Off-site:
- a. Definition, location, and configuration of required drainage facilities.
  - b. Rights-of-way and easements needed to accommodate (a) above.

***Grading and Drainage Plan Note Regarding Boundary Surveys:***

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This is not a boundary survey; data is shown for orientation only. The boundary information depicted by this plan is based upon the (boundary survey, plat, etc.) prepared by \_\_\_\_\_, NMPS no. \_\_\_\_\_, dated \_\_\_/\_\_\_/\_\_\_\_\_. Topographic survey information is based upon a topographic survey prepared by \_\_\_\_\_ on \_\_\_/\_\_\_/\_\_\_\_\_, NMPS no. \_\_\_\_\_.

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*The following check list must be completed and submitted with the Grading & Drainage Plan.*

*A grading and drainage plan is required for Building Permits, Site Development Plans, Landscaping Plans and for developments involving less than 5 acres.*

*Note: This document is intended as an aid in preparing Grading and Drainage Plans for projects located in Southern Sandoval County. This checklist was developed by the Southern Sandoval County Arroyo Flood Control Authority (SSCAFCA). This document is not intended to be all inclusive, and does not limit the extent of the information, calculations, and exhibits that may be necessary to properly evaluate the intended land use. **This checklist must be included with all grading and drainage plan submittals.***

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**General Information:**

Date: \_\_\_\_\_ File Name or No. \_\_\_\_\_

Project Name: \_\_\_\_\_

Proposed Land Use: \_\_\_\_\_ Zoned: \_\_\_\_\_

Location: \_\_\_\_\_ Acreage: \_\_\_\_\_ No. of Lots: \_\_\_\_\_

Legal Description: \_\_\_\_\_

FIRM Community Panel No: \_\_\_\_\_ SFHA: Yes No

Engineering Firm: \_\_\_\_\_

Project Manager: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Engineer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(seal)

Grading and Drainage Plan Checklist			
Description	Yes (Included)	Not Applicable	Reviewer's Notes
Signature Block for Approvals			
Sheet Size: 24" x 36"			
Scale: 1" = 20' for sites less than 5 acres 1" = 50' for site greater than 5 acres			
Bar Scale			
North Arrow			
Vicinity Map			
Legend			
Local Drafting Standards			
Project Name			
Professional Engineer's Seal, signature, and date			
Legal Description			
Site Address			
Basis of Bearings			

Grading and Drainage Plan Checklist			
Description	Yes (Included)	Not Applicable	Reviewer's Notes
Benchmark and Datum (above mean sea level)			
Site Benchmark			
Right-of-way lines and dimensions Existing and Proposed			
Easement lines and dimensions Existing and Proposed			
Property Line location, bearings and dimensions existing and proposed			
Limits of existing floodplain based on effective Flood Insurance Rate Map: include a copy of the FIRM and provide reference to Panel number			
Phase lines			
Street Names			
Street dimensions			
Utility Locations Existing and Proposed			
Septic Tank and Leach Field locations			
Retaining and garden wall locations for all walls within 25' of the subject property			
Proposed wall locations and details			
Existing contours encompassing the subject property and 25' beyond boundaries at the following intervals:  1' for slopes less than 1%  2' for slopes between 1% and 5%  5' for slopes greater than 5%			

Grading and Drainage Plan Checklist			
Description	Yes (Included)	Not Applicable	Reviewer's Notes
<p>Existing and proposed spot elevations at critical locations, including:</p> <p>Top of curbs at returns, flow lines, street crowns, lot lines, and all grade breaks.</p> <p>Spot elevations must be provided in sufficient intervals to detail existing and proposed drainage patterns, slopes and transitions</p>			
Daylight proposed contours to existing			
Verify no cross-lot drainage			
Minimum finished floor elevations			
Flow Arrows			

## 2.11.N Erosion Control and Stormwater Pollution Prevention Plans Checklist

*Use this checklist to prepare a plan for the mitigation of damages due to stormwater pollution, soil erosion and deposition. All grading of 1.0 acre or more or 500 cubic yards and any grading within or adjacent to a watercourse defined as a major facility during the months of June, July, August, or September shall provide for erosion control and the safe passage of the 100-year design storm runoff during the construction phase. A Stormwater Pollution Prevention Plan shall be provided for all grading of 1.0 acre or more.*

**NOTE:** *The following checklist is intended to be used as a guide for preparing the plan to meet any or all drainage requirements. Some items may not be applicable to your particular project; some items may require more detail. A Pre-design Conference is required to define the scope and specific requirements.*

1. Provide the corresponding information for the following phases of development:
  - a. Rough grading
  - b. Grading plan with limits of soil disturbance outlined.
  - c. Erosion protection and stormwater pollution prevention practices indicated.
  - d. Supporting data, calculations, references and details drawn to scale or adequately dimensioned.
  - e. Erosion control and stormwater pollution prevention notes:
    - i. The contractor is to ensure that no soil erodes from the site onto adjacent property or public right-of-way. This should be achieved by implementing Best Management Practices (BMP's) to protect the soil from wind, and water erosion.
    - ii. During the months of June, July, August or September, any grading within or adjacent to a watercourse defined as a major facility shall provide for erosion control and safe passage of the 100-year design storm runoff during the construction phase.
    - iii. Contractor shall conform to all City, County, State and Federal dust control and stormwater pollution prevention requirements and is responsible for preparing and obtaining all necessary applications, permits and approvals.
    - iv. All graded areas which do not receive a final surface treatment will be revegetated in accordance with New Mexico APWA Standard Specification 1012 and the Landscape Specifications.
    - v. Contractor shall obtain and abide by a Grading Permit from the City of Rio Rancho. The cost for required construction dust and erosion control measures shall be incidental to the project cost.
  - f. Phased development
    - i. Grading plan with limits of soil disturbance outlined for each phase of development and numbered in sequential order of events.
    - ii. Erosion protection and stormwater pollution prevention procedures indicated for each phase.
    - iii. Supporting data, calculations, references and details drawn to scale or adequately dimensioned.
  - g. Construction and permanent phase.
  - h. Grading plan with limits of soil disturbance outlined.
  - i. Erosion protection and stormwater pollution prevention practices indicated.

- i. Project owner and the owner's contractor shall complete federal EPA Notice of Intent (NOI) prior to commencement of any construction project disturbing 1.0 or more acres of land area.
  - ii. Stormwater Pollution Prevention Plans and accompanying federal EPA administrative procedures shall meet the guidelines and procedures outlined in the current edition of the New Mexico Department of Transportation Stormwater Management Guidelines for Construction and Industrial Activities Manual.
- j. Supporting data, calculations, references and details drawn to scale or adequately dimensioned.

The following check list must be completed and submitted with the Erosion Control & Storm Water Pollution Prevention Plan.

*An erosion control plan is required for all grading of 1 acre or more or 500 cubic yards or more and any grading within or adjacent to a watercourse defined as a major facility during the months of June, July, August or September. The plan shall provide for erosion control and safe passage of the 100-year 6-hour design storm runoff during the construction phase.*

*Instructions - Fill out all that is applicable and relevant, submit this checklist with the Erosion Control Plan and or the Grading and Drainage Plan.*

Date: \_\_\_\_\_

Erosion Control Plan Name: \_\_\_\_\_

Consultant / Designers Name: \_\_\_\_\_

Consultant / Designers Telephone Number: \_\_\_\_\_

Item and Description	Consultant		Reviewer	
	Yes	NA	Yes	Comment
				<i>put "Y" yes or "NA" not applicable comment or reference a "footnote" for review letter</i>

**General**

Title Block with Project Title

Designers Signature and Date

**ROUGH GRADING**

Grading Plan with limits of soil disturbance

Item and Description	Consultant		Reviewer	
	Yes	NA	Yes	Comment
Outlined				
Erosion Protection Indicated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Supporting data, calculations, references and details drawn to scale or adequately dimensioned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Erosion control notes:				
<ul style="list-style-type: none"> <li>▪ The contractor is to ensure that no soil erodes from the site onto adjacent property or public right-of-way. This should be achieved by implementing best management practices (BMPs) to protect soil from wind and water erosion.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>▪ At all times, but especially during the months of June, July, August, or September. Any grading within or adjacent to a watercourse defined as a major facility shall provide for erosion control and safe passage of the 100-yr. 6-hour design storm runoff during the construction phase.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>▪ Contractor shall conform to all City, County, State and Federal dust control requirements and is responsible for preparing and obtaining all necessary applications and approvals.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>▪ All graded areas which do not receive a final surface treatment will be vegetated in accordance with New Mexico APWA Standard Specification 1012 and the Landscape Specifications</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>▪ Contractor shall obtain and abide by a Topsoil Disturbance Permit from the local jurisdiction. The cost for required construction dust and erosion control measures are incidental to construction.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Item and Description	Consultant		Reviewer	
	Yes	NA	Yes	Comment
<i>put "Y" yes or "NA" not applicable comment or reference a "footnote" for review letter</i>				
<b>Phased Development</b>				
Grading Plan with limits of soil disturbance outlined for each phase of development and numbered in sequential order of events	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Erosion protection indicated for each phase.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Supporting data, calculation, references and detail drain to scale or adequately dimensioned.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Construction and Permanent Phase</b>				
Grading Plan with limit of soil disturbance outlined.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Erosion protection indicated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Supporting data, calculations, references and detail drawn to scale or adequately dimensioned.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## 2.11.0 Street Light Layout Checklist

Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

Engineering Consulting Firm/Developer: \_\_\_\_\_

Department of Public Works Job No: \_\_\_\_\_

*The purpose of this checklist is to guide the developers on street light layouts on residential subdivisions, apartments, condominiums, commercial and industrial projects.*

*This checklist serves to minimize redline comments on the check prints and to maintain consistency of the plan review process for streetlight layouts in the public right-of way. Plan approval and issuing permits depend on the compliance with the comments made on the check prints and this checklist. The engineer of record shall satisfy themselves of the completeness and accuracy of the design.*

*Please submit this checklist and the check prints with your next submittal.*

*If construction has not started within (1) year of the date of plan approval, or if there is a halt in construction of more than one (1) year, approval will become void and public streetlight plans shall be resubmitted for updating and re-approval.*

### General Requirements

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- The street light plans must be submitted on 24' x 36" sheets.
- City of Rio Rancho Standard border with approval block must be used.
- The scale must be shown on the plans 1" = 20' or 1" = 40'.
- Graphic Scale.
- A north arrow is required on each sheet.
- A vicinity or site location map is required on the cover sheet.
- The developer's name, address and phone number must be shown on the cover sheet.
- The Street Light Design Professional name, address and phone number must be shown on the cover sheet.
- Project title block filled out with name and location of project.
- Project Number, Project Title.
- An index of sheets is required.
- Show and label all abutting streets.
- Show landscape and abutting street(s).

- Show setbacks and proposed landscape concept
- Show location of detentions basins and retaining walls
- Identify location – show site and adjacent parcels
- Show dimensions for FOC on all intersection street legs
- Show existing and proposed driveway locations
- Label adjacent zoning and land use
- Show lot lines and dimensions
- The current CORR General Notes must be shown on the cover or detail sheet
- All plan sheets shall display construction notes pertinent to each sheet
- Construction notes indicating all equipment to be installed, removed or relocated
- The following information is required for each proposed and existing street within and adjacent to the development:
  - Name
  - Right-of-way width
  - Improved width of street, typically street centerline to back-of-curb dimensions
  - Tract “ ” for private streets
- All existing and proposed waterlines and fire hydrants shall be shown
- All existing and proposed overhead and underground utilities shall be shown
- Locate proposed trees at least 20’ from a proposed street light pole location
- There should be a minimum six (6’) feet of clearance between streetlight poles and fire hydrants, city water facilities, or city sewer facilities. Provide dimensional ties to fire hydrants where potential conflicts may occur (within 10’ of street light pole)
- All proposed and existing street lights within 300’ from the first proposed streetlight should be shown with stationing and dimensional ties to the street centerline
- Proposed streetlights in residential areas should be located within 5’ of property lines. Lights located in residential areas but not adjacent to homes may be shown by station and offset only
- Show all project phasing on the plans
- Provide a quantity tabulation of the number of streetlight poles on the cover sheet
- Identify utility provider on the plan set
- Provide a legend on the plans identifying the following items:
  - Luminaire description in compliance with City standard drawings TSSL-03 and TSSL-04
    - Local street – ATBS P40 MVOLT R2 3K P7

- Collector street – ATBS P20 MVOLT R2 4K P7
    - Minor Arterial street – ATBS P30 MVOLT R2 4K
    - Major Arterial street – ATBS P60 MVOLT R2 4K
  - Luminaire mounting height
  - Disconnects
  - Pull Box size and type
  - Existing luminaire type, pole, and wattage
  - Traffic Signal Mounted Luminaire type, pole, and wattage
- Coordinate streetlight plan with the engineer preparing other offsite improvement plans
- Provide stations at all intersections
- Utility provider must be shown with all applicable utility notes
- Label specific locations, sizes, and dimension from center line and/or monument line along with the following:
- Existing and proposed underground utilities
  - Existing and proposed overhead utilities
  - Face of curb
  - Width of sidewalk
  - Width on any PUE
  - Edge of right-of-way
  - Edge of pavement
- Quantities must be tabulated separately by phase. Private streetlights must be tabulated separately from public streetlights.
- Street light General Notes must be shown
- On residential, collector and arterial streets, all existing and/or proposed driveways and American Disability Act (ADA) ramps shall be shown on the streetlight plans

## 2.11.P Right-of-Way Acquisition Area Calculation Form

Project Name: \_\_\_\_\_

Project Description: \_\_\_\_\_

County Assessor Parcel No.: \_\_\_\_\_

Unit, Lot, and Block: \_\_\_\_\_

Street Address: \_\_\_\_\_

Area Calculation Table						
Type of Acquisition	Area of Existing Parcel		Area to be Acquired		Area Remaining	
	Sq. Ft.	Acres	Sq. Ft.	Acres	Sq. Ft.	Acres
Existing Parcel						
Fee R/W						
Slope Easement						
Drainage Easement						
Temporary Construction Easement						

Vicinity Map

## 2.11.R New Street Data Sheet

### New Street Data Sheet (To Be Completed on Final Inspection)

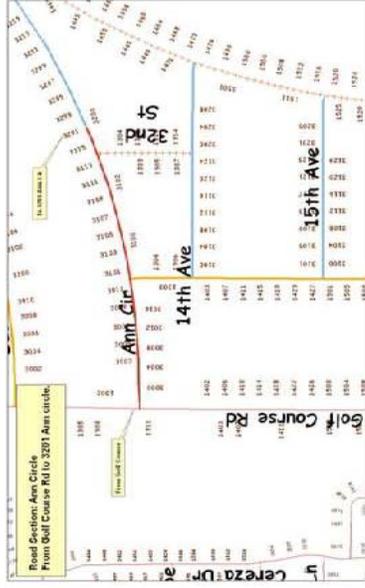
Street Name (Plat): \_\_\_\_\_  
 Subdivision Name: \_\_\_\_\_  
 Number of Unique Street Sections: \_\_\_\_\_ (Due to: Different Construction Dates, Cross Section Variations, Asphalt Thickness, & etc.)

**Note:** If more sections are needed, please use another form.  
**Note:** If the road section cannot be taken from street to street, it must be given an address or legal description for where the section ends. See example below.

Section 1:  
 From: \_\_\_\_\_  
 To: \_\_\_\_\_  
 Section Width (Asphalt Only): \_\_\_\_\_  
 Section Length (Along Centerline): \_\_\_\_\_  
 Section Thickness/Treatment: \_\_\_\_\_  
 Construction Date: \_\_\_\_\_  
 Section Classification (Circle One): Arterial Collector Residential

Section 2:  
 From: \_\_\_\_\_  
 To: \_\_\_\_\_  
 Section Width (Asphalt Only): \_\_\_\_\_  
 Section Length (Along Centerline): \_\_\_\_\_  
 Section Thickness/Treatment: \_\_\_\_\_  
 Construction Date: \_\_\_\_\_  
 Section Classification (Circle One): Arterial Collector Residential

Section 3:  
 From: \_\_\_\_\_  
 To: \_\_\_\_\_  
 Section Width (Asphalt Only): \_\_\_\_\_  
 Section Length (Along Centerline): \_\_\_\_\_  
 Section Thickness/Treatment: \_\_\_\_\_  
 Construction Date: \_\_\_\_\_  
 Section Classification (Circle One): Arterial Collector Residential



Completed by Contractor on final walkthrough with City Inspector. Acceptance that all above data is complete and correct.

\_\_\_\_\_  
 Contractor Signature and Date  
 \_\_\_\_\_  
 City Inspector Signature and Date

## 2.11.T Engineer's Certification Checklist for Subdivisions

*Use this checklist when certifying compliance with an approved drainage report or grading and drainage plan for subdivisions when required for the release of financial guarantees associated with an executed Subdivision Improvement Agreement (SIA). Engineer must revise the approved drawing with the following information, which shall serve as minimum criteria for evaluation. This is merely a guide. The level of detail necessary for presentation and verification is a function of the specific plan being evaluated. The engineer's certification must be approved prior to the release of the SIA and/or financial guarantees.*

Completed Information Sheet - see Information Sheet.

### 1. As-Built Information:

- a. Pad elevations.
- b. Top of Curb Elevations at critical locations.
- c. Property corner elevations at each lot.
- d. Horizontal and vertical data for storm drains (public and private).
- e. Horizontal and vertical data for retaining walls.

### 2. As-Built Analysis

- a. Statement and verification that all grades inside the subdivision do not deviate by more than 18" of the approved grades within 50 feet of the subdivision's perimeter.
- b. Statement and verification of street, storm drain and channel hydraulic capacities.
- c. Statement and verification of pond capacities.
- d. Statement of as-built elevation tolerances with respect to the feature being analyzed.

### 3. Other Approvals

- a. When necessary or appropriate, provide documentation of acceptance or construction approval from other affected governmental agencies or property owners.

### 4. Clearly State the origin and Date(s) of As-Built Data

### 5. Supplemental Information

- a. Provide details as necessary to illustrate as-built conditions for instances in which the as-constructed work materially deviates from the as approved design.
- b. Provide calculations to demonstrate and/or verify that all deviations satisfy the intent of the approved design.

### 6. Professional Certification

- a. Engineer's stamp dated and signed accompanied with a statement indicating substantial compliance with the approved drainage report and/or deficiencies with recommended corrections.
- b. The surveying associated with the certification must be performed by a professional engineer and/or surveyor in accordance with the "New Mexico Engineering and Surveying Practice Act" as amended and any standards adopted by the State Board of Registration.

**DRAINAGE CERTIFICATION WITH SURVEY WORK BY PROFESSIONAL SURVEYOR**

DRAINAGE CERTIFICATION

I, \_\_\_\_\_, NMPE \_\_\_\_, OF THE FIRM \_\_\_\_\_, HEREBY CERTIFY THAT THIS PROJECT HAS BEEN GRADED AND WILL DRAIN IN SUBSTANTIAL COMPLIANCE WITH AND IN ACCORDANCE WITH THE DESIGN INTENT OF THE APPROVED PLAN DATED \_\_\_\_\_. THE RECORD INFORMATION EDITED ONTO THE ORIGINAL DESIGN DOCUMENT HAS BEEN OBTAINED BY \_\_\_\_\_, NMPS \_\_\_\_, OF THE FIRM \_\_\_\_\_. I FURTHER CERTIFY THAT I HAVE PERSONALLY VISITED THE PROJECT SITE ON \_\_\_\_\_ AND HAVE DETERMINED BY VISUAL INSPECTION THAT THE SURVEY DATA PROVIDED IS REPRESENTATIVE OF ACTUAL SITE CONDITIONS AND IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. THIS CERTIFICATION IS SUBMITTED IN SUPPORT OF A REQUEST FOR \_\_\_\_\_.

(DESCRIBE ANY EXCEPTIONS AND/OR QUALIFICATIONS HERE IN A SEPARATE PARAGRAPH)

(DESCRIBE ANY DEFICIENCIES AND/OR CORRECTIONS REQUIRED HERE IN A SEPARATE PARAGRAPH)

THE RECORD INFORMATION PRESENTED HEREON IS NOT NECESSARILY COMPLETE AND INTENDED ONLY TO VERIFY SUBSTANTIAL COMPLIANCE OF THE GRADING AND DRAINAGE ASPECTS OF THIS PROJECT. THOSE RELYING ON THIS RECORD DOCUMENT ARE ADVISED TO OBTAIN INDEPENDENT VERIFICATION OF ITS ACCURACY BEFORE USING IT FOR ANY OTHER PURPOSE.

\_\_\_\_\_  
XXXXXXXXXXXXXXXXXX, NMPE XXXX

(SEAL)

\_\_\_\_\_  
DATE

**DRAINAGE CERTIFICATION WITH VERIFICATION BY ENGINEER OF RECORD**

DRAINAGE CERTIFICATION

I, \_\_\_\_\_, NMPE \_\_\_\_, OF THE FIRM \_\_\_\_\_, HEREBY CERTIFY THAT THIS PROJECT HAS BEEN GRADED AND WILL DRAIN IN SUBSTANTIAL COMPLIANCE WITH AND IN ACCORDANCE WITH THE DESIGN INTENT OF THE APPROVED PLAN DATED \_\_\_\_\_. THE RECORD INFORMATION EDITED ONTO THE ORIGINAL DESIGN DOCUMENT HAS BEEN OBTAINED BY ME OR UNDER MY DIRECT SUPERVISION AS SUPPLEMENTAL DATA TO THE ORIGINAL TOPOGRAPHIC SURVEY PREPARED BY \_\_\_\_\_, NMPS \_\_\_\_\_, OF THE FIRM \_\_\_\_\_, AND IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. THIS CERTIFICATION IS SUBMITTED IN SUPPORT OF A REQUEST FOR \_\_\_\_\_.

(DESCRIBE ANY EXCEPTIONS AND/OR QUALIFICATIONS HERE IN A SEPARATE PARAGRAPH)

(DESCRIBE ANY DEFICIENCIES AND/OR CORRECTIONS REQUIRED HERE IN A SEPARATE PARAGRAPH)

THE RECORD INFORMATION PRESENTED HEREON IS NOT NECESSARILY COMPLETE AND INTENDED ONLY TO VERIFY SUBSTANTIAL COMPLIANCE OF THE GRADING AND DRAINAGE ASPECTS OF THIS PROJECT. THOSE

RELYING ON THIS RECORD DOCUMENT ARE ADVISED TO OBTAIN INDEPENDENT VERIFICATION OF ITS ACCURACY BEFORE USING IT FOR ANY OTHER PURPOSE.

---

XXXXXXXXXXXXXXXXXX, NMPE XXXX

(SEAL)

---

DATE

## 2.11.V Engineer's Certification Checklist for Non-Subdivision Development

Use this checklist when certifying compliance with an approved drainage report or drainage plan for public, commercial and multi-residential buildings requiring a Certificate of Occupancy building permit or grading and paving projects. Engineer must revise the original drawing as approved with the following information which shall serve as minimum criteria for evaluation. This is merely a guide. The level of detail necessary for presentation and verification is a function of the specific plan being evaluated. The engineer's certification must be approved prior to the release of the issuance of a Certificate of Occupancy, or acceptance (by the City) of the completed work.

Completed Information Sheet - see Information Sheet.

Provide as-built finished floor and/or pad.

Provide as-built spot elevations on the property line and/or limits of phase development (points of significant grade changes) to demonstrate compliance with the approved drainage report or drainage plan.

Provide copies of construction approval from the appropriate government agencies for construction within their rights-of-way and/or easements.

Outline the as-built drainage basin(s) (including roof areas) supported with sufficient spot elevations and roof drain locations.

1. Provide as-built elevations and dimensions for the following structures:

- a. Pond(s) (include as-built volume calculations).
- b. Pipe inlet(s) and outlet(s) (include as-built capacity calculations).
- c. Rundown(s) (including the required inlet dimensions).
- d. Spillway(s) (including the required outlet dimensions).
- e. Channel(s).
- f. Flowlines.
- g. Erosion control and stormwater pollution prevention structure(s).
- h. Temporary drainage, erosion control and stormwater pollution prevention facilities required for phased development.
- i. Retaining and/or garden wall(s).
- j. Other features critical to the drainage scheme.

2. Professional Certification

- a. Engineer's stamp dated and signed accompanied with a statement indicating substantial compliance with the approved drainage report and/or deficiencies with recommended corrections.
- b. The surveying associated with the certification must be performed by a professional engineer and/or surveyor in accordance with the "New Mexico Engineering and Surveying Practice Act" as amended and any standards adopted by the State Board of Registration.

## 2.11.W Engineer's Certification Statement for Record Drawings

### "Record Drawings" Engineer's Certification

I, (Engineer's Name), a Registered Professional Engineer in the State of New Mexico, have reviewed the Final Plat of (Project's/Subdivision's Name) and related relevant drainage plans, street plans and profiles, design and construction plans, and other improvement plans. I do hereby certify that I have made an inspection of those improvements described herein and find same to be built in accordance with the Preliminary and Final Plat except for the modifications specifically noted. I have attached hereto reasons for the modifications and relevant "Record Drawings" plans detailing the modifications.

\_\_\_\_\_  
Registered Professional Engineer                      Date

\_\_\_\_\_

(List below, improvements certified, noting modifications.)

### Released for Permitting

This set of plans has been reviewed for compliance with City of Rio Rancho requirements prior to issuance of construction permits. The City neither accepts nor assumes any liability for errors or omissions. This compliance review shall not prevent the City Public Works Director or City Engineer from requiring correction of errors or omissions in plans found to be in violation of any law, ordinance, or standard.

\_\_\_\_\_  
City Engineer    Date

\_\_\_\_\_

## 2.11.X Grant of Drainage Easement

This easement grant is made and executed this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_, by and between \_\_\_\_\_, hereinafter called the "Grantor" and the City of Rio Rancho, New Mexico, a municipal corporation, hereinafter called the "City".

1. The Grantor is the owner of the following described real property within the City of Rio Rancho Unit Block Lot.
2. For good and valuable consideration, the receipt of which is hereby acknowledged, Grantor does hereby grant and deliver to the City of Rio Rancho a perpetual easement over and across a portion of Grantor's property for the purpose of permitting the flow, conveyance, and discharge of storm water runoff. [For the purpose of constructing and maintaining a storm water detention facility].
3. The land affected by the grant of this easement and right-of-way is more particularly described as follows:
  - a. A perpetual easement on the areas designated on this plat as "drainage easement" ["detention area"] is hereby dedicated to the City of Rio Rancho for the purpose of permitting the conveyance of storm water runoff and for the purpose of constructing, maintaining, operating, removing, and replacing storm water drainage facilities, either above or below ground. No fence, wall, planting, building, or other obstruction may be placed or maintained in said easement area and there shall be no alteration of the grades or contours in said dedicated area without the approval of said City Engineer or his/ her designee of the City of Rio Rancho. No obstructions may be placed in said easement area which would prevent ingress and egress to same by maintenance vehicles or which would prevent said vehicles traveling on said drainage way for maintenance purposes.
4. No fence, wall, planting, building or other obstruction may be placed or maintained in the easement without the written approval of the City Engineer of the City of Rio Rancho, and there shall be no alteration of the grades or contours in said easement after the drainage facilities are constructed without the written approval of the City Engineer or his/ her designee. Any violation of this provision will be promptly corrected upon receipt of notice from the City, or the City shall have the right to remove or otherwise eliminate such violation and assess the cost to the property owner.
5. Said easement is intended to be permanent in nature for the uses end purposes recited above to the City, its successors and assigns, until such time as the City releases said easement in writing.
6. The obligation of the Grantor set forth herein shall be binding upon the Grantor, his heirs, and assigns, and the property of the Grantor as described herein and will run with said property until released by the City.
7. The City shall not be liable for any damages to the Grantor resulting from its construction, modification, or maintenance of said facilities.



Required Indemnification Note:

The Grantor agrees to defend, indemnify, and hold harmless, the City, its officials, agents and employees from and against any and all claims, actions, suits, or proceedings of any kind brought against said parties for or on account of any matter arising from the drainage facility provided for herein or the Grantor's failure to construct, maintain, or modify the drainage facility under this covenant.

The written notice provided for herein shall be accomplished by mailing same to:

The Grantor may change said address by written notice, certified mail, return receipt requested to the City Engineer, Rio Rancho City Hall, 3200 City Center Circle NE, Rio Rancho, New Mexico 87144.

IN WITNESS WHEREOF, the parties have set their hands and seals this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

GRANTOR

By: \_\_\_\_\_

Title: \_\_\_\_\_

REVIEWED BY THE CITY OF RIO RANCHO LEGAL DEPARTMENT

\_\_\_\_\_

City Manager

ACKNOWLEDGMENTS

STATE OF NEW MEXICO )

) SS.

COUNTY OF SANDOVAL )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_

(Name of Grantor)

\_\_\_\_\_

Notary Public

My Commission Expires: \_\_\_\_\_

## 2.11.Y Disclosure Statement Format

1. All subdivisions shall be required to file a disclosure statement that substantially complies with the following requirements and formats:
  - a. Name of subdivision.
  - b. Name and address of subdivider.
  - c. Condition of title.
  - d. Statement of all restrictions or reservations of record that subject the subdivided land to any conditions effecting its use or occupancy.
  - e. Description of utilities being provided by the developer.  
(name of entity providing electricity, if available); and  
(name of entity providing gas service, if applicable); and  
(name of entity providing water, if available); and  
(name of entity providing telephone, if available); and  
(name of entity providing wastewater disposal, if available); and  
(name of entity providing solid waste disposal, if available).
  - f. Water and Wastewater availability.
  - g. Liquid waste disposal method.
  - h. Solid waste disposal method.
  - i. A statement of terrain management.
  - j. A statement of private access maintenance (describe what measures will be taken to ensure private road maintenance).
2. Disclosure statements for Major subdivisions containing six to 99 lots shall include the following information:

### DISCLOSURE STATEMENT

#### PLEASE REVIEW PRIOR TO THE PURCHASE OF PROPERTY LOCATED WITHIN THE SUBDIVISION

This disclosure statement is intended to provide you with information to make an informed decision on the purchase or lease of the property described in this statement. You should read carefully all the information contained in this statement before you decide to buy or lease the described property. Various public agencies may have issued opinions on both the subdivision proposal and the information contained in this disclosure statement. Summaries of these opinions are contained in this disclosure statement. They may be favorable or unfavorable. You should read them closely.

The City of Rio Rancho has reviewed this disclosure statement to determine whether the subdivider can fulfill the conditions that the subdivider claims in the disclosure statement. However, the City of Rio Rancho does not vouch for the accuracy of what is said in the disclosure statement. In addition, this disclosure statement is not a recommendation or endorsement of the subdivision by either the City or the State. It is informative only.

The City of Rio Rancho recommends that you inspect the property before buying, leasing, or otherwise acquiring it. If you have not inspected the parcel before purchasing, leasing or otherwise acquiring it, you have six (6) months from the time of purchase, lease or other acquisition, to inspect the property in person. After inspecting the parcel within the six (6) month period, you have three (3) days to rescind the transaction and receive all your money back from the subdivider when merchantable title is revested in the subdivider. To rescind the transaction, you must give the subdivider written notice of your intent to rescind within three (3) days after the date of your inspection of the property.

County regulations require that any deed, real estate contract, lease, or other instrument conveying an interest in a parcel in the subdivision, be recorded with the appropriate County Clerk.

Building permits, wastewater permits, or other use permits must be issued by the State or City officials before improvements are constructed. You should investigate the availability of such permits before you purchase, lease, or otherwise acquire an interest in the property. You should also determine whether such permits are required for construction of additional improvements before you occupy the property.

1. NAME OF SUBDIVISION

(name of subdivision)

2. NAME AND ADDRESS OF SUBDIVIDER

(name of subdivider)

(address of subdivider)

3. CONDITION OF TITLE

Include the following information (where applicable):

(name of mortgages)

(name and address of each mortgagee)

(balance owing on each mortgage)

(summary of release provisions of each mortgage)

(number of real estate contracts on the subdivided land for which the subdivider is making payments as a purchaser)

(name and address of each person holding a real estate contract as owner of the subdivided land for which the subdivider is making payments as a purchaser)

(balance owing on each real estate contract)

(summary of default provisions of each real estate contract)

(summary of release provisions of each real estate contract)

(statement of any other encumbrances on the land)

(statement of any other conditions relevant to the state of title)

4. STATEMENT OF ALL RESTRICTIONS OR RESERVATIONS OF RECORD THAT SUBJECT THE SUBDIVIDED LAND TO ANY CONDITIONS AFFECTING ITS USE OR OCCUPANCY

(statement of all deed and plat restrictions affecting the subdivided land)

5. UTILITIES (estimated cost per lot)

TABLE INSET:

(name of entity providing electricity, if available)	
	(estimated cost)
(name of entity providing gas service, if available)	
	(estimated cost)
(name of entity providing water, if available)	
	(estimated cost)
(name of entity providing telephone, if available)	
	(estimated cost)
(name of entity providing wastewater disposal, if available)	
	(estimated cost)
(name of entity providing solid waste disposal, if available)	
	(estimated cost)

6. INSTALLATION OF UTILITIES

TABLE INSET:

(electricity)	(date)
(gas)	(date)
(water)	(date)
(phone)	(date)
(sewer)	(date)
(solid waste disposal)	(date)

7. UTILITY LOCATION

(if all utilities are to be provided to each parcel in the subdivision, please state here)

(if all utilities are to be provided to some but not all parcels in the subdivision, state which utilities will be provided to each parcel)

(state whether each utility will be above ground or underground)

8. WATER and WASTEWATER AVAILABILITY

(describe the maximum annual water requirements of the subdivision including water for indoor and outdoor domestic uses)

(describe the availability and sources of water to meet the subdivision’s maximum annual water requirements)

(describe the means of water delivery within the subdivision)

(describe any limitations and restrictions on water use in the subdivision)

(summarize the provisions of any covenants or other restrictions requiring the use of water saving fixtures and other water conservation measures)

(describe what measures, if any, will be employed to monitor or restrict water use in the subdivision)

9. FOR SUBDIVISIONS WITH COMMUNITY WASTEWATER SYSTEMS

(if applicable)

(name and address of entity providing wastewater disposal)

(statement that individual or clustered wastewater systems are prohibited, if such is the case)

(identify, by lot and block number within the subdivision, which lots will be served by which community wastewater system)

(if the wastewater systems within the subdivision have not been accepted for maintenance by the City, state how the wastewater systems will be maintained and describe the lot owner's responsibilities and obligations with respect to maintenance of the wastewater systems)

10. FOR SUBDIVISIONS WITH INDIVIDUAL OR CLUSTERED WASTEWATER SYSTEMS (if applicable)

(state whether wastewater will be provided by the subdivider or by the prospective purchaser/lessee/conveyee)

(if the wastewater systems are provided by purchaser/lessee/conveyee, state the estimated cost of a complete wastewater system, including installation costs)

(if wastewater systems are provided by the subdivider, state the cost, if any, to the purchaser/lessee/conveyee)

(identify, by lot and block number within the subdivision, which lots will be served by which cluster wastewater systems)

(state how the wastewater systems will be maintained and describe the lot owner's responsibilities and obligations with respect to maintenance of the wastewater systems)

11. FOR SUBDIVISIONS WITH COMMUNITY WATER SYSTEMS (if applicable)

(name and address of entity providing water)

(source of water and means of delivery)

(summary of any legal restrictions on either indoor or outdoor usage)

(statement that individual wells are prohibited, if such is the case)

(State of New Mexico drinking water permit number)

12. FOR SUBDIVISIONS WITH INDIVIDUAL DOMESTIC WELLS OR MULTIPLE HOUSEHOLD WELLS (if applicable)

(define whether wells will be provided by the subdivider or by the prospective purchaser/lessee/conveyee)

(if wells are provided by purchaser/lessee/conveyee, state the estimated cost to complete a domestic well, including drilling, pressure tank, control devices, storage and treatment facilities)

(if wells are provided by the subdivider, state the cost, if any, to the purchaser/lessee/conveyee)

(summary of legal restrictions on either indoor or outdoor usage)

(average depth to groundwater and the minimum and maximum well depths to be reasonably expected)

(recommend total depth of well)

(estimated yield in gallons per minute of wells completed to recommended total depth)

13. LIFE EXPECTANCY OF THE WATER SUPPLY

(state the life expectancy of each source of water supply for the subdivision under full development of the subdivision)

#### 14. WATER QUALITY

(describe the quality of water in the subdivision available for human consumption)

(describe any quality that would make the water unsuitable for use within the subdivision)

(state the name, the contaminant level, the maximum contaminant level, the expected adverse effects of the contaminant for domestic use, and the recommended treatment method to reduce the contaminant level to or below the maximum contaminant level for any contaminants which exceed the maximum contaminant levels listed in the current State of New Mexico Drinking Water Bureau Regulations (Title 20, Chapter 7, Part 1))

#### 15. SEWER SYSTEMS

(describe the performance standards that must be obtained, design flow and any other conditions affecting the wastewater systems that are proposed and that have been approved by the City for use within the subdivision)

NOTE: NO SEWER SYSTEM MAY BE USED IN THIS SUBDIVISION OTHER THAN A SYSTEM THAT MEETS THE PERFORMANCE STANDARDS APPROVED BY CITY OF RIO RANCHO DEPARTMENT OF PUBLIC WORKS.

#### 16. SOLID WASTE DISPOSAL

(describe the means of solid waste disposal that is proposed for use within the subdivision)

#### 17. TERRAIN MANAGEMENT (Also known as a grading and drainage report, or plan)

(describe the suitability for residential use of the soils in the subdivision as defined in the Natural Resource Conservation District's Soil Survey for Sandoval County)

(describe any measures necessary for overcoming soil and topographic limitations, and who will be responsible for implementing these measures) (identify by lot and block numbers all parcels within the subdivision that are subject to flooding)

(identify by lot and block number all parcels within the subdivision located in whole or in part on slopes in excess of 8%)

(describe the surface drainage for all lots in the subdivision)

(describe the subsurface drainage for all lots in the subdivision)

(describe the nature, location and completion dates of all storm drainage systems and structures constructed or required to be constructed in the subdivision, and identify the entity which is responsible for construction)

#### 18. SUBDIVISION ACCESS

(names of town nearest to subdivision)

(distance from nearest town to subdivision and the route over which that distance is computed)

(describe access roads to subdivision)

(state whether the subdivision is accessible by conventional vehicle)

(state whether or not subdivision is ordinarily accessible at all times of the year and under all weather conditions)

(describe the width and surfacing of all roads within the subdivision)

(state whether the roads within the subdivision have been accepted for maintenance by the City)

(if the roads within the subdivision have not been accepted for maintenance by the City, state how the roads will be maintained and describe lot owners responsibilities and obligations with respect to road maintenance)

#### 19. MAINTENANCE

(state whether the roads and other improvements within the subdivision will be maintained by the City, the subdivider or an association of lot owner(s), and what measures have been taken to make sure that maintenance takes place)

#### 20. CONSTRUCTION GUARANTEES (if applicable)

(describe any proposed roads, drainage structures, water or wastewater treatment facilities or other improvements that will not be completed before parcels in the subdivision are offered for sale)

#### 21. ADVERSE OR UNUSUAL CONDITIONS

(state any activities or conditions adjacent to or nearby the subdivision, such as feed lots, dairies, cement plants or airports, which would subject the subdivided land to anything unusual affecting its use or occupancy)

#### 22. FIRE PROTECTION

(distance to nearest fire station from subdivision)

(route over which that distance is computed)

(state whether the fire department is full-time or semi-staffed)

#### 22. POLICE PROTECTION

List the various police units that patrol the subdivision.

(sheriff's department, if applicable)

(municipal police, if applicable)

(state police, if applicable)

#### 23. PUBLIC SCHOOLS

(name of and distance to nearest public elementary school serving the subdivision)

(name of and distance to nearest public junior high or middle school serving the subdivision)

(name of and distance to nearest public high school serving the subdivision)

**(3) All Major subdivisions containing one hundred (100) or more lots shall be required to file a disclosure statement that substantially complies with the following requirements and formats for subdivision.**

DISCLOSURE STATEMENT

PLEASE REVIEW PRIOR TO THE PURCHASE OF PROPERTY LOCATED WITHIN THE SUBDIVISION

This disclosure statement is intended to provide you with information to make an informed decision on the purchase or lease of the property described in this statement. You should read carefully all the information contained in this statement before you decide to buy or lease the described property.

Various public agencies may have issued opinions on both the subdivision proposal and the information contained in this disclosure statement. Summaries of these opinions are contained in this disclosure statement. They may be favorable or unfavorable. You should read them closely.

The City of Rio Rancho has examined this disclosure statement to determine whether the subdivider can fulfill the conditions that the subdivider claims in the disclosure statement. However, the City of Rio Rancho does not vouch for the accuracy of what is said in the disclosure statement. In addition, the disclosure statement is not a recommendation or endorsement of the subdivision by the City. It is informative only.

The City of Rio Rancho recommends that you inspect the property before buying, leasing or otherwise acquiring it. If you have not inspected the parcel before purchasing, leasing or otherwise acquiring it, you have six (6) months from the time of purchase, lease or other acquisition, to inspect the property in person. After inspecting the parcel within the six (6) month period, you have three (3) days to rescind the transaction and receive all your money back from the subdivider when merchantable title is revested in the subdivider. To rescind the transaction, you must give the subdivider written notice of your intent to rescind within three (3) days after the date of your inspection of the property.

County regulations require that any deed, real estate contract, lease, or other instrument conveying an interest in a parcel in the subdivision, be recorded with the appropriate County Clerk.

Building permits, wastewater permits, or other use permits must be issued by the City officials before improvements are constructed. You should investigate the availability of such permits before you purchase, lease, or otherwise acquire an interest in the property. You should also determine whether such permits are required for construction of additional improvements before you occupy the property.

1. NAME OF SUBDIVISION

(name of subdivision)

2. NAME AND ADDRESS OF SUBDIVIDER

(name of subdivider)

(address of subdivider)

3. NAME AND ADDRESS OF PERSON IN CHARGE OF SALES, LEASING OR

OTHER CONVEYANCE IN NEW MEXICO (optional)

(name of person in charge of sales, leasing or other conveyance)

(address of person in charge of sales, leasing or other conveyance)

(telephone number of person in charge of sales, leasing or other conveyance)

4. SIZE OF SUBDIVISION BOTH PRESENT AND ANTICIPATED

TABLE INSET:

Present	Anticipated
(number of parcels)	(number of parcels)
(number of acres in subdivision)	(number of acres in subdivision)

5. SIZE OF LARGEST PARCEL OFFERED FOR SALE OR LEASE WITHIN THE SUBDIVISION

(size of largest parcel in acres)

6. SIZE OF SMALLEST PARCEL OFFERED FOR SALE OR LEASE WITHIN THE SUBDIVISION

(size of smallest parcel in acres)

7. PROPOSED RANGE OF SELLING OR LEASING PRICES (optional)

TABLE INSET:

(\$ = lowest amount)	(size of parcels sold, leased or conveyed)
(\$ = highest amount)	(size of parcels sold, leased or conveyed)

8. FINANCING TERMS (optional)

(interest terms)

(term of loan or contract)

(minimum down payment)

(service charges and/or escrow fees)

(premium for credit life or other insurance if it is a condition for giving credit)

(closing costs)

9. NAME AND ADDRESS OF HOLDER OF LEGAL TITLE

(name of person who is recorded as having legal title)

(address of person who is recorded as having legal title)

NOTE: IF ANY OF THE HOLDERS OF EQUITABLE TITLE NAMED ABOVE IS A CORPORATION, LIST THE NAMES AND ADDRESSES OF ALL OFFICERS OF THAT CORPORATION.

10. NAME AND ADDRESS OF PERSONS HAVING EQUITABLE TITLE

(name of person who is recording as having equitable title)

(address of person who is recording as having equitable title)

NOTE: IF ANY OF THE HOLDERS OF EQUITABLE TITLE NAMED ABOVE IS A CORPORATION, LIST THE NAMES AND ADDRESS OF ALL OFFICERS OF THAT CORPORATION.

11. CONDITION OF TITLE

Include here the following information (where applicable)

(number of mortgages)

(name and address of each mortgage)

(balance owing on each mortgage)

(summary of the release provisions of each mortgage)

(number of all real estate contracts on the subdivided land for which the subdivider is making payments as a purchaser)

(name and address of each person holding a real estate contract as owner of the subdivided land for which the subdivider is making payments as a purchaser)

(balance owing on each real estate contract)

(summary of default provisions of each real estate contract)

(statement of any other encumbrances on the land)

(statement of any other conditions relevant to the state of the title)

12. STATEMENT OF ALL RESTRICTIONS OR RESERVATIONS OF RECORD THAT SUBJECT THE SUBDIVIDED LAND TO ANY CONDITIONS AFFECTING ITS USE OR OCCUPANCY

(state here all deed and plat restrictions affecting the subdivided land)

13. ESCROW AGENT

(name of escrow agent)

(address of escrow agent)

(statement of whether or not the subdivider has any interest in or financial ties to the escrow agent)

14. UTILITIES (estimated cost per lot)

TABLE INSET:

(name of entity providing electricity, if available)	
	(estimated cost)
(name of entity providing gas service, if available)	
	(estimated cost)
(name of entity providing water, if available)	

	(estimated cost)
(name of entity providing telephone, if available)	
	(estimated cost)
(name of entity providing wastewater disposal, if available)	
	(estimated cost)
(name of entity providing solid waste disposal, if available)	
	(estimated cost)

15. INSTALLATION OF UTILITIES

TABLE INSET:

(electricity)	(date)
(gas)	(date)
(water)	(date)
(phone)	(date)
(wastewater disposal)	(date)
(solid waste disposal)	(date)

16. UTILITY LOCATION

(if all utilities are to be provided to each parcel in the subdivision, please state here)

(if all utilities are to be provided to some but not all parcels in the subdivision, state which utilities will be provided to each parcel)

(state whether each utility will be above ground or underground)

17. WATER AND WASTEWATER AVAILABILITY

(describe the maximum annual water requirements of the subdivision including water for indoor and outdoor domestic uses)

(describe the availability and sources of water to meet the subdivision's maximum annual water requirements)

(describe the means of water delivery within the subdivision)

(describe any limitations and restrictions on water use in the subdivision)

(summarize the provisions of any covenants or other restrictions requiring the use of water saving fixtures and other water conservation measures)

(describe what measures, if any, will be employed to monitor or restrict water use in the subdivision)

18. FOR SUBDIVISIONS WITH COMMUNITY WATER SYSTEMS

(name and address of entity providing water)

(source of water and means of delivery)

(summary of any legal restrictions on either indoor or outdoor usage)

(statement that individual wells are prohibited, if such is the case)

(State of New Mexico Drinking Water Bureau's number)

19. FOR SUBDIVISIONS WITH INDIVIDUAL DOMESTIC WELLS OR MULTIPLE HOUSEHOLD WELLS

(define whether wells will be provided by the subdivider or by the prospective purchaser/lessee/conveyee)

(if wells are provided by purchaser/lessee/conveyee, state the estimated cost to complete a domestic well, including drilling, pressure tank, control devices, storage and treatment facilities)

(if wells are provided by the subdivider, state the cost, if any, to the purchaser/ lessee/ conveyee)

(summary of legal restrictions on either indoor or outdoor usage)

(average depth to groundwater and the minimum and maximum well depths to be reasonably expected)

(recommend total depth of well)

(estimated yield in gallons per minute of wells completed to recommended total depth)

(State of New Mexico wells shall be permitted by the State Engineer's Office.

20. LIFE EXPECTANCY OF THE WATER SUPPLY

(state the life expectancy of each source of water supply for the subdivision under full development of the subdivision)

21. SURFACE WATER\*

\*Not applicable where subdivider intends to provide water for domestic use.

(provide a detailed statement of the source and yield of the surface water supply and any restrictions to which the surface water supply is subject)

22. NEW MEXICO STATE ENGINEER'S OPINION ON WATER AVAILABILITY

Include here the approved summary of the opinion received by the City from the New Mexico State Engineer regarding:

(whether or not the subdivider can furnish water sufficient in quantity to fulfill the maximum annual water requirements of the subdivision, including water for indoor and outdoor domestic uses)

(whether or not the subdivider can fulfill the proposals in this disclosure statement concerning water, excepting water quality)

23. WATER QUALITY

(describe the quality of water in the subdivision available for human consumption)

(describe any quality that would make the water unsuitable for use within the subdivision)

(state the name, the contaminant level, the maximum contaminant level, the expected adverse effects of the contaminant for domestic use, and the recommended treatment method to reduce the contaminant level to or below the maximum contaminant level for any contaminants which exceed the maximum contaminant levels established by the Water Quality Control Commission or the New Mexico Environment Department, Drinking Water Quality Bureau)

24. NEW MEXICO ENVIRONMENT DEPARTMENT'S OPINION ON WATER QUALITY

Include here the approved summary of the opinion received by the City of Rio Rancho from the New Mexico Environment Department on:

(whether or not the subdivider can furnish water of an acceptable quality for human consumption and measures to protect the water supply from contamination in conformity with state regulations)

(whether or not the subdivider can fulfill the water quality proposal made in this disclosure statement)

(whether or not the subdivider's proposal for water quality conforms to the City water quality regulations)

25. WASTEWATER SYSTEMS

(describe the performance standards that must be obtained, design flow and any other conditions affecting the wastewater systems that are proposed and that has been approved by the City for use within the subdivision)

26. THE NEW MEXICO ENVIRONMENT DEPARTMENT GROUND WATER QUALITY BUREAU OPINION ON WASTEWATER SYSTEMS

Include here the approved summary of the New Mexico Environment Department, Ground Water Quality Bureau on:

(whether there are sufficient wastewater facilities to fulfill the requirements of the subdivision in conformity with state and City ordinance/regulations)

(whether or not the subdivider can fulfill the wastewater proposals made in this disclosure statement)

(whether or not the subdivider's proposal for wastewater disposal conforms to the City's wastewater ordinance/regulations)

27. SOLID WASTE DISPOSAL

(describe the means of solid waste disposal that is proposed for use within the subdivision)

28. NEW MEXICO ENVIRONMENT DEPARTMENT'S OPINION ON SOLID WASTE DISPOSAL

Include here the approved summary of the opinion received by the City from the New Mexico Environment Department on:

(whether or not there are sufficient solid waste disposal facilities to fulfill the needs of the subdivision in conformity with state regulations)

(whether or not the subdivider can fulfill the solid waste proposals made in this disclosure statement)

(whether or not the subdivider's proposal for solid waste disposal conforms to the City's regulations on solid waste disposal)

## 29. TERRAIN MANAGEMENT

(Also known as grading and drainage plan or report)

(describe the suitability for residential use of the soils in the subdivision (describe any measures necessary for overcoming soil and topographic limitations, and who will be responsible for implementing these measures)

(identify by lot and block numbers all parcels within the subdivision that are subject to flooding)

(identify by lot and block number all parcels within the subdivision located in whole or in part on slopes in excess of 8%)

(describe the surface drainage for all lots in the subdivision)

(describe the subsurface drainage for all lots in the subdivision)

(describe the nature, location and completion dates of all storm drainage systems and structures constructed or required to be constructed in the subdivision, and identify the entity which is responsible for construction)

## 30. NATURAL RESOURCES CONSERVATION DISTRICT'S OPINION ON TERRAIN MANAGEMENT

Include here the approved summary of the opinion received by the City from the Soil & Water Conservation District on:

(whether or not the subdivider can furnish sufficient terrain management to protect against flooding, inadequate drainage and soil erosion)

(whether or not the subdivider can satisfy the terrain management proposals made in this disclosure statement)

(whether or not the subdivider's terrain management proposals conform to the City regulations on terrain management)

## 31. SUBDIVISION ACCESS

(state whether or not subdivision is accessible by conventional vehicle)

(state whether or not subdivision is ordinarily accessible at all times of the year and under all weather conditions)

(describe the width and surfacing of all roads within the subdivision)

(state whether the roads within the subdivision have been accepted for maintenance by the City)

(if the roads within the subdivision have not been accepted for maintenance by the City, state how the roads will be maintained and describe lot owners responsibilities and obligations with respect to road maintenance)

### 32. NEW MEXICO DEPARTMENT OF TRANSPORTATION'S OPINION ON ACCESS

Include here the approved summary of the opinion received by City Department of Public Works from the New Mexico Department of Transportation on:

(whether or not the subdivider can fulfill the state-highway access requirements for the subdivision in conformity with state regulations)

(whether or not the subdivider can satisfy the access proposal made in this disclosure statement)

(whether or not the subdivider's access proposals conform to the City's regulations on access)

### 33. CONSTRUCTION GUARANTEES

(describe any proposed roads, drainage structures, water treatment facilities or other improvements that will not be completed before parcels in the subdivision are offered for sale)

### 34. ADVERSE OR UNUSUAL CONDITIONS

(state any activities or conditions adjacent to or nearby the subdivision, such as feed lots, dairies, cement plants or airports, that would subject the subdivided land to anything unusual affecting its use or occupancy)

### 35. RECREATIONAL FACILITIES

(describe all recreational facilities, actual and proposed in the subdivision)

(state the estimated date of completion of each proposed recreational facility)

(state whether or not there are any bonds, letters of credit or other collateral securing the construction of each proposed recreational facility and describe any such bond, letter of credit or other collateral)

### 35. HOA PARK FACILITIES

(describe all parks developed by the Homeowners Association (HOA), both existing and planned. This includes park amenities such as playgrounds, green spaces, walking trails, sports courts, or other recreational features within the HOA-managed areas)

(state the estimated completion dates for any proposed HOA-developed parks and their amenities)

(outline the costs that will be incurred by the lot purchaser for the maintenance of HOA-developed parks, including any HOA fees or special assessments for ongoing upkeep and improvements)

### 36. FIRE PROTECTION

(distance to nearest fire station from subdivision)

(route over which that distance is computed)

(state whether the fire department is full-time, semi-staffed, or volunteer)

37. POLICE PROTECTION

(sheriff's department, if applicable)

(municipal police, if applicable) (state police, if applicable)

38. PUBLIC SCHOOLS

(name of and distance to nearest public elementary school serving the subdivision)

(name of and distance to nearest public junior high or middle school serving the subdivision)

(Name of and distance to nearest public high school serving the subdivision)

39. HOSPITALS

(Name of nearest hospital)

40. PUBLIC TRANSPORTATION

Describe all public transportation that serves the subdivision on a regular basis



## 2.12.B CAD File Layering Conventions

CAD File Layering Conventions	
Layer Name	Layer Description
0	
C-BLDG	Building
C-BLDG-TEXT	Building Text
C-BRDG	Bridge
C-BRDG-DECK	Bridge Deck
C-BRDG-EXST	Existing Bridge
C-BRDG-SECT	Cross Section Of Bridge
C-ONECALL	One Call Symbol
C-CURB	Curb, Gutter, Sidewalk
C-CURB-DW	Driveway
C-CURB-DW-EXST	Existing Driveway
C-CURB-EXST	Existing Curb, Gutter, Sidewalk
C-ESMT	Easement Lines
C-ESMT-CNTR	Easement Centerlines
C-ESMT-CNTR-DIMS	Easement Centerline Bearing, Distant & Curve Dimensions
C-ESMT-DIMS	Easement Line Bearing, Distant & Curve Dimensions
C-ESMT-TEMP	Temporary Easement
C-ESMT-TYPE	Easement Type Callouts
C-ESMT-WDTH	Easement Width Dimensions
C-FIRE-FHYD-SYM	Water Fire Hydrant Symbol
C-FIRE-UNDR-MAIN	Watermain to Fire Hydrant
C-FIRE-UNDR-MAIN-FLIN	Watermain - Fireline
C-FIRE-VALV-PNT	Fire Hydrant Water Valve Point
C-FIRE-VALV-SYM	Fire Hydrant Water Valve Symbol
C-GOVT-CNTY-BNDY	County Line
C-GOVT-CTLM-BNDY	City Limits
C-GOVT-DIST-BNDY	Council Districts
C-GOVT-PRCT-BNDY	Voting Precinct
C-LOGO	City Logo
C-MISC-CHRT	Miscellaneous Chart
C-MISC-CURB	Miscellaneous Curb
C-MISC-DETL	Miscellaneous Detail
C-MISC-DETL-CNTR	Miscellaneous- Detail- Center
C-MISC-DETL-HIDN	Miscellaneous-Detail-
C-MISC-DIMS	Dimensions

CAD File Layering Conventions	
Layer Name	Layer Description
C-MISC-TEXT	Miscellaneous Text
C-PATT-DECO-PVMT	Hatch - Decorative Pavement
C-PATT-DECO-XSEC	Hatch- Decorative - Cross Section
C-PATT-DET	Hatch - Decorative - Detail Sheets
C-PATT-DW	Hatch - Proposed Driveway
C-PATT-PVMT	Hatch - Proposed Pavement
C-PATT-SW	Hatch - Proposed Sidewalk
C-PATT-SW-EXST	Hatch - Existing Sidewalk
C-PROF	Proposed Profile
C-PROF-CNTR	Proposed Profile Centerline
C-PROF-DOTS	Profile - Dots
C-PROF-GRID	Profile - Grid
C-PROF-GRND-EXST	Profile – Ground-Extension
C-PROF-NOTES	Profile Notes
C-PROF-NOTES-HORZ	Profile Notes - Horizontal
C-PROF-NOTES-VERT	Profile Notes - Vertical
C-PROF-TEXT	Proposed Profile Text
C-PROP	A`Property Lines (Parcel Boundaries)
C-PROP-ACRE	Lot & Tract Acreages
C-PROP-ADDR	Street Addresses
C-PROP-BLDG-SBAC	Building Setback
C-PROP-DIMS	Property Line Bearing, Distant & Curve Dimensions
C-PROP-EXST	Old/Existing Property Lines
C-PROP-MON	Property Line Monuments
C-PROP-NUMB	Lot Numbers & Tracts
C-PROP-NUMB-DISP	County Parcel Numbers for display purposes only
C-PROP-SPLT	Property Split Lines
C-PVMT-EDGE	Edge Of Pavement
C-PVMT-EDGE-EXST	Existing-Edge Of Pavement
C-PVMT-SC	Saw Cut Line
C-RCLM-ANNO-TXT	Reclaim Text
C-RCLM-BOOS-PNT	Reclaim Booster Station Point
C-RCLM-BOOS-SYM	Reclaim Booster Station Symbol
C-RCLM-PRVL-PNT	Reclaim Pressure Relief Valve Point
C-RCLM-PRVL-SYM	Reclaim Pressure Relief Valve Symbol
C-RCLM-STOR-PNT	Reclaim Storage Point
C-RCLM-STOR-SYM	Reclaim Storage Symbol

CAD File Layering Conventions	
Layer Name	Layer Description
C-RCLM-UNDR-FIT	Reclaim Fittings
C-RCLM-UNDR-MAIN	Reclaim-Water Main
C-RCLM-UNDR-MAIN	Reclaim Water Main - Standard
C-RCLM-UNDR-REDR-P	Reclaim-Water Line Reducer Pipe
C-RCLM-UNDR-REDR-PNT	Reclaim line Reducer Point
C-RCLM-UNDR-REDR-S	Reclaim-Water Line Reducer
C-RCLM-UNDR-REDR-SYM	Reclaim Reducer Symbol
C-RCLM-UNDR-SERV	Reclaim Service Tap
C-RCLM-VAL-PNT	Reclaim Water Valve Point
C-RCLM-VALV-SYM	Reclaim Water Valve Symbol
C-RIV-CNTR	Rivers/Creeks/Streams/Washes Center Lines
C-RIV-EDGE	Rivers/Creeks/Streams/Washes Edge Lines
C-RIV-NAME	Rivers/Creeks/Streams/Washes Names
C-ROW	Street Right-of-Way Lines
C-ROWC	Canal Right-of-Way Lines
C-ROWC-CNTR	Canal Right-of-Way Centerlines
C-ROWC-CNTR-DIMS	Canal Centerline Bearing, Distant & Curve Dimensions
C-ROWC-CNTR-MON	Canal Centerline Monuments
C-ROWC-CNTR-NAME	Canal Names
C-ROWC-CNTR-WDTH	Canal Right-of-Way Width Dimensions
C-ROWC-DIMS	Canal Right-of-Way Line Bearing, Distant & Curve Data
C-ROWC-MON	Canal Right-of-Way Monuments
C-ROW-CNST-CNTR	Construction Center Line
C-ROW-CNTR	Street Right-of-Way Centerlines
C-ROW-CNTR-DIMS	Street Centerline Bearing, Distant & Curve Dimensions
C-ROW-CNTR-MON	Street Centerline Monuments
C-ROW-CNTR-NAME	Street Names
C-ROW-CNTR-WDTH	Street Right-of-Way Width Dimensions
C-ROW-DIMS	Street Right-of-Way Line Bearing, Distant & Curve
C-ROW-EXST	Existing-Street Right-of-Way Lines
C-ROWF	Freeway Right-of-Way Lines
C-ROWF-CNTR	Freeway Right-of-Way Centerlines
C-ROWF-CNTR-DIMS	Freeway Centerline Bearing, Distant & Curve Dimensions
C-ROWF-CNTR-MON	Freeway Centerline Monuments
C-ROWF-CNTR-NAME	Freeway Names
C-ROWF-CNTR-WDTH	Freeway Right-of-Way Width Dimensions
C-ROWF-DIMS	Freeway Right-of-Way Line Bearing, Distant & Curve Data

CAD File Layering Conventions	
Layer Name	Layer Description
C-ROWF-MON	Freeway Right-of-Way Monuments
C-ROW-MON	Street Right-of-Way Monuments
C-ROWP	Private Street Right-of-Way Lines
C-ROWP-CNTR	Private Street Right-of-Way Centerlines
C-ROWP-CNTR-DIMS	Private Street Centerline Bearing, Distant & Curve Data
C-ROWP-CNTR-MON	Private Street Centerline Monuments
C-ROWP-CNTR-NAME	Private Street Names
C-ROWP-CNTR-WDTH	Private Street Right-of-Way Width Dimensions
C-ROWP-DIMS	Private Street Right-of-Way Line Bearing, Distant & Curve Data
C-ROWP-MON	Private Street Right-of-Way Monuments
C-ROWR	Railroad Right-of-Way Lines
C-ROWR-CNTR	Railroad Right-of-Way Centerlines
C-ROWR-CNTR-DIMS	Railroad Centerline Bearing, Distant & Curve Dimensions
C-ROWR-CNTR-MON	Railroad Centerline Monuments
C-ROWR-CNTR-NAME	Railroad Names
C-ROWR-CNTR-WDTH	Railroad Right-of-Way Width Dimensions
C-ROWR-DIMS	Railroad Right-of-Way Line Bearing, Distant & Curve Data
C-ROWR-MON	Railroad Right-of-Way Monuments
C-SECT-COR-MON	Section Corner Monuments
C-SECT-COR-TEXT	Section & Quarter Corner Information
C-SECT-LINE	Section Lines
C-SECT-LINE-DIMS	Section Line Bearing & Distant Dimensions
C-SHBD	Sheet Border
C-SHBD-MTCH	Match Line
C-SHBD-MTCH-TEXT	Match Line Text
C-SHBD-TEXT	General Text
C-SHBD-TEXT-BLD	Bold Size Text
C-SHBD-TEXT-MED	Medium Size Text
C-SHBD-TTLB Title	Title Block & North Arrow
C-SHBD-TTLB-TEXT	Title Block Text
C-SSWR-ANNO-TXT	Sewer Text
C-SSWR-CLNO-PNT	Cleanout Point
C-SSWR-CLNO-SYM	Cleanout Symbol
C-SSWR-HEAD-PNT	Sewer Headwork Point
C-SSWR-HEAD-SYM	Sewer Headwork Symbol
C-SSWR-LSTA-PNT	Sewer Lift Station Point
C-SSWR-LSTA-SYM	Sewer Lift Station Symbol

CAD File Layering Conventions	
Layer Name	Layer Description
C-SSWR-MAHN-PNT	Sewer Manhole Point
C-SSWR-MAH-SYM	Sewer Manhole System
C-SSWR-MANH-PNT	Manhole Point
C-SSWR-MANH-SYML	Manhole Symbol
C-SSWR-MSTA-PNT	Sewer Metering Station Point
C-SSWR-MSTA-SYM	Sewer Metering Station Symbol
C-SSWR-UNDR-MAIN-STAN	Sewermain - Standard
C-SSWR-UNDR-SERV	Sewer Service
C-SSWR-VALV-PNT	Sewer Valve Point
C-SSWR-VALV-SYM	Sewer Valve Symbol
C-SSWR-WEIR-SYM	Sewer Weir Box Symbol
C-SSWR-WIER-PNT	Sewer Weir Box Point
C-SSWR-WIER-SYM	Sewer Weir System
C-STRM-AREA-CTCH	Catchment Area, Area that Flows to an Outfall
C-STRM-AREA-DET	Detention Area
C-STRM-AREA-STOR	Storage Pond
C-STRM-CB	Catch Basin
C-STRM-MNMD-CANL	Canal, Large Water Conveyance that Interacts w/Storm Drains
C-STRM-MNMD-CHAN	Channel, Concrete Lined Conveyance
C-STRM-MNMD-CNTR	Centerline, Carries the Attributes for the Items Listed Above
C-STRM-MNMD-DTCH	Ditch, Unlined Conveyance
C-STRM-MNMD-IRRG	Irrigation, Small Water Conveyance that Interacts
C-STRM-MNMD-SPWY	Spillway, Allows Surface Flow to Channels/Ditches
C-STRM-NTRL-CNTR	Centerline, Carries the Attributes for the Items Listed Above
C-STRM-NTRL-CREK	Creek
C-STRM-NTRL-RIV	River
C-STRM-NTRL-WASH	Wash
C-STRM-STRC-DIVR	Diversion Structure, Diverts Canal Water to Storm Drain System
C-STRM-STRC-FLGT	Flapgate, Restricts Flow to one Direction
C-STRM-STRC-HDWL	Headwall, Transition from Openflow to Pipe & Visa Versa
C-STRM-STRC-INLT	Inlet, Collects Surface Flow
C-STRM-STRC-JBOX	Junction Box Irrigation Control
C-STRM-STRC-MH	Manhole, Point of Entry to the Storm Drain System
C-STRM-STRC-ORFC	Orifice, Restricts Flow
C-STRM-STRC-OUTF	Outfall, Structures that Release Storm Water to Receiving Water
C-STRM-STRC-PMP	Pump, Moves Water Between Different Elements of the System
C-STRM-STRC-STAN	Stand Pipe, Irrigation Device

CAD File Layering Conventions	
Layer Name	Layer Description
C-STRM-STRC-STAN-EXST	Existing Stand Pipe, Irrigation Device
C-STRM-STRC-VAL	Valve, Controls Rate or Direction of Flow
C-STRM-STRC-WIER	Weir, Restricts or Changes Direction of Flow
C-STRM-UNDR	Storm Drain Lines-Underground
C-STRM-UNDR-BDET	Bleed Off, Detention, Flow from Detention Area to Pipe System
C-STRM-UNDR-BPMP	Bleed Off, Pump, Flow from Pump to Pipe Systems
C-STRM-UNDR-CLVT	Culvert, Structure to Allow Flow Under Roads, etc.
C-STRM-UNDR-CONR	Connector, Pipe Connects Inlets to Majors/Laterals
C-STRM-UNDR-EXST	Existing-Storm Drain Lines-Underground
C-STRM-UNDR-IRRG	Irrigation, Part of Irrigation System that Interacts w/Storm Drain
C-STRM-UNDR-LATR	Lateral, Pipe Usually Smaller, Feeds to Majors
C-STRM-UNDR-MAJR	Major, Pipe Backbone, Ends at Outfall
C-STRM-UNDR-OTHR	Other
C-STRM-UNDR-SPHN	Siphon, Allows Flow Under Obstructions
C-SUB-BND	Subdivision Boundary
C-SUB-BND-DIMS	Subdivision Boundary Bearing, Distant & Curve Dimensions
C-SUB-BND-MON	Subdivision Boundary Monuments
C-SUB-NAME	Subdivision Name
C-SWR	Sanitary Sewer-At Grade
C-SWR-EXST	Existing-Sanitary Sewer-At Grade
C-SWR-UNDR	Sanitary Sewer Lines-Underground
C-SWR-UNDR-EXST	Existing-Sanitary Sewer
C-TOPO	Results Of Survey
C-TOPO-BORE	Bore Hole Locations
C-TOPO-FENC	Fence
C-TOPO-FENC-EXST	Fence Extension
C-TOPO-MISC	Miscellaneous Items
C-TOPO-MISC-EXST	Miscellaneous Extension
C-TOPO-RTWL	Retaining Wall
C-TOPO-STLT-EXST	Streetlight Pole - Existing
C-TOPO-TEXT	Topo Text
C-TOPO-TRAF-POLE-EXST	Existing Traffic Signal Pole
C-TOPO-WALL	Freestanding Wall
C-TRAF-EQPT	Traffic Signal Equipment
C-TRAF-EQPT-EXST	Existing-Traffic Signal Equipment
C-TRAF-EQPT-MISC	Traffic Signal Equipment-Miscellaneous
C-TRAF-EQPT-TEXT	Traffic Signal Equipment Notes/Text

CAD File Layering Conventions	
Layer Name	Layer Description
C-TRAF-FNDN-COND	Traffic Signal Conduit
C-TRAF-FNDN-COND-EXST	Existing-Traffic Signal Conduit
C-TRAF-FNDN-JB	Traffic Signal Junction Boxes
C-TRAF-FNDN-JB-EXST	Existing-Traffic Signal Junction Boxes
C-TRAF-FNDN-MISC	Traffic Signal Foundation-Miscellaneous
C-TRAF-FNDN-TEXT	Traffic Signal Foundation Notes/Text
C-TRAF-MISC	Street Names / Miscellaneous Text
C-TRAF-PM-SKW	Traffic-Skip White Paint
C-TRAF-PM-SKW-EXST	Existing-Traffic-Skip White Paint
C-TRAF-PM-SKY	Traffic-Skip Yellow Paint
C-TRAF-PM-SKY-EXST	Existing-Traffic-Skip Yellow Paint
C-TRAF-PM-SOW	Traffic-Solid White Paint
C-TRAF-PM-SOW-EXST	Existing-Traffic-Solid White Paint
C-TRAF-PM-SOY	Traffic-Solid Yellow Paint
C-TRAF-PM-SOY-EXST	Existing-Traffic-Solid Yellow Paint
C-TRAF-POLE	Traffic Signal Poles/Foundations
C-TRAF-POLE-EXST	Existing-Traffic Signal Poles/Foundations
C-TRAF-POLE-EXST-R	Existing-Traffic Signal Poles/
C-TRAF-POLE-EXST-RMVL	Existing-Traffic Signal Poles/Foundations-to be Removed
C-TRAF-SIGN	Traffic Signs
C-TRAF-SIGN-EXST	Existing Traffic Signs
C-TRAF-STLT	Traffic
C-UTIL-CABL	Cable-At Grade
C-UTIL-CABL-EXST	Existing-Cable-At Grade
C-UTIL-CABL-OVHD	Cable Lines-Overhead
C-UTIL-CABL-UNDR	Cable Lines-Underground
C-UTIL-CABL-UNDR-EXST	Existing-Cable Lines-Underground
C-UTIL-CWTR-UNDR	Chiller Water Lines-Underground
C-UTIL-CWTR-UNDR-EXST	Existing-Chiller Water Lines-Underground
C-UTIL-FIBR	Fiber Optic-At Grade
C-UTIL-FIBR-	Existing-Fiber Optic-At Grade
C-UTIL-FIBR-OVHD	Fiber Optic Lines-Overhead
C-UTIL-FIBR-OVHD-EXST	Existing-Fiber Optic Lines-Overhead
C-UTIL-FIBR-UNDR	Fiber Optic Lines-Underground
C-UTIL-FIBR-UNDR-	Existing-Fiber Optic Lines-Underground
C-UTIL-FUEL-UNDR	Liquid Fuel Lines-Underground
C-UTIL-FUEL-UNDR-EXST	Existing-Liquid Fuel Lines-Underground

CAD File Layering Conventions	
Layer Name	Layer Description
C-UTIL-IRRG	Irrigation line w\Headwalls
C-UTIL-IRRG-ABVG	Irrigation Structures
C-UTIL-IRRG-ABVG-EXST	Existing Irrigation Structures
C-UTIL-IRRG-EXST	Existing-Open Irrigation line w\Headwalls
C-UTIL-IRRG-UNDR	Open Irrigation Lines-Underground
C-UTIL-MGAS-UNDR	Medical Gas Lines-Underground
C-UTIL-MGAS-UNDR-EXST	Existing-Medical Gas Lines-Underground
C-UTIL-NGAS	Natural Gas-At Grade
C-UTIL-NGAS-EXST	Existing-Natural Gas-At Grade
C-UTIL-NGAS-UNDR	Natural Gas Lines-Underground
C-UTIL-NGAS-UNDR-	Existing-Natural Gas Lines-Underground
C-UTIL-POWR	Electrical Power-At Grade
C-UTIL-POWR-EXST	Existing-Electrical Power-At Grade
C-UTIL-POWR-OVHD	Electrical Power Lines-Overhead
C-UTIL-POWR-OVHD-EXST	Existing-Electrical Power Lines-Overhead
C-UTIL-POWR-UNDR	Electrical Power Lines-Underground
C-UTIL-POWR-UNDR-EXST	Existing-Electrical Power Lines-Underground
C-UTIL-SSWR-UNDR-EXST	Existing-Sanitary Sewer Lines-Underground
C-UTIL-STRM-EXST	Existing-Storm Drain / All Structures and Facilities
C-UTIL-TELE-ABVG	Telephone - Aboveground
C-UTIL-TELE-UNDR	Telephone - Underground
C-UTIL-TELE-UNDR-EXST	Existing Telephone-Underground
C-UTIL-WATR-UNDR-EXST	Existing-Domestic Water Lines-Underground
C-WALK	Walkways - Independent of Street
C-WALK-EXST	Existing-Walkways - Independent of Street
C-WATR	Domestic Water - At Grade
C-WATR-ANNO-TXT	Water Text
C-WATR-BOOS-PNT	Water Booster Station Point
C-WATR-BOOS-SYM	Water Booster Station Symbol
C-WATR-DET	Water Detail Sheet - Line Work
C-WATR-DET-CNTR	Water Detail Sheet - Center Line
C-WATR-DET-DASH	Water Detail Sheet- Dashed
C-WATR-DET-DDOT	Water Detail Sheet- Dotted
C-WATR-DET-HIDN	Water Detail Sheet-Hidden
C-WATR-EXST	Existing-Domestic Water - At Grade
C-WATR-MANH-PNT	Water Manhole Point
C-WATR-MANH-SYM	Water Manhole Symbol

CAD File Layering Conventions	
Layer Name	Layer Description
C-WATR-MSTA-PNT	Water Metering Station Point
C-WATR-MSTA-SYM	Water Metering Station Symbol
C-WATR-PRVL-PNT	Water Pressure Relief Valve Point
C-WATR-PRVL-SYM	Water Pressure Relief Valve Symbol
C-WATR-PZON	Water Pressure Zone
C-WATR-REDR-PNT	Waterline Reducer Point
C-WATR-REDR-SYM	Waterline Reducer Symbol
C-WATR-STOR-PNT	Water Storage Point
C-WATR-STOR-SYM	Water Storage Symbol
C-WATR-UNDR	Domestic Water Lines-Underground
C-WATR-UNDR-EXST	Existing-Domestic Water Lines-Underground
C-WATR-UNDR-FIT	Water Fitting
C-WATR-UNDR-MAIN	Watermain
C-WATR-UNDR-SERV	Water Service
C-WATR-VALV-SYM	Water Valve Symbol
C-WATR-WELL-PNT	Water Well Point
C-WATR-WELL-SYM	Water Well Symbol
DEFPOINTS	Definition Points
L-IRRG-EQPT	Valves, Meters, Etc.
L-IRRG-EQPT-DET	Irrigation Detail Sheet - line Work
L-IRRG-EQPT-DET-CN	Irrigation Detail Sheet-
L-IRRG-EQPT-DET-CNTR	Irrigation Detail Sheet - Center Line
L-IRRG-LTRL	Irrigation - Lateral Line
L-IRRG-MAIN	Irrigation - Main Line
L-IRRG-MISC	Wire, Pull Box, Etc.
L-IRRG-PIPE	Irrigation Pipe
L-IRRG-PRIV	Private Irrigation
L-IRRG-SIZE	Irrigation Pipe Size
L-IRRG-SLEV	Irrigation Sleeves
L-IRRG-SYMB	Irrigation Tags
L-IRRG-TEXT	Annotations
L-IRRG-WATR	Irrigation with Water
L-PLNT	Plants
L-PLNT-BLDR	Site Boulders
L-PLNT-CACT	Desert Plants
L-PLNT-DEMO	Demolish / Removal
L-PLNT-EXST	Existing Plants

CAD File Layering Conventions	
Layer Name	Layer Description
L-PLNT-FURN	Site Furniture
L-PLNT-HEAD	Landscape Headers
L-PLNT-SAVG	Plant Salvage
L-PLNT-SHRB	Plant - Shrub
L-PLNT-TEXT	Landscape Text
L-PLNT-TREE	Trees
Z-BLDG	Major Existing Building Outlines
Z-BLDG-DIMS	Major Building Dimensions
Z-BLDG-FUTR	Future Buildings and Additions
Z-SITE	Building Setback Lines
Z-SITE-DIMS	Building Dimensions
Z-SITE-DRVW	Driveways
Z-SITE-FENC	Fences/Walls
Z-ZONE	Existing Zoning Lines
Z-ZONE-DIMS	Zoning Dimensions
Z-ZONE-FUTR	Rezoning Proposals
Z-ZONE-FUTR-TEXT	Rezoning Proposals Text
Z-ZONE-TEXT	Zoning Identification Text

\*Any existing layer not listed should be named with the layer name and “-EXST”

EXAMPLE: C-BLDG-EXST

## 2.12.CCAD Standards and Naming Conventions for Digital Plan & Plat Submittals

All drawing entities must reside on their own respective layers with specified layer names, colors, line types and text styles (if applicable) assigned to each entity BY LAYER. All symbols and line types must follow City of Rio Rancho design standards specifications where applicable. All digital plans submitted shall be referenced to at least two known existing section monuments with the basis of bearing clearly stated including bearings and distances. This will assist us in projecting the data to the City of Rio Rancho control grid standard (New Mexico State Plane Coordinate System, NAD 83, US Feet).

CAD Standards and Naming Conventions for Digital Plan & Plat Submittals				
LAYER GROUP	LAYER NAME	COLOR	LINETYPE TEXTSTYLE	LAYER DESCRIPTION
ROADWAY R-O-W	C-ROW	CYAN	CONTINUOUS	ROADWAY RIGHT-OF-WAY LINES
	C-RW-ABND	8(GRAY)	DOT2	ABANDONED RIGHT OF-WAY
	C-RW-DIM	135(DRK CYAN)	CONTINUOUS	R.O.W. WIDTH, DISTANCE, etc. - DIMENSIONS
	33(LT BROWN)	33(LT BROWN)	DOT2	FUTURE/PROPOSED RIGHT-OF-WAY
	C-RW-PTS	WHITE	CONTINUOUS	POINTS OF CURVATURE & TANGENCY (TIC MARKS)
ROADWAY CENTERLINES	C-RW-CL	YELLOW	CENTER2	ROADWAY CENTERLINES
	C-RW-CL-DIM	53(DRK YELLOW)	PHANTOM2 (ROW2)	CENTERLINE BEARING, DISTANCE, & CURVE DIM.'S
	C-RW-CL-MON	RED	DIVIDE	UNPAVED ROADWAY CENTERLINE
	C-RW-CL-NMS	BLUE	CONTINUOUS	ROADWAY NAMES
	C-RW-CL-PTS	WHITE	CONTINUOUS	POINTS OF CURVATURE & TANGENCY (TIC MARKS)
	C-RW-CL-UNP	33(LT BROWN)	DASHED	UNPAVED STREET CENTERLINE
ARROYO & RAILROAD R.O.W. & C.L	C-RWAR	150(BLUE)	PHANTOM2 (ROW2)	ARROYO RIGHT-OF-WAY
	C-RWRR	12(DRK RED)	PHANTOM2	RAILROAD RIGHT-OF-WAY
	C-RWAR-CL	141	DIVIDE	ARROYO CENTERLINE
	C-RWRR-CL	YELLOW	TRACKS	RAILROAD CENTERLINE
	C-RWAR/RR-DIM	135	CONTINUOUS	ARROYO OR RAILROAD R.O.W. WIDTH DIMENSIONS

**CAD Standards and Naming Conventions for Digital Plan & Plat Submittals**

LAYER GROUP	LAYER NAME	COLOR	LINETYPE TEXTSTYLE	LAYER DESCRIPTION
	C-RWAR/RR-CL-DIM	MAGENTA	CONTINUOUS	BEARING, DISTANCE, & CURVE DIM.'S
	C-RWAR/RR-CL-MON	RED	DASHED	CENTERLINE MONUMENTS
	C-RWAR/RR-CL-NMS	130(CYAN)	CONTINUOUS	ARROYO OR RAILROAD NAMES
PRIVATE STREET R.O.W.	C-ROWP	WHITE	PHANTOM2	PRIVATE RIGHT-OF- WAY LINES
	C-RWPV-ABND	8(GRAY)	DOT2	ABANDONED PRIVATE RIGHT-OF-WAY
	C-RWPV-DIM	252(GRAY)	CONTINUOUS	PRIV. R.O.W. WIDTH, DISTANCE, etc. - DIMENSIONS
	C-RWPV-FUTR	YELLOW	DOT2	FUTURE/PROPOSED PRIVATE RIGHT-OF- WAY
	C-RWPV-PTS	RED	CONTINUOUS	CURVATURE & TANGENCY POINTS (TIC MARKS)
PRIVATE STREET CENTERLINES	C-RWPV-CL	YELLOW	CENTER2	PRIVATE STREET CENTERLINES
	C-RWPV-CL-DIM	MAGENTA	CONTINUOUS	BEARING, DISTANCE, WIDTH, & CURVE DIM.'S
	C-RWPV-CL-MON	RED	DASHED	PRIVATE CENTERLINE MONUMENTS
	C-RWPV-CL-NMS	BLUE	CONTINUOUS	PRIVATE STREET NAMES
	C-RWPV-CL-PTS	WHITE	CONTINUOUS	CURVATURE & TANGENCY POINTS (TIC MARKS)
PARCELS	C-PL	WHITE	CONTINUOUS	PROPERTY LINES (& PARCEL BOUNDARIES)
	C-PL-AC	MAGENTA	CONTINUOUS	PROPERTY ACREAGES (LOTS & TRACTS)
	C-PL-DTL	143	CONTINUOUS	PROPERTY LINE DETAILS & ATTRIBUTES
	C-PL-DIM	254(LT GRAY)	CONTINUOUS	PROPRTY LINE BEARINGS & CURVE DIM.'S
	C-PL-NUM	201(LT MGNTA)	SIMPLEX	LOT NUMBERS & TRACTS
	C-PL-PTS	WHITE	CONTINUOUS	POINTS OF CURVATURE & TANGENCY (TIC MARKS)
SECTIONS	C-SEC	254	CONTINUOUS	SECTION LINES

**CAD Standards and Naming Conventions for Digital Plan & Plat Submittals**

LAYER GROUP	LAYER NAME	COLOR	LINETYPE TEXTSTYLE	LAYER DESCRIPTION
	C-SEC-DIM	252(GRAY)	CONTINUOUS	SECTION LINE BEARINGS, DISTANCES, etc.
	C-SEC-MID	50(YELLOW)	DASHED	SECTION MID-LINES
	C-SEC-MON	RED	CONTINUOUS	SECTION (SURVEY) MONUMENTS
CITY LIMIT BOUNDARIES	C-BOUN-CITY	30(ORANGE)	PHANTOM	CITY LIMIT LINES
SUBDIVISION BOUNDARIES	C-BOUN-SUB	204(DRK MGNTA)	CONTINUOUS	SUBDIVISION BOUNDARY
	C-BOUN-SUB-DIM	RED	CONTINUOUS	SUBDIVISION BOUNDARY BEARINGS, DIM'S, etc.
	C-BOUN-SUB-MON	RED	CONTINUOUS	SUBDIVISION BOUNDARY MONUMENTS
	C-BOUN-SUB-NMS	9(GRAY)	CONTINUOUS	SUBDIVISION PHASE/UNIT/PARCEL NAMES/NO.'s
	C-BOUN-SUB-PTS	204(DRK MGNTA)	CONTINUOUS	SUBDIVISION SURVEY POINT MARKERS
SITE/PROPERTY BOUNDARIES	C-BOUN-SITE	204(DRK MGNTA)	CONTINUOUS	SITE BOUNDARY
	C-BOUN-SITE-DIM	RED	CONTINUOUS	SITE BOUNDARY BEARINGS, DIM'S, etc
	C-BOUN-SITE-MON	RED	CONTINUOUS	SITE BOUNDARY MONUMENTS
	C-BOUN-SITE-PTS	204(DRK MGNTA)	CONTINUOUS	SITE BOUNDARY TIC MARKS