

## **I.3 STARTING THE PROCESS**

The development review process begins when you visit the DSD counter and inform us as to your particular development, business or land use interest(s).

DSD counter staff will assist you with determining whether your project is of a business, construction or land use process. If it is construction related, you will proceed by discussing the nature of your project with Building Division staff. If it is administrative, business-related, planning, subdivision or zoning related, you may be directed to speak to either Zoning, Planning or City Clerk staff.

If your request is for something relatively straightforward (e.g., construction of a single family residence), then Building Inspection can help you with obtaining a permit for your project. However, if your project is complex, you may be advised to proceed with a DRC meeting.

DSD has learned through experience that more complicated development projects are often affected by multiple City ordinances, codes, and requirements of various Departments within the City. In this meeting, DSD will provide you with the codes, ordinances and requirements that are applicable to your development. DSD takes this opportunity to explain the process you will be following, provide you with applicable documentation including checklists and timing information, and answers any questions you might have.

### **The Development Review Committee Process**

The DRC meeting may be utilized to serve two general purposes. One, as a "Pre-Application" step to bring you into the City and meet face to face with primary department and affected agency personnel responsible for reviewing and permitting your project. This is a discovery meeting where we discuss your general plans, needs, constraints, and goals for the property.

Secondly, the DRC serves as a "Completeness Determination" forum to verify that your application is prepared for a thorough review by the City. A DRC meeting is required if your development consists of:

- Zone Changes – site development plans.
- Platting or subdividing platted property.
- Single-family subdivision construction.
- Large scale (+50,000 SF) construction including apartments.

Once it has been determined that a DRC meeting is required and/or requested, a DSD staff member will either provide you with an application and submittal requirements or set up a meeting.

**“Completeness” Determination:** Verifies that required forms and fees and a signature of the applicant or a written authorization from the property owner, if the applicant is not the owner.

- DSD staff or the DRC may assist with a “Completeness” review.
- A “Completeness” determination does not preclude the City from requesting additional information, or studies if new information is provided, or substantial changes in the proposed development occur, or if additional information is requested.
- If submitting additional information or studies, the project shall be reviewed by the City to determine if the information significantly changes the application thereby potentially requiring additional review time.










The DRC is a standing committee comprised of representatives from the City’s Development Services, Public Works, Police, Fire and Rescue, and Parks, Recreation and Community Development Departments. Additional representatives may be invited when their presence is necessary or desirable for any specific project/Issue before the DRC (e.g., Southern Sandoval County Arroyo Flood Control Authority, utility companies and/or Rio Rancho Public Schools).

DSD staff will coordinate and distribute project information, chair and record the meetings, and manage the DRC files. The DRC meets twice each month on the second and fourth Thursday. The recommendations of the DRC are advisory and intended to facilitate the submittal of the formal development application and do not convey final approval authority.

During the meeting, questions will be addressed, and minutes of the meeting will be captured so that all parties will have a clear understanding of what was discussed and what is expected. Contact information will be collected from the Applicant and the participants from the City Departments. A copy of the minutes will be provided to the Applicant within five (5) business days after the conclusion of the meeting.

Applicants should be aware that certain important elements of many proposed development projects would include, but not be limited, to the following:

**Notice to DRC Applicants:** The more specific information that an applicant is able to provide about the project, the more specific information we will be able to provide about the codes, ordinances and regulations.

Application	Preliminary Utility Plan and Water & Sewer Availability	Preliminary Drainage Plan and Capacity Analysis	Parks/Open Space and R-O-W	Traffic Impact Analysis	Complete Engineering Plans
Zoning (Site Plan)					
Land Disturbance $\geq$ 1 acre or $\geq$ 500 CY					
Preliminary Plat					
Final Plat					

\* **NOTE:** Letter of Water and Sewer Availability obtained from the Public Works Department.

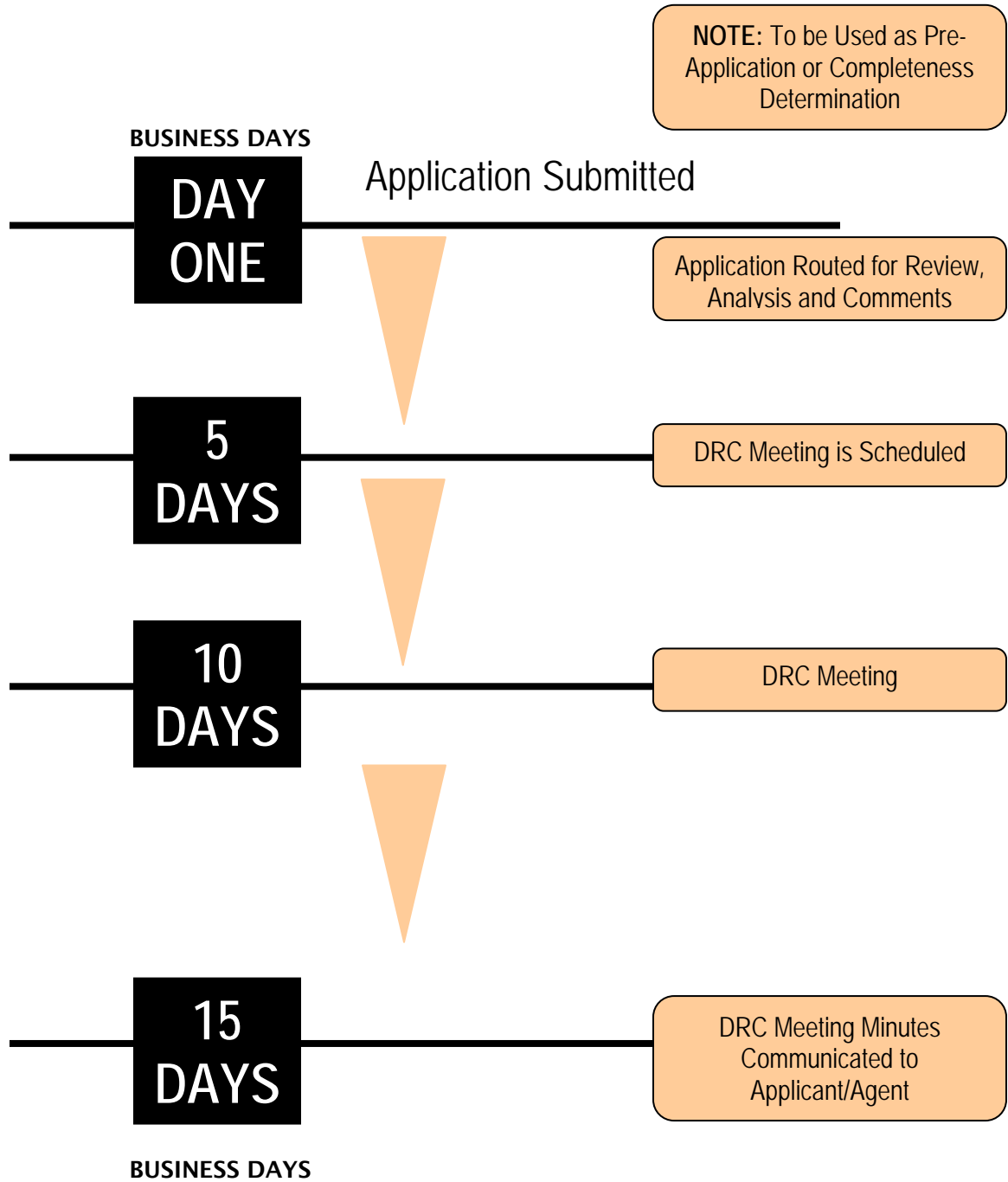
All DRC preliminary plans shall include, but not be limited to:

- A case number and vicinity map, including north arrow, which clearly shows the project location.
- Engineer and developer name, mailing address, e-mail address, and phone number.
- The phasing of the development and the manner in which each phase can exist as a stable independent unit.
- Water and sewer availability letter (preliminary plats).

For specific submittal requirements, see appropriate section within Development Manual Vol. II - Design Criteria.

**CITY OF RIO RANCHO NEW MEXICO – DEVELOPMENT SERVICES DEPARTMENT**

**Development Review Committee Flow Chart**



## DRC Application and Checklist

The DRC Application & Checklist may be obtained either from the DSD or on line at <http://www.ci.rio-rancho.nm.us>.

- Provide 20 copies of the completed application form and supporting documentation (e.g., completed checklist). NOTE: May provide one original if remaining copies are in a digital format.
- Site plan must be provided on 11" x 17", at a minimum, for legibility purposes.
- Include a list of questions you would like the DRC to answer or to help facilitate your development project.
- Provide a copy of the City's Zone Atlas page clearly identifying the proposed project location and its current zoning noted.
- Provide general drainage information, including flood plain maps and aerial photos to determine the overall drainage patterns.
- Provide owner verification letter, if applicable.

**NOTE: This list is not meant to cover all items but to provide a list of major items required to begin the DRC process.**