

## ZONE MAP AMENDMENT PROCESS and 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)

Please provide the following with your submittal and check off if completed:

- 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)
  - The following policies for deciding zone map change applications pursuant to the City Zoning Code are:
    1. A proposed zone change must be found to be consistent with the health, safety, morals, and general welfare of the City.
    2. 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.
    3. 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.
    4. The applicant must demonstrate that the existing zoning is inappropriate because:
      - a) there was an error, mistake or is necessary to correct an injustice that occurred when the existing zone map patten 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
      - b) changed neighborhood or community conditions justify the change, or
      - c) 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:
    1. the change will clearly facilitate realization of the Comprehensive Plan and any applicable adopted sector development plan or area development plan; or
    2. 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 ("11 X 17" folded) **only if SU zoning is requested**

## PLANNING & ZONING LAND USE APPLICATION

Please check appropriate box

(Fees are listed on the back)

Administrative Permit	Plan	Subdivision	Zoning
<input type="checkbox"/> Community Residential Care Facility	<input type="checkbox"/> Comprehensive Plan Amendment	<input type="checkbox"/> Final Plat	<input type="checkbox"/> Annexation
<input type="checkbox"/> Development Review Committee (DRC)	<input type="checkbox"/> Corridor Plan Amendment	<input type="checkbox"/> Preliminary Plat	<input type="checkbox"/> Appeal
<input type="checkbox"/> Home Occupation	<input type="checkbox"/> Master Plan	<input type="checkbox"/> Summary Plat	<input type="checkbox"/> Conditional Use Permit
<input type="checkbox"/> Family Child Care Facility 6 or <	<input type="checkbox"/> Master Plan Amendment	<input type="checkbox"/> Vacation of Plat	<input type="checkbox"/> Master Sign Plan
<input type="checkbox"/> Model Home/Sales Office	<input type="checkbox"/> Specific Area Plan Amendment	<input type="checkbox"/> Street Name Change	<input type="checkbox"/> Site Plan
<input type="checkbox"/> Sign Permit	<input type="checkbox"/> Text Amendment	<input type="checkbox"/> Subdivision Interpretation	<input type="checkbox"/> Special Exception
<input type="checkbox"/> Other		<input type="checkbox"/> Subdivision Variance	<input type="checkbox"/> Variance
			<input type="checkbox"/> Zone Map Amendment
			<input type="checkbox"/> Zoning Certification
			<input type="checkbox"/> Zoning Interpretation

**Please Print In Ink Only or Type**  
 Application must be complete. Please attach the appropriate checklist for the action you are requesting, if applicable.

**APPLICANT/AGENT INFORMATION**

Applicant Name:		Phone:
Address:		E-Mail:
City:	State:	Zip:
Proprietary Interest:	List Owners:	
Deed or Ownership Verification Provided: (Initials)		Letter of Authorization Provided: (Initials)
Agent Name:		Phone:
Address:		E-Mail:
City:	State:	ZIP Code:

**DESCRIPTION OF REQUEST: (PLEASE ADD ADDITIONAL SHEET(S) IF NECESSARY)**

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**SITE INFORMATION: (PLEASE PROVIDE ACCURATE LEGAL DESCRIPTION)**

Subdivision/Unit :	Block(s):	Lot(s):
Existing Zoning:	Proposed Zoning:	
No. of existing lots:	No. of proposed lots:	Total area of site (acres)

**ACKNOWLEDGEMENT**

I hereby acknowledge that I have read this entire application and affirm that all information provided is correct. I agree to comply with the requirements of the City of Rio Rancho as outlined in all applicable laws, ordinances and regulations.

Print Name:	Applicant:	Agent:
Signature:	Date:	

**FOR OFFICIAL USE ONLY**

H.T.E. PROJECT #	FEE	RECEIPT #

**APPLICATION ACCEPTED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

### Application Fee Schedule

MASTER PLAN and SUB-PLAN Includes amendments to:	FEES
System & Facility Plan (Level 2) & Area Plan (Level 3)	\$400
Redevelopment Plan & Specific Area Plan	\$400
Comprehensive Plan	\$400
<b>SITE DEVELOPMENT PLANS</b>	
Site Development Plan	\$266
<b>ZONE MAP AMENDMENT</b>	
Map Amendment < 1 acre	\$266
Map Amendment 1 - 4.99 acres	\$531
Map Amendment 5 - 9.99 acres	\$797
Map Amendment 10 - 49.99 acres	\$1,063
Map Amendment 50 - 100 acres	\$1,328
Map Amendment > 100 acres	\$1,328 + \$266 per ea. additional 100 or portion thereof
Special Use (application to amend the site plan or signage)	\$266
Zoning Certification Letters	\$35
Zoning Interpretations	\$67
Zoning Variance	\$200
<b>SUBDIVISION</b>	
Summary Plat	\$133 + \$13 per lot
Preliminary Plat	
Less than 1 acre	\$133 + \$13 per lot
1 - 4.99 acres	\$266 + \$ 13 per lot
5 - 9.99 acres	\$531 + \$13 per lot
10 - 49.99 acres	\$1,063 + 13 per lot
50 - 100 acres	\$1,328 + 13 per lot
Over 100 acres	\$1,328 + \$266 per ea. additional 100 or portion + \$13/lot thereafter
Final Plat	No Fee Required
Vacation of Plat	\$266 + \$13 per lot
Subdivision modification's/exceptions/Variance Application	\$200
Subdivision Interpretations	\$67
Street Name Change	\$67 + 100% of mailings total cost & notification to be done by applicant
<b>PLANNING &amp; ZONING</b>	
Annexation	\$500
Appeal to Planning and Zoning Board	\$67
Development Review Committee [DRC]	No Fee Required
Conditional Use	\$67
Non-Conforming Use	\$67
Ordinance Amendment	\$200
Community Residential Care Facility	\$67
Home Occupation	\$67
Family Child Care 6 or <	\$67
<b>SIGN PERMIT</b>	
Change of Face	\$0
Illegally installed but not conforming to code	\$92 or \$5 per sf of largest sign face, whichever is greater
Master Sign Plan	\$266
New Application	\$46 or \$2.50 per sf of face, whichever is greater
Off-Premise Advertising (Digital) Sign Use Permit	\$300
Off-Premise Advertising (Digital) Sign Annual Review Fee	\$200
Off-Premise Advertising (Directional) Sign Annual Review Fee	\$100
Special Exception to the Sign Code	\$266
Subdivision Directional Signs	\$30 + \$5 per sign
Temporary Signs in the Right-of-Way	\$30 + \$1 per sign
<b>SPECIAL EVENTS</b>	
Special Event Permit	\$67
Special Event Permit (Youth Groups)	\$15
<b>MISCELLANEOUS SERVICES – Research</b>	\$67 per hour