



SANDOVAL COUNTY COMMERCIAL/INDUSTRIAL DEVELOPMENT REVIEW

The Sandoval County **Commercial/Industrial Development Review Committee (C/IDRC)** is the administrative reviewing body for **fast-track review** of proposed commercial and industrial projects (including public utility projects requiring Special Use zoning) within the County's planning and zoning jurisdiction. The C/IDRC review procedure is coordinated through the County's Planning and Zoning Division. The Sandoval County C/IDRC is comprised of staff from the Economic Development, Fire, Planning and Zoning, and Public Works divisions. The following are instructions regarding Project/Site Evaluation, Zoning, Land Subdivision, Project Development Meetings, Plan Set Submittals for review, Fees, Plan Revision, and Plan Review Completion of C/IDRC project review in preparation for building permit review with the New Mexico Construction Industries Division (NMCID).

County Planning and Zoning Division Zoning Enforcement: Any current zoning violation on the subject site, and any property lien(s) levied on the subject site as a result of a zoning violation, must be resolved prior to plan submittal.

State of New Mexico Department of Transportation (NMDOT): the NMDOT may be involved in a project review where the project site connects directly with a State road. The NMDOT typically requires a Traffic Impact Analysis (TIA) in this instance. The NMDOT must review and approve a project TIA as a requirement for County plans approval. Southern County area is covered by NMDOT District 3 Office; Northern County area (north of San Ysidro) is covered by NMDOT District 6 Office. The applicant must submit the required TIA to NMDOT. The NMDOT will send comments and any required changes in road design and access location in writing to the County prior to plan submittal for County review. **NOTE:** The NMDOT may also establish requirements for on-site lighting as it affects NMDOT right-of-way.

Project/Site Evaluation: Project review includes a project/site evaluation by the Economic Development Division to assist in determining project development parameters and the potential for project financial assistance. Project development parameter findings are reviewed by the C/IDRC in preparation for the Project Development Meetings.

Zoning: A determination will be made by the Planning and Zoning Division as to whether a change of zoning for the subject site will be required for the proposed project, if there is a need for a Variance on any site-related development criteria for proposed new zoning or existing zoning, and in the event that a change of zoning is needed, whether the required zoning requires a Pre-Application public community meeting (For Master Plan or Special Use zone districts).

Land Subdivision: A determination will be made to verify an existing lot, or for the need to create one or more lots. If the site requires creation of a new land subdivision, with roads and/or easements, the land subdivision is reviewed by the County Planning and Zoning Division under the County Land Subdivision Regulations, with applicable fee. The lot platting process includes a 30-day appeal period prior to approval for plat filing. Filing of the plat requires payment of property taxes. This procedure must be completed prior to Plan Set Submittal.

Project Development Meetings:

The C/IDRC will meet with the applicant and assist in providing the applicant with initial review and written comments on the proposed project. Complete application and plan submittal to the County must resolve all initial C/IDRC comments.

During the Project Development Meetings, a Fast Track 10-Working Day review and approval schedule will be established for the project. The applicant must also identify project management contact persons who will communicate with C/IDRC staff during the review process.

NOTE: The applicant is responsible for coordinating sub-contractor project segments. All project segment submittals are due to the County in complete, assembled plan sets in order to facilitate timely review. Incomplete plan sets are not accepted.

Preliminary Plan Set Submittal/Review: plan sets are submitted to the County Planning and Zoning Division for processing and preparation for C/IDRC review.

Preliminary Plan Sets: Four (4) copies. Site, building location, elevations, utilities. Plans must provide Economic Development, Fire/EMS, Planning and Zoning, and Public Works Department information as included in this packet (see Department Information Sheets).

County Plan Review Fees:

- a. County Planning and Zoning Division: plan review fee based on \$0.25 per square foot of building area. Sign Permit fee \$1.00 per square foot of sign area. Fees for Zoning and/or Subdivision actions are assigned based on respective fee schedules.
- b. County Engineer: for review of standard Grading and Drainage Plans: preliminary review for cost estimate for full review and comment.

County Plan Review Fees are due at the time of Plan Set submittal.

Plan Revision/Final Plan Set Submittal: where needed, **two (2)** revised full sets of plans are required for Final Plan Set Submittal to the County Planning and Zoning Division prior to Plan Review Completion, upon revision approval of the C/IDRC.

C/IDRC Plan Review Completion: C/IDRC plan review is complete and approved with the following (County Master Plan, Special Use, and Urban Commercial/Industrial zone districts may include additional requirements):

- a. NMDOT: Where needed, a letter outlining resolution of all identified traffic issues from the NMDOT District Engineer.
- b. NMCID Application: County Planning and Zoning Division signatures for zoning approval and flood plain certification.
- c. Signage: County Planning and Zoning Division approved permit for on-site and/or off-site signage for the project.
- d. Lot Plat Approval: Where needed, County Planning and Zoning Division approval of a lot plat for filing and payment of property taxes.
- e. Driveway Access: a letter of approval and permit from the County Public Works and Fire Divisions.
- f. Fire Approval: a letter of approval from the County Fire Marshall for fire suppression, fire suppression water source, interior layout including exits, exit lighting, fire extinguishers, and employee safety protocols.
- g. Grading and Drainage Plan/SWPPP: letters of approval from the County Engineer, and the County Public Works Division for the Grading and Drainage Plan where applicable, or letters of approval from the appropriate flood control authority and the County Public Works Division for the SWPPP where applicable.
- h. Liquid Waste: a letter of approval and/or permit from NMED, or verified letter from a liquid waste system provider for connection service.
- i. Water: an approved well permit from the NMOSE, or a verified letter of approval for connection to an existing water system.
- j. Address/Utility Authorization: County Planning and Zoning Division issues official site/lot address and utility authorization.
- k. LEED Certification materials, where applicable.

New Mexico Construction Industries Division (NMCID) Building Permit Review:

Upon County completion/approval of the proposed project, the applicant is required to pick up all approved materials from the County Planning and Zoning Division office. The applicant is required to submit the County approved application and plan materials to the New Mexico Construction Industries Division (NMCID). The NMCID will charge a fee for review and building permit approval.

NOTE: The applicant is encouraged to submit all plans for external and internal building and site development in one packet to streamline the NMCID review process, and to include copies of all letters of approval related to the proposed project. Separate submittals to the NMCID may lengthen the building permit review process.

Sandoval County Contact Information:

1500 Idalia Road, Bldg. D, Bernalillo, NM 87004

Planning and Zoning Division

Contact: Mr. Makita Hill, Assistant Director

(505) 867-7656

mhill@sandovalcountynm.gov

NM State Agency Contact Information:

State of New Mexico Department of Transportation (NMDOT), District 3 Office
7500 Pan American Blvd.
Albuquerque, NM 87110
(505) 798-6600
Kenneth Murphy, P.E., District 3 Engineer
kenneth.murphy@state.nm.us

State of New Mexico Department of Transportation (NMDOT), District 6 Office
1919 Pinon Drive
Milan, NM 87021
(505) 285-3200
Larry Maynard, P.E., District 6 Engineer
larry.maynard@state.nm.us

State of New Mexico Construction Industries Division (NMCID)
5200 Oakland Ave NE
Albuquerque, NM 87199
(505) 222-9800
www.rld.state.nm.us

State of New Mexico Environment Department (NMED)
4359 Jager Drive SE, Suite B
Rio Rancho, NM 87144
(505) 771-5980/Fax (505) 771-5981
www.nmenv.state.nm.us

State of New Mexico Office of the State Engineer (NMOSE)
5550 San Antonio Drive NE
Albuquerque, NM 87109
www.ose.state.nm.us

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