



BUILDING DIVISION

505-891-5006 (Office)

505-896-8994 (Fax)

COMMERCIAL DEVELOPMENT APPLICATION PACKET

(Revised May 2015)

City of Rio Rancho City Hall
Development Services Department
3200 Civic Center Circle; Room 130
Rio Rancho, NM 87144

Building Inspection Division

(505) 891-5006

Zoning Division

(505) 891-5005

Fire Marshal

(505) 891-5871

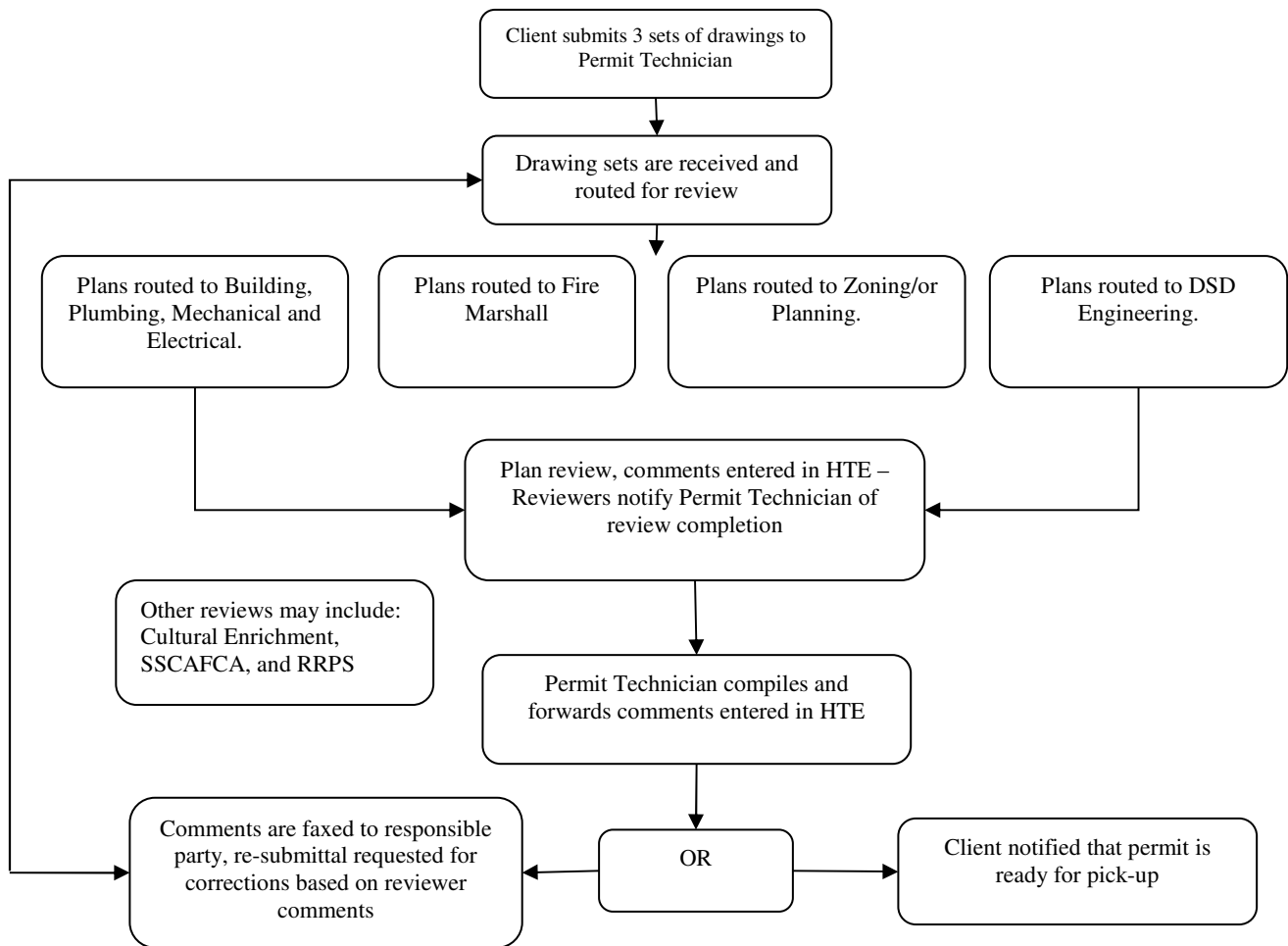
Water Department

(505) 891-5019

www.rrnm.gov

www.codepublishing.com/nm/riorancho/

Commercial Building Permit Process and Flow Chart





Commercial Plan Review Submittal Checklist

I certify that these plans include all the items I have **checked** on this checklist, and were prepared per the development standards cited below. I understand that the plans may not be accepted if I have failed to provide this information.

(Signature of preparer of plans)

(Date)

GENERAL:

- ☐ Completed Plan Review Application
- ☐ Code Checklist(s)

PREREQUISITE INFORMATION:

- ☐ Water and Wastewater Availability Statement
- ☐ Drainage Report
- ☐ Traffic Study

PLAN REVIEW REQUIREMENTS:

- ☐ Plat or Survey
- ☐ Construction Plans (3 sets)
 - ☐ Site Plan
 - ☐ Road Access points and geometry
 - ☐ Grading and Drainage Plan
 - ☐ Erosion and Sediment Control (ESC) Plan
 - ☐ Utility Plans –existing and proposed
 - ☐ Applicable standard details
 - ☐ Details for walls that are proposed in or along public right-of-way
 - ☐ Construction drawings required for any offsite improvements
 - ☐ Signature spaces for plan approval
- ☐ Development Agreement or Impact Fee Agreement
- ☐ Completed Wastewater survey
- ☐ Approved backflow prevention Plan
- ☐ Geotechnical Reports
- ☐ Compound Meter Approval

SITE PLAN CALCULATIONS:

- ☐ Gross lot area _____ acres
- ☐ Floor area to lot area ratio
- ☐ Use classification
- ☐ Number of bike and auto parking spaces required/provided
- ☐ Number of loading zones required/provided
- ☐ Landscaping and Calculations

NMED approval if needed 505-891-5980
Environment Health Division
4359 Jager DR NE #B
Rio Rancho, NM 87144

- ☐ Square footage and percentage of expansion for:

Building area	Site Area	Parking Spaces & ADA
Existing _____	_____	_____
Proposed _____	_____	_____
Expansion% _____	_____	_____

BUILDING:

- ☐ Plans are complete
- ☐ Architect or Engineer Stamp
- ☐ Structural Calculations stamped
- ☐ Soil investigation report submitted (1500 psf maximum without soils report)
- ☐ Code Analysis
- ☐ Lateral force design criteria in calculations
- ☐ Provide specification
- ☐ Model energy calculations

MECHANICAL:

- ☐ Mechanical Floor Plan
- ☐ Equipment listed and sized
- ☐ Duct schematic supply and return

PLUMBING:

- ☐ Site Utility plan with elevations, sewer and water line sized.
- ☐ Plumbing plans: Riser diagrams on waste and water
- ☐ Fixture count and description
- ☐ Calculation on water system 100 ft in length and over
- ☐ Gas plan – developed length, size and load

ELECTRICAL PLANS:

- ☐ Floor Plan depicting complete electrical
- ☐ Panel schedules including loads
- ☐ One line diagram depicting service and associated feeder assemblies
- ☐ Light fixture schedule
- ☐ Electrical symbol list
- ☐ Fault current calculations
- ☐ EE stamp when over 400 amp, hospitals, and hazardous locations

I understand that a building permit will **not** be issued until such time that a Contractor has been awarded to this project and said Contractor, upon award, will be directed to complete the building permit and prior to the start of **any** work. In addition, I will ensure that the **Contractor shall be licensed with the City of Rio Rancho** and have a State of New Mexico Contractor's License.



Commercial Building Permit & Plan Review Application

City of Rio Rancho
Development Services

3200 Civic Circle NE, 1st Floor
Rio Rancho, NM 87144
(505) 891-5006 Fax: (505) 896-8994

Permit # _____

Fees (non refundable)

Application fee is 65% of Building Permit Fee (Fees will be doubled for work started without securing a permit)

Total Fees Collected: _____

☐ Yes, I would like to contribute \$75.00 to the Rio Rancho Economic Development Corporation

Property Information

Acreage of property: _____

Width of Property Front: _____

Physical Address:

Address: _____

City: _____ State: _____ Zip: _____

Legal Description

Subdivision/Unit: _____ Block: _____ Lot: _____

Tract/Parcel: _____ Zone Designation: _____

Description of Work

- | | | |
|---|--|---|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Addition | <input type="checkbox"/> Commercial Alteration/Repair |
| <input type="checkbox"/> Fence | <input type="checkbox"/> Demolition | <input type="checkbox"/> Swimming Pool/In Ground |
| <input type="checkbox"/> Shed | <input type="checkbox"/> Interior Renovation | <input type="checkbox"/> Well # _____ |
| | | <input type="checkbox"/> Septic # _____ |

Construction Materials to be used (example: wood frame, stucco, etc.) _____

Type of Construction:	I	II	III	IV	V	A	B			
Occupancy Group:	A	B	E	F	H	I	M	R	S	U
Division:	1	2	3	4	5					

Parking Spaces Provided: _____ Handicapped Parking Spaces Provided _____

Dimensions –Set back(s)

Front: _____ Rear: _____

SIDES: Left: _____ Right: _____

Proposed use of Property: _____

Valuation: _____

Gross floor area: _____

If mixed use (i.e. office and warehouse) please provide square footage breakdown

Height of Structure: _____ No. of Stories: _____ (POOL ONLY) Gallons: _____

Owner/Agent Information

Owners Name: _____

Address: _____

Email Address: _____ FAX: _____ PHONE: _____

Contractor Business Name: _____ License # _____

Address: _____

Email Address: _____ FAX: _____ PHONE: _____

Architect/Engineer : _____

Address: _____

Email Address: _____ FAX: _____ PHONE: _____

I, the undersigned, understand the above application procedure and agree to comply with the conditions of same.

Name (printed) _____ Date: _____

Signature _____

<p>Governing Regulations</p>	<ul style="list-style-type: none"> • 2009 International Building Code * • 2009 Uniform Mechanical Code* • 2009 Uniform Plumbing Code* • 2014 National Electric Code* • 2009 International Energy Conservations Code • 2009 International Existing Building Code • 2009 International Fuel Gas Code • 2009 New Mexico Administrative Code • 2003 ICC/ANSI A117.1 Accessibility Code • 2003 International Fire Code • Any NFPA codes referenced in either NFPA 1 and/or 101 • City of Rio Rancho Code of Ordinances, Title XV, Land Usage: <ul style="list-style-type: none"> ○ Chapter 152, “Flood and Erosion Control” ○ Chapter 153, “Storm Drainage Requirements” ○ Chapter 155, “Subdivisions” • Residential and Commercial Collection Ordinance Chapter 50, Section 7 • Southern Sandoval County Arroyo Flood Control Authority (SSCAFCA) “Drainage Policy” • State of New Mexico, Construction Industries Division • State of New Mexico, Environment Department • State of New Mexico, Engineer’s Office <p>* With State Amendments</p>
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Commercial Building Permit & Plan Review Application

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Forms:

- Water & Sewer Service Application

COMMERCIAL BUILDING PERMITS

Plan Submittal Requirements

The following items may require extensive lead time prior to submission and should be part of the plan set. Lead time for these items are dependent on scope and complexity of project.

- Drainage Report
- Traffic Study
- Water and Wastewater Availability Statement

The City requires 3 copies of construction plans to be submitted on a, to scale, minimum sheet size of 11 inches by 17 inches (recommend: 24 inches by 36 inches). Plans are routed to the following departments/ divisions within the City for review and comment:

- DSD Building Division – plan review will be completed in 10 (ten) working days.
- DSD Planning Division
- DSD Zoning Division
- Fire and Rescue: Fire Protection

Tenant improvements (TI's) may not require all commercial plan requirements. Requirements are dependent on scope and complexity of project. In addition to the typical information on construction plans, the following information should be on each set of plans:

GENERAL INFORMATION SUBMITTED WITH ALL PLANS:

- Applicant/ Agent contact information
- Legal description, including recording book and page
- Address (street numbers are assigned by Development Services Department)
- Type(s) of business(es) being constructed
- Zoning Designation
- Acreage of property
- Reference any zone map amendment, conditional use permit, subdivision plat, etc.

CONSTRUCTION PLAN SUBMITTALS:

- Scale (min. 1 inch = 20 ft.). Show scale and north arrow.
- Professional Engineer, Architect or Landscape Architect stamp, signature, and date
- **Site Development Plan**
 - Site location map
 - Plat or Survey
 - Details property
 - All easements (drainage, utility, access, etc.),
 - Existing conditions and topography. Reference to New Mexico Central State Plane Coordinates NAD 1983.
 - Property dimensions
 - Building footprint with exterior dimensions
 - Access point locations, driveways, and widths
 - Street Names for Adjacent Streets
 - Location of all building/structures within 10 ft. of property line
 - Sidewalks and pedestrian access
 - Parking aisle widths and spaces with dimensions

- Building setbacks
- Pad elevations
- Site reference elevations
- Parking ratio summary
- Disabled parking ratio summary
- Bicycle rack location
- Loading and unloading areas
- Dumpster enclosure location
- Outdoor lighting locations
- Fences and walls including height, and construction materials.
- **Grading and Drainage Plan:**
 - Scale (min. 1 in. = 20 ft.) Show scale and north arrow
 - Show existing and proposed contour lines, the contour lines should be distinguishable between each other. Vertical intervals shall not exceed: 1 ft. for slopes under 1% and 2 ft. for all other slopes greater than 1%.
 - Spot elevations shall be shown for pertinent items such as:
 - Areas requiring detailed verification for positive drainage away from proposed structures
 - Existing structures pertinent to the grading and drainage plan
 - All existing and proposed curb and gutter,
 - Top of Wall (TOW) and Bottom of Wall (BOW) for all retaining walls
 - Contours and elevations shall extend a minimum of 25 ft. beyond project property lines.
 - Show flow paths and directions for all proposed drainage
 - Show all drainage calculations and assumptions for both pre-development and post-development conditions if a drainage report is not required.
 - Show location and elevation of bench mark to mean sea level designation
 - Watershed area including off-site, if relevant
 - 100 year base flood line delineated
 - Soil types, if pertinent
 - Description and location of relevant off-site drainage
- **Erosion Control Plan**
 - Scale (min. 1 inch = 20 ft.) show scale and north arrow
 - Location and names of adjacent streets or roadways
 - Location of existing and proposed drainage infrastructure, including all stormwater inlets
 - Location of proposed building and all paved areas
 - Show all disturbed area on the lot
 - Show approximate gradient and direction of slopes before and after grading operations.
 - Overland runoff (sheet flow) coming onto the site from adjacent areas
 - Show location of all Erosion Control Practices
 - Temporary soil storage piles
 - Access driveways
 - Sediment controls (silk fence, straw bales, waddles, etc.) that will prevent eroded soil from leaving the site.
 - Sediment barriers around on-site storm sewer inlets.
 - Diversions that may be necessary
 - Areas with steep slopes and the type of practices to be used in this area
 - Areas of concentrated runoff flows and types of practices to be used in area.
- **Architectural Plans**
 - Foundation Plan
 - Dimensioned
 - Foundation system should incorporate structural calculations and soil report recommendations

- Location and complete details of all proposed retaining walls.
- Floor & Roof Framing Plan
 - Show materials, size and location of all framing members (includes headers, beams, girders, floor joists and/or trusses)
 - Identify post and columns by size, type, locations and spacing
 - Show span, spacing and direction of all framing members
 - Specify plywood floor type and thickness and roof diagrams
- Elevations showing building heights
- Additions
- Details for stairs, fireplaces, and stucco treatment
- Materials List
- **Mechanical Plan**
 - Dimensioned plans
 - duct layouts and sizes
 - smoke and combination fire/smoke dampers
 - Location of Mechanical Units (roof, ground or wall)
 - Provide cross section of roof showing mechanical units and parapet walls.
 - Detailed schedule of equipment and sizes
- **Plumbing Plan**
 - Show all points of connection to water and sewer lines
 - Calls outs identifying each plumbing fixture
 - Plumbing fixture schedule (may not apply to shell applications)
 - Gas Plan
 - Provide demand schedule showing individual and total appliance BTU/CFH demands.
 - Plan view or isometric view drawing showing gas pipe type, size, and length.
 - Gas Calculations (if applicable) - letter from PNM indicating availability is required
- **Electrical Plan**
 - Size and location of main electrical service equipment an all sub-panels
 - Location of all outlets, switches, light fixtures (interior and exterior), smoke detectors, special outlets
 - Identify locations of all required GFCI AND AFCI protected outlets and light fixtures
 - Provide one line diagrams for all major wiring and design
- **Landscaping Plan (may be included on site plan)**
 - Total square footage of planting areas
 - Sub-total square footage of each planting area
 - Landscape material types and plant sizes
 - Landscape buffer, if required
 - Irrigation plan layout
 - Earth contouring
 - Detention facilities
 - Screening of outdoor storage, dumpster, parking, etc.
- **Fire Safety**
- **Additional reports may be required:**
 - Geotechnical Report
 - Drainage Report
 - Traffic Impact Analysis
 - Water/ Wastewater Availability
 - Preliminary engineer's estimate
 - EPA Notice of Intent (<http://cfpub.epa.gov/npdes/stormwater/enoi.cfm>) and SWPPP (http://www.epa.gov/npdes/pubs/sw_swppp_guide.pdf)
 - Financial guarantee documents.

Plan Submittal Process:

STEP 1: DRC Review

- An applicant may decide to have a conceptual plan of the project reviewed by the DRC for feedback from staff prior to their formal application for a building permit.

STEP 2: Application

- An application is made at Development Services Department, Building Division for commercial building permits
- Construction plans are also submitted to the DSD Building Division for review.
- Fees are paid for plan review.
- Plans must be COMPLETE before proceeding with a review

STEP 3: Plan Check

- The construction plans are routed and reviewed in regards to building (plumbing, electrical, mechanical, etc.), planning, zoning, safety and fire codes, drainage, circulation, and other City ordinances.
- Comments by staff are entered into the City's H.T.E. permit tracking software.
- Communication is maintained during the process between Development Services Department and the applicant.
- Nonconformities at the site must come into compliance for landscaping, parking, drainage, land use, platting, signage, access, and solid waste disposal, etc.
- Approvals or denials are made by each reviewer. Minor issues may be noted on the plans and in the file as conditions for approval. Major issues may require additional information before approval can be attained.
- Upon revision, the applicant must re-insert revised sheets into the plan sets for final review.

STEP 4: Administrative Approval

- Upon receipt of approvals from all reviewers, plans are stamped as approved.
- Upon approval of plans, the fee is figured based on a building valuation.
- The applicant signs 2 sets of plans in acknowledgement of any requirements that are made by the City. The applicant takes one set of plans and the City retains the other set.
- The **building permit** is issued.

STEP 5: Fees

Fees are paid for permits. See fee schedule.

An "impact fee" is a charge assessed by the city on any new development projects, including commercial and industrial buildings, which is designed to generate funding to pay for the increased services or public facilities necessitated by such specific new development. [Impact fees](#) are paid only once - at the time of the issuance of the building permit for the construction project in question.

STEP 6: Inspections

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

- Foundation
 - Tilt Wall
 - Dumpster Pad & Walls
 - Parking Light Bases

- Partial Footing/Foundation
- Framing
 - Partial Frame
 - Fire Wall
 - Party Wall
- Rough-in
 - Electrical
 - Walls
 - Ceiling
 - Partials
 - Alarm
 - Mechanical
 - Plumbing
 - Grease Trap (if required)
 - Floor Drain
- Insulation
- Sheet Rock
- Seismic Inspection
- Ceiling Grid
- Sprinkler System Inspection
 - Fire Sprinklers
 - Yard Sprinklers
- Final
 - Electrical
 - Mechanical
 - Medical gas test (if required)
 -
 - Plumbing
 - Fire
 - Zoning
 - Engineering
 - Building
 - NM Environmental Department (if required)

STEP 7: Certificate of Occupancy

When the final inspection is completed and approved, the Inspector will take the code compliance worksheet sheet from the job site. The Certificate of Occupancy (CO) will be given by the Building Inspector in the field.

DEVELOPMENT STANDARDS

- **Grading and Drainage**
 - An engineered grading and drainage plan, prepared by a New Mexico licensed engineer, is required for all new commercial development and for any TI's that have exterior site grading changes.
 - Slopes shall be no steeper than 4 ft. horizontal to 1 ft. vertical. In some cases, slopes may be 3 ft. horizontal to 1 ft. vertical if there is sufficient slope protection (i.e., rock, vegetative ground cover, etc.)
 - Modification of a drainage flow may, in some cases, require a federal permit such as a Corps of Engineers 404 permit.

- Minimum criteria for hydrology and hydraulic calculations and design shall be described in Volume 2, Development Process Manual, City of Albuquerque, latest revision, or the AHYMO version of the ARS HYMO Computer Program. Calculations shall accompany design submittals. Drainage may also be calculated using the SCS or Rationale method, precipitation frequency can be found for specific site on NOAA's National Weather Service Website (http://hdsc.nws.noaa.gov/hdsc/pfds/sa/nm_pfds.html).
- Calculations shall be furnished for historic flows and developed flows for the 10 year and 100 year 6 hour storms. Calculations shall be furnished for sizing all conveyances and storage ponds on site as well as downstream infrastructure, if pertinent. Calculations should also address depth of flows in streets as required in Article 153.
- Soil classifications may be obtained from the USDA Soil Conservation Service maps or investigations performed by geotechnical engineers, if necessary.
- Unless restricted by specific infrastructure limitations, the maximum discharge permitted from a developed property in the event of a 100 year 6 hour storm shall be the amount of the historic or pre-developed runoff in all watersheds of the City.
- Detention ponds shall not be constructed in a public street right-of-way. Discharge from detention ponds shall be conveyed to public infrastructure such as streets and channels by approved means such as pipe or channels. Drainage pipes shall be at least 6 inches in diameter.
- Detention ponds shall be sized to provide 1 ft. of freeboard and to empty within 24 hours.
- Surface drainage shall not be permitted to flow onto adjacent private property. Where drainage easements exist, underground pipelines may be permitted.
- On-site detention is not permitted on individual lots within residential subdivisions. Minimum grades for drainage in lots shall be 1% unless paved swales are provided. Maximum grades for slopes shall be restricted to 25%. Retaining walls shall be provided where necessary and shall not be higher than 5 ft. All retaining walls shall be designed to relieve potential hydrostatic pressure by providing weepholes and filter fabric or other free draining material at backface of the wall, where necessary.
- All embankments in subdivisions shall be placed and compacted in lifts of a maximum of 8 inches thick, wetted and compacted for 90% of optimum density per ASTM D1157 and 95% under all structures including driveways and parking lots. Slopes should be graded to a maximum of 4 to 1 when feasible. Access roads for maintenance shall be provided for drainage channels and adequate right-of-way shall be provided for the channels, maintenance roads and room for hiking, bikeway trails. Unless a geotechnical report requires otherwise.
- In projects affected by the 100 year floodplain, the proposed 100 year base flood line shall be delineated on the Grading and Drainage Plan. If there is a change to the Flood Insurance Rate Maps (FIRM) by the Federal Emergency Management Agency (FEMA), a Letter of Map Amendment (LOMA) or a Letter of Map Revision (LOMR) and a physical map revision shall be filed with the agency and DPI. All new structure and substantial improvements to structures shall have its lowest flood elevation of a minimum of 1 ft. above the base flood elevation.
- An Erosion Control Plan (ECP) can be incorporated into the grading and drainage plan or can be submitted on a separate sheet.
- All submittal documents, maps, plans, calculations, designs, etc. shall be made in triplicate. Following approvals or for consideration for joint concurrence when required, one set will be forwarded to SSCAFCA.
- **Utility Standards**
 - Prior to the issuance of a permit, the [Department of Public Infrastructure](#) must approve the [Water and Wastewater Permit/Well and Septic Authorization Form](#).
 - If you are installing a new septic system, applications **must** have an approved liquid waste permit (septic permit) from the [State of New Mexico Environment Department](#).

- If you are performing construction on a site with an existing septic or well system, you **must** have an approved well permit from the [State of New Mexico Engineer's Office](#).
- Hook-up to City water is required if service is available within 300 feet.
- Hook-up to City sewer is required if service is available within 200 feet.

• **Access Standards**

The City follows New Mexico Department of Transportation (NMDOT) access spacing standards. The standards are based on the size of the roadway and its speed. For example, driveways to properties along a divided Urban Principal Arterial (UPA) must be spaced 325 feet apart. Driveways off a divided Urban Minor Arterial (UMA) must be spaced 275 feet apart. Likewise, full access points along an Urban Collector (UCOL) are spaced 225 feet apart. Otherwise, the property may be limited to a right-in, right-out partial access.

In areas of the City with obsolete platting of narrow lots, before an applicant may rezone their property, he/she must meet the following City access requirements:

- Replat multiple narrow lots into a single piece of property,
- Plat property showing an access easement and reciprocal agreements regarding improvement and notice to adjacent properties, and
- Provide shared access driveways.

In addition, corridor plans and special use ordinances may further restrict access to certain properties. The New Mexico Department of Transportation (NMDOT) reviews access on all state highways in the City. The applicant may discuss appropriate access locations for specific developments with City staff. DPI may require the applicant prepare a Traffic Impact Analysis (TIA) to determine appropriate access.

• **Landscaping Standards**

The City has established landscaping standards based on ordinances and plans of the Governing Body. These include the following:

1. Total Landscaping: 10% of gross acreage
2. Front Landscaping: 25% of total landscaping (or, as dictated by corridor plan)
3. Live Plant Material: 80% of total landscaping
4. Non-Plant Material: 20% of total landscaping
5. Groundcover: 50% of total landscaping
6. Trees: 1 per 1,000 square feet (recommend: per 33 feet) of total landscaping;
7. Shrubs: 5 gallon minimum size
8. Parking Lot Standards:
 - 1 to 5 acres: 2% of total landscaping
 - 5 to 10 acres: 3% of total landscaping
 - > 10 acres: 4% of total landscaping
9. Right-of-Way: 50% credit towards total landscaping
10. Commercial Landscape Buffer: 10 ft. wide buffer adjacent to residential properties includes a 6 ft. tall masonry wall located on the property line and 3 inch caliper evergreen trees planted a maximum of 25 ft. apart.
11. Automatic underground irrigation system
12. Backflow prevention device
13. Additional standards may be required for overlay zones and properties with special use zoning.

• **Parking Standards**

1. Ratios: Off-street parking must be provided on site or within 300 feet of the site as follows:
 - Single Family Dwelling: 2 spaces
 - Multi-Family Dwelling: 1.5 spaces

- Mobile Home: 1 spaces
 - Hotels and Motels: 1 space per unit, 1 space per 2 employees, plus appropriate spaces for associated uses such as restaurants
 - Hospital, Clinic, Assisted Living Center: 1 space per bed
 - Medical or Dental Office: 5 spaces per doctor
 - Places of Public Assembly (churches, auditoriums, theaters, gymnasiums, etc.): 1 space per 4 seats
 - Clubs, Lodges, or Fraternal Organizations: 1 space per 200 square feet
 - Dance Hall or Skating Rink: 1 space per 200 square feet of floor area
 - Professional Office, Retail Business, and Public Buildings: 1 space per 300 square feet of floor area
 - Restaurant or Bar: 1 space per 4 seats
 - Bowling Alley: 4 spaces per alley
 - Industrial, Manufacturing, and Wholesale Establishments: 1 space per 2 employees
 - Shopping Centers: 5 spaces per 5,000 square feet of floor area
 - Mixed Uses: Sum of fractional requirements of the various uses.
2. Shared Parking: 25% of total parking may be located within 300 ft. off-site with a reciprocal parking agreement
 3. Driveways: Minimum of 18 ft. wide for two-way traffic
 4. Parking Aisles: Minimum of 24 ft. wide depending on parking angle, as shown below:

Aisle Width	0°	30°	45°	60°	90°
One-Way	13	11	13	18	24
Two-Way	19	20	21	23	24

5. Parking Spaces: 9 ft. in width by 20 ft. in length
6. Compact Spaces: 7-1/2 ft. in width by 15 ft. in length (up to 20% of total spaces)
7. Disabled Parking Spaces: Disabled spaces shall provide an 8 ft. van aisle

Total Parking Spaces	Total Required Accessible Parking Spaces	Number Required to be Van Accessible
1 – 14	1	1
15 - 25	2	1
26 - 35	3	1
36 – 50	4	1
51 – 100	5	1
101- 300	8	1
301 – 500	12	1
501 – 800	16	2
801 – 1000	20	3
More than 1000	20 plus 3 for each additional 1,000	1 van accessible for every 8 accessible parking spaces

8. Bicycle Parking: Bike racks shall be installed at all apartments, public facilities, and places of business. (Where required)

Total Spaces	Bicycle Spaces
1 – 14	2
15 – 25	3
26 – 35	4

36 – 50	5
51 – 100	6 – 10
101 – 300	10 – 30
301 – 500	31 – 50
501 – 800	51 – 80
801 – 1000	81 – 100
1000 +	

9. Pedestrian access is required to be provided from public sidewalks and disabled parking areas to the building entrances.
10. Loading and Unloading: Loading areas must be 12 ft. in width by 55 ft. in length with an overhead clearance of 14 ft. from grade

Gross Leasable Building Area	Spaces
1,000 to 19,000	1
20,000 to 79,000	2
80,000 to 127,999	3
128,000 to 191,999	4
192,000 to 255,999	5

*Additional parking standards may be required for overlay zones and properties with special use zoning

- **Solid Waste Disposal**

- Location of the dumpster and its enclosure on the site plan
- Details shall be included showing the following:
 - Enclosure specifications: minimum height of 5 ft., depth of 10 ft., and width of 12 ft.
 - Concrete or asphalt pad 10 ft. deep and 12 ft. wide
 - 2 steel stop posts, approximately 2.5 ft. apart, located at the inside rear of the enclosure
 - Type of construction material, compatible with the primary structure
 - Gates must be installed, if facing a high traffic area, or as required by DSD. These gates must be open for service as early as 4:00 AM.
- Construction debris and litter must be contained and properly disposed of from the first day of construction until the time of occupancy.
 - The contractor shall collect all solid waste, except special or hazardous wastes, inside an approved receptacle with lid or approved covering. The solid waste shall not exceed the receptacle capacity and the container's lid or covering must be closed and secured when not in use. The owner shall not place any solid waste in any area other than the solid waste container.
 - All construction sites shall have a method of containment, with a covering (such as tarps or other durable material) or lid that will be secured when not in use, to prevent the debris from blowing or scattering upon the site or adjacent property and streets. The method of containment shall meet with the approval of the Sanitation Officer.

- **Fences and Walls**

All fences require plan review but may be reviewed as part of a larger project at the time of construction plan submittal. The following requirements apply:

- Fences may be constructed of wood, masonry, adobe or other approved materials.
- Fences in the front setback area are limited to 4 ft. in height
- Fences built within the side and rear yard setbacks can be 6 ft. in height
- Fences built outside the setback area can be a maximum of 8 ft. in height
- Fences are limited to 6 ft. in height on non-residential property where it abuts residential property

- Fence height is measured from grade. If placed on top of retaining walls will be measured from the grade level of the retaining material behind the wall
- Fences in the clear sight triangle may not be greater than 30% opaqueness.
- **Signage**
 - Sign permits are handled separately from the Plan Submittal process. Signage must receive a permit prior to installation.
 - Illuminated Signs must obtain an Electrical permit through Building Inspection. Permits take approximately 3 days to process.
 - Specify sign No., area and height; standards per zoning district.
 - Additional signs standards may apply in overlay zones and properties with special use zoning.

DEFINITIONS

Area of Erosion Hazard. The land within the community that lies within 25 feet of the top of the bank of an unlined or untreated major channel.

Area Of Shallow Flooding. The area in which the base flood depths range from one to three feet; a clearly defined channel does not exist and the path of flooding is unpredictable and indeterminate and where velocity flow may be evident. The flooding is characterized by ponding or sheet flow.

Area Of Special Flood Hazard. The land in the floodplain within the community subject to a 1% or greater chance of flooding in any given year.

Base Flood. The flood having a 1% chance of being equaled or exceeded in any given year.

Basement. Any area of the building having its floor subgrade (below ground level) on all sides.

Channel. Any arroyo, stream, swale, ditch, diversion or water course that conveys storm runoff, including man-made facilities.

City Engineer. The chief administrative engineer of the city or that engineer's designee.

Comprehensive Plan. The comprehensive plan and amendments thereto.

Conceptual Grading And Drainage Plan. A plan prepared in graphical format showing existing and proposed grading, drainage control, flood control and erosion control information in sufficient detail to determine project feasibility.

Design Storm. A storm which deposits a stated amount of precipitation within a stated period over a defined area and which is used in calculating storm runoff and in designing drainage control, flood control and erosion control measures.

Developed Land. Any lot or parcel of land occupied by any structure intended for human occupation, including structures intended for commercial enterprise.

Developer. Any individual, estate, trust, receiver, cooperative association, club, corporation, company, firm, partnership, joint venture, syndicate or other entity engaging in the platting, subdivision, filling, grading, excavation or construction of structures.

Development. The construction, reconstruction, conversion, structural alteration, relocation, or enlargement of any buildings, structures, or accessory structures, any use or change in use of any buildings or land, any extension of any use of land, mining, dredging, filling grading, paving, excavation or drilling operations or, the storage deposition or extraction of materials; public or private sewage disposal systems or water supply facilities; for which permission may be required pursuant to city ordinances.

Downstream Capacity. The ability of downstream major facilities to accept and safely convey runoff generated upstream from the 100-year design storm.

Drainage. Storm drainage.

Drainage Control. The treatment and/or management of surface runoff from all storms up to and including a ten-year design storm.

Drainage Plan. A short, detailed plan prepared in graphical format with or on a detailed grading plan addressing on-site and off-site drainage control, flood control and erosion control issues for lots or parcels of less than five acres.

Drainage Report. A comprehensive analysis of the drainage, flood control and erosion control constraints on and impacts resulting from proposed platting, development or construction project.

Elevated Building. A nonbasement building:

- Built, in the case of a building in Zones A1-30, AE, A, A99, AO, AH, B, C, X and D to have the top of the elevated floor elevated above the ground level by means of pilings, columns (post and piers), or shear walls parallel to the flow of water; and
- Adequately anchored so as not to impair the structural integrity of the building during a flood of up to the magnitude of the base flood. In the case of Zones A1-30, AE, A, A99, AO, AH, B, C, X, and D, **ELEVATED BUILDING** also includes a building elevated by means of fill or solid foundation perimeter walls with openings sufficient to facilitate the unimpeded movement of flood waters.

Erosion. The removal or deposition of soil from or to the bed or banks of a major channel.

Erosion Control. Treatment measures for the prevention of damages due to soil movement and to deposition from the ten-year design storm runoff.

Erosion Control Plan. A plan for the mitigation of damages due to soil erosion and to deposition from the ten-year design storm runoff.

Existing Construction. For the purposes of determining rates, structures for which the start of construction commenced before the effective date of the FIRM or before January 1, 1975, for FIRMs effective before that date. **EXISTING CONSTRUCTION** may also be referred to as “existing structures.”

Flood or Flooding. A general and temporary condition of partial or complete inundation of normally dry land areas from:

- The overflow of inland waters; and/or
- The unusual and rapid accumulation of runoff of surface waters from any source.

Floodplain Administrator. The individual designated to administer and implement the provisions of Chapter 152 (Flood Hazard Prevention) and other appropriate sections of 44 CFR (National Flood Insurance Program Regulations) pertaining to floodplain management.

Flood Control. The treatment measures necessary to protect life and property from the 100-year design storm runoff.

Flood Hazard Area. An area subject to inundation from the 100-year design storm runoff.

Flood Insurance Rate Map or Firm. An official map of a community, on which the Federal Emergency Management Agency has delineated both the areas of special flood hazards and the risk premium zones applicable to the community.

Flood Insurance Study. The official report provided by the Federal Emergency Management Agency. The report contains flood profiles, water surface elevation of the base flood, as well as the Flood Insurance Rate Map.

Floodplain Or Flood-Prone Area. Any land area susceptible to being inundated by water from any source (see definition of *FLOODING*).

Floodplain Management. The operation of an overall program of corrective and preventive measures for reducing flood damage, including but not limited to emergency preparedness plans, flood control works and floodplain management regulations.

Floodplain Management Regulations. Zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances (such as a floodplain ordinance, grading ordinance and erosion control ordinance) and other applications of police power. The term describes state or local regulations, in any combination thereof, which provide standards for the purpose of flood damage prevention and reduction.

Flood Proofing. Any combination of structural and non-structural additions, changes or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures and their contents.

Floodway. The channel of a river, arroyo or other water course and adjacent land areas that must be reserved in order to safely discharge the 100-year design storm runoff.

Grading Plan. A plan describing the existing topography and proposed grading, including retaining wall locations and details, interfaces with adjacent properties, streets, alleys and channels, referenced to mean sea level based on a city bench mark, and showing sufficient contours, spot elevations and cross-sections to allow a clear understanding by reviewers, contractors and inspectors.

Habitable Floor. Any floor usable for living purposes, which includes working, sleeping, eating, cooking, recreation or a combination thereof. A floor used only for storage purpose is not a *HABITABLE FLOOR*.

Highest Adjacent Grade. The highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

Historic Structure. Any structure that is:

- Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing of the National Register;
- Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
- Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of Interior; or

- Individually listed on a local inventory or historic places in communities with historic preservation programs that have been certified either:
 - By an approved state program as determined by the Secretary of the Interior; or
 - Directly by the Secretary of the Interior in states without approved programs.

Lowest Floor. The lowest floor of the lowest enclosed area, including basement. An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access or storage in an area other than a basement area is not considered a building's **LOWEST FLOOR**; provided that the enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirement of Section 60.3 of the National Flood Insurance Program regulations.

Maintenance. The cleaning, shaping, grading, repair and minor replacement of drainage, flood control and erosion control facilities, but not including the cost of power consumed in the normal operation of pump stations.

Major Arroyo/Channel. Any channel whose watershed exceeds 320 acres in a 100-year design storm whether the watershed is in its natural or unaltered state or has been altered by development, runoff diversions or detention facilities.

Major Facility. Any facility, including a street or alley, which would collect, divert or convey a peak discharge of more than 50 cubic feet per second (50 cfs) or store more than 2.0 acre-feet of runoff in the event of a 100-year design storm.

Manufactured Home. A structure transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities. The term **MANUFACTURED HOME** does not include a recreational vehicle.

Master Planned Facility. Any drainage control, flood control or erosion control facility recommended in the comprehensive plan, amendments thereto, or any voter-approved, general obligation bond financed drainage control, flood control or erosion control facility.

Mean Sea Level. For purposes of the National Flood Insurance Program, the National Geodetic Vertical Datum (NGVD) of 1929 or other datum, to which base flood elevations shown on a community's Flood Insurance Rate Map are referenced.

Minor Facility. Any facility which would collect, divert or convey a peak discharge of 50 cubic feet per second (50 cfs) or less in the event of the 100-year design storm.

Multiple Use Facility. A drainage control, flood control or erosion control facility in which other secondary uses are planned or allowed, including but not limited to recreation, open space, transportation and utility location.

Nuisance Waters. Those waters leaving a site and entering a public street which does not result from precipitation, such as landscape overwatering or car washing.

Professional Engineer. A professional engineer registered in the state and formally trained as a civil engineer.

Public Drainage System. The path that storm runoff or other flow will follow from the furthest upstream parcels of land to city limits.

Start of Construction.

- Includes substantial improvement and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation.
- Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for basement, footings, piers or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure.
- For a substantial improvement, the actual **START OF CONSTRUCTION** means the first alteration of any wall, ceiling, floor or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

Structure. A walled and roofed building, including a gas or liquid storage tank, that is principally above ground as well as a manufactured home.

Substantial Damage. Damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50% of the market value of the structure before the damage occurred.

Substantial Improvements. Any reconstruction, rehabilitation, addition or other improvement of a structure, the cost of which equals or exceeds 50% of the market value of the structure before start of construction of the improvement. This includes structures which have incurred substantial damage, regardless of the actual repair work performed. The term does not, however, include either:

- Any project for improvement of a structure to correct existing violations of state or local health, sanitary or safety code specifications which have been identified by the local health, sanitary or safety specifications which have been identified by the local code enforcement official and which are the minimum necessary conditions; or
- Any alteration of a historic structure, provided that the alteration will not preclude the structure's continued designation as a "historic structure."

Temporary Drainage Facility. A nonpermanent drainage control, flood control or erosion control facility constructed as part of a phased project or to serve until the time that a permanent facility is in place, including but not limited to desilting ponds, berms, diversions, channels, detention ponds, bank protection and channel stabilization measures.

Ten-Year Design Storm. The storm in which precipitation within a six-hour period and resulting runoff has a 10% chance of being equaled or exceeded in any given year.

Water Surface Elevation. The height, in relation to the National Geodetic Vertical Datum (NGVD) of 1929 (or other datum, where specified), of floods of various magnitudes and frequencies in the floodplains of riverine areas.

100-Year Design Storm. The storm in which precipitation within a six-hour period and resulting runoff has a 1% chance of being equaled or exceeded in any given year.



APPENDIX A

Important Phone Numbers

State of New Mexico Environment Department

(505) 771-5980

State of New Mexico Engineer's Office

(505) 764-3888

City of Rio Rancho

Building Inspection Division

3200 Civic Center Cir, 1st Floor

Rio Rancho, NM 87144

(505) 891-5006

City of Rio Rancho

Department of Public Works

3200 Civic Center Cir, 2nd Floor

Rio Rancho, NM 87144

(505) 891-5016

City of Rio Rancho

Department of Public Safety

500 Quantum Rd

Rio Rancho, NM 87124

(505) 891-5900

City of Rio Rancho

Development Services

3200 Civic Center Cir, 1st Floor

Rio Rancho, NM 87124

(505) 891-5005



IMPACT FEE SCHEDULE

YEAR 1, beginning May 1, 2006, with road impact fees at 80%						
Land Use Type	Unit	Roads	Bikeways and Trails	Parks	Public Safety	Total
Single-family	Dwelling	\$2,153	\$32	\$1,258	\$339	\$3,782
Multi-family	Dwelling	\$1,510	\$23	\$832	\$225	\$2,590
Commercial	1000 sf	\$3,357	\$49	-0-	\$755	\$4,161
Office/ institutional	1,000 sf	\$2,475	\$36	-0-	\$335	\$2,846
Industrial/ warehouse	1,000 sf	\$1,564	\$23	-0-	\$177	\$1,764
YEAR 2, beginning January 1, 2007, with all impact fees at 100%						
Single-family	Dwelling	\$2,691	\$32	\$1,258	\$339	\$4,320
Multi-family	Dwelling	\$1,887	\$23	\$832	\$225	\$2,967
Commercial	1,000 sf	\$4,196	\$49	-0-	\$755	\$5,000
Office/institutional	1,000 sf	\$3,094	\$36	-0-	\$335	\$3,465
Industrial/ warehouse	1,000 sf	\$1,955	\$23	-0-	\$177	\$2,155
PHASE -IN SCHEDULE FOR UTILITIES IMPACT FEES						
YEAR 1, beginning May 1, 2006, with water impact fees at 60%, and sewer impact fees at 100%						
Meter Size	5/8"	3/4"	1"	1.5"	2"	3" or greater
Water impact fee	\$1,958	\$2,938	\$4,896	\$9,792	\$15,667	Based upon estimated usage
Sewer impact fee	\$2,298	\$3,447	\$5,745	\$11,490	\$18,384	
YEAR 2, beginning January 1, 2007, with water impact fees at 80% and sewer impact fees at 100%						
Water impact fee	\$2,611	\$3,917	\$6,528	\$13,056	\$20,890	Based upon estimated usage
Sewer impact fee	\$2,298	\$3,447	\$5,745	\$11,490	\$18,384	
YEAR 3, beginning January 1, 2008, with water and sewer impact fees at 100%						
Water impact fee	\$3,264	\$4,896	\$8,160	\$16,320	\$26,112	Based upon estimated usage
Sewer impact fee	\$2,298	\$3,447	\$5,745	\$11,490	\$18,384	

PHASE-IN SCHEDULE FOR DRAINAGE IMPACT FEES (for areas with obsolete platting only)

Land Use	Unit	Year 1: 40%, beginning May 1, 2006	Year 2: 80%, beginning January 1, 2007	Year 3: 100%, beginning July 1, 2007
Single-family	Dwelling	\$1,785	\$3,570	\$4,465
Multi-family	Dwelling	\$475	\$955	\$1,191
Commercial	1,000 sf	\$715	\$1,430	\$1,786
Office/institutional	1,000 sf	\$715	\$1,430	\$1,786
Industrial/warehouse	1,000 sf	\$715	\$1,430	\$1,786



FEE FORMULAS 2004

CALCULATIONS FOR VALUATION AND BUILDING PERMIT & PLAN REVIEW FEES

1. CALCULATE VALUATION:

SFR:	\$67.21	RESADD:	\$41.99
GARSHD:	\$23.18	PORCAR:	\$13.64

- Residential:
Square footage¹ X \$67.21² = valuation
(i.e. 2,000 SF X 67.21 = \$134,420.00)
- Commercial:
Square footage¹ X \$73.63³ = valuation
(i.e. 5,000 SF X 73.63 = \$368,150.00)

1. square footage = EVERYTHING UNDER THE ROOF
2. Group R3, Type VB = \$74.67 X .90 (NM Modifier) = \$67.21
3. Group B, Type VB = \$81.81 X .90 (NM Modifier) = \$73.63

2. CALCULATING BUILDING PERMIT AND PLAN REVIEW FEES:

- Residential AND/OR Commercial Building Permit Fee
= 40% of calculated fee based on 1997 UBC TABLE 1-A
- Residential AND/OR Commercial Plan Review Fee
= 65% of calculated fee

Sample Calculations:

- Residential Building Permit Fee and Plan Review Fee
For \$134,420.00 Valuation:
 - Building Permit Fee: \$933.75 for the **first** \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.

Calculated fee of \$1,189.75 X 40% = \$475.90
 - Plan Review Fee : \$475.90 X 65% = \$309.34
- Commercial Building Permit Fee and Plan Review Fee
For \$368,150.00 valuation:
 - Building Permit Fee: \$933.75 for the **first** \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.

Calculated fee of \$1,189.75 X 40% = \$1,000.06
 - Plan Review Fee: \$1,000.06 X 65% = \$650.04

TRAFFIC IMPACT STUDY THRESHOLDS

The City of Rio Rancho has developed thresholds that may be used as a general guideline to determine if a traffic impact study will be required for a given development proposal. These thresholds are guidelines based solely upon land use, and do not include operations and safety considerations that may have to be investigated as part of the site development. These thresholds are based upon the specific land use generating less than 100 peak hour trips during either the AM or PM peak design hours. If the site generates less than 100 peak hour trips, the requirement for a traffic impact study may be waived.

ITE Code	Land Use	Units	Threshold
130	Industrial Park	SF	74,000
140	Manufacturing	SF	144,000
150	Warehousing	SF	128,000
210	Single Family Housing	DU	92
220	Apartment	DU	147
230	Residential Condominium or Townhouse	DU	184
310	Hotel	Rooms	168
320	Motel	Rooms	240
445	Multiplex Movie Theater	Screens	4
445	Multiplex Movie Theater	Seats	990
492	Health/Fitness Club	SF	23,000
710	General Office	SF	18,000
720	Medical-Dental Office Building	SF	28,000
812	Building Materials and Lumber Store	SF	20,000
815	Free Standing Discount Store	SF	19,000
820	Shopping Center (General Retail)	SF	6,000
841	New Car Sales	SF	40,000
843	Auto Parts	SF	14,000
850	Supermarket	SF	6,000
853	Convenience Market with Gasoline Pumps	Pumps	5
870	Apparel Store	SF	17,000
880	Pharmacy/Drug Store without Drive Through	SF	11,500
912	Drive In Bank	SF	2,000
931	Quality Restaurant	SF	13,000
932	High Turnover Restaurant	SF	8,000
934	Fast Food Restaurant with Drive Through	SF	1,800
944	Gasoline/Service Station	Pumps	7
945	Gasoline Station with Convenience Store	Pumps	7
946	Gasoline Station with Convenience Store and Car Wash	Pumps	7

All land uses not listed above or projects that contain a combination of land uses should be discussed with Traffic Engineering staff. They may be contacted at 891-5016.

Developments that generate 500 or more vehicle trips during either the AM or PM peak hour may require an expanded analysis. Please verify the scope with Traffic Engineering staff.

A scoping study is required for all traffic studies. The scoping study will establish the project study area, analysis years and conditions, acceptable traffic count years, trip distribution methodology, background traffic growth rate, programmed improvements, and the allowable pass-by trip percentage.

Traffic Study Thresholds				
	a Access Location & Design Review	b Small Development: TIS	c Medium Development: TIS	d Large Development: Regional TIS
	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
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

Traffic Study Time Frames

Task	Trip Generation Threshold			
	a	b	c	d
	Time (days)	Time (days)	Time (days)	Time (days)
Request for Scoping Meeting	10	10	10	15
Analysis of Roadway Issues	10	15	30	30
Site Issues	10	15	30	30
Other Analysis	N/A		20	25
DPW Review	5	15	30	30
Duration	35	55	120	130

Note: Task may be achieved concurrently reducing the amount of time needed for the professional to complete tasks.

Times shown above are approximate and do not include time for resubmittals.

City of Rio Rancho Code of Ordinances

Title XV - Land Usage - Chapter 154 - Planning and Zoning

Summary of Height and Area Regulations

Table 2: Summary of Area, Setback, Height, and Density Regulations

Description	Lot		Front Yard		Yard		Street Side Yard	Building Height	Density	
	Area (Sq. Ft.)	Width	Building	Garage	Rear	Side			Gross	Net
OS Open Space	None	None	None	None	None	None	None spec.	None	None	None
PR Parks/Recreation	None	None	None	None	None	None	None spec.	None	None	None
T-Z Transitional	N/A	N/A	35'	N/A	25'	10'	None spec.	32'	None	None
A-R Agricultural Residential	43,560	100'	50'	N/A	50'	25'	None spec.	32'	0.8	1
E-1 Estate Residential	21,780	None	35'	35'	25'	10' *	None spec.	32'	1.6	2
R-1 Single Family Residential	7,000	60'	20' *	25'	15'	5'	None spec.	32'	4.98	6.22
R-2 Single Family Residential	5,000	50'	20'	25'	15'	5'	10'	32'	6.97	8.71
R-3 Multi-Family Residential	See below									
R-3 Single Family Use	4,000	40'	20'	25'	15'	5' or 0' *	None spec.	32'	8.71	10.89
R-3 Multi-Family Use	10,000	70'	20'	25'	15'	7.5'	None spec.	32'	20.9	26.16
R-3 Townhouse Use	1,200	32'	20'	25'	15'	5' or 0' *	None spec.	32'	29.04	36.3
R-4 Single Family Residential	4,000	40'	20'	25'	15'	5'	10'	32'	8.71	10.89
R-5 Single Family Residential	2,500	35'	20'	25'	15'	5'	10'	32'	13.94	17.42
R-6 Multi-Family Residential (32 units max)	10,000	70'	20'	25'	15'	5'	10'	72'	25.6	32
M-H Mobile Home	5,000	50'	20'	N/A	15'	5'	None spec.	22'	6.97	8.71
H-1 Historical	None	None	None	None	None	None	None spec.	None	None	None
O-1 Office	10,890	None	25'	N/A	1:1 w/height	1:1 w/height	None spec.	20'	None	None
O-2 Office	21,780	None	35'	N/A	0'	0'	None spec.	32'	None	None
CMU Commercial/Mixed Use	10,890	None	35'	N/A	0' *	0' *	None spec.	32'	None	None
C-1 Retail Commercial	21,780	None	35'	N/A	0' *	0' *	None spec.	32'	None	None
C-2 Wholesale Commercial	10,890	None	35'	N/A	0' *	0' *	None spec.	32'	None	None
M-1 Light Industrial	21,780	None	25'	N/A	0'	0'	None spec.	32'	None	None
SU Special Use	None	None	None	None	None	None	None spec.	None	None	None

Mixed Use Activity Center	Lot		Front Yard		Yard		Street Side Yard	Building Height	Floor Area Ratio	Max. Bldg. Footprint
	Area (Sq. Ft.)	Width	Building	Garage	Rear	Side				
MU-A Village Center	10-20 ac.	None	15'	None	10'	0'	15'	26'	.25 - .03	6,000
MU-A Community Center	20-100 ac.	None	15'	None	10'	0'	15'	48'	.30 - .50	15,000
MU-A Regional Center	100+ ac.	None	15'	None	10'	0'	15'	85'	.50+	50,000

Maximum Front Yard of 50' for lots that are less than 1/2 acre

0' side setback allowed on attached side only

When parcel is adjacent to a residential property, the front, rear and side setbacks shall be equal to those in the residential zone

When parcel is adjacent to a residential property, the side setbacks shall be equal to those in the residential zone

Side setback may be reduced to 5' if side setback requirement is greater than 20% of the lot frontage

	RSF, RMF, RMH Districts											COM Districts								Number	Max. Area	Vertical Clearance (ft.)				
Sign Type:	A-R	E-1	R-1	R-2	R-3	R-4	R-5	R-6	INS	M-H	H-1	C-1	C-2	O-1	O-2	M-1	NBD	HWC	Allowed	(sf)	Sidewalk	Street				
Freestanding																				(CMU)	528	max height 7 ft. x 8 ft. width, non-message 25%				
Residential	P	P	P	P	P	P	P	P	N	P	N	N	N	N	N	N	N	N								
Non-residential	N	N	N	N	N	N	N	N	S	N	S	S	S	S	S	S	S	S								
Incidental	N	N	N	N	P	N	N	P	P	P	P	P	P	P	P	P	P	P								
Monument																										
NUMBER/ LOT	1	1	1	1	-	1	1	-																		
AREA (Single Tenant)	6	6	6	6	40	6	6	40	40	40	40	60	60	60	60	60	60	135								
AREA (Multi-Tenant)*	-	-	-	-	-	-	-	-	-	-	-	60-150'	60-150'	60-150'	60-150'	60-150'	80	135-200								
HEIGHT (ft.)	7	7	7	7	7	7	7	7	16	16	16	16	16	16	16	16	16	24								
STRT FRONT	-	-	-	-	1/200	-	-	-	1/200	1/200	-	1/200	1/200	1/200	1/200	1/200	1/200	1/300								
Building																										
Banner	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	60	9	12				
Marker	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	1	4	-	-				
Canopy	N	N	N	N	N	N	N	N	S	N	S	S	S	S	S	S	S	S	1	25%	9	12				
Identification	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	1	-	-	-				
Incidental	N	N	N	N	P	N	N	P	P	P	P	P	P	P	P	P	P	P	-	-	-	-				
Marquee	N	N	N	N	N	N	N	N	S	N	N	S	S	S	S	S	S	S	1	App. C	9	12				
Projecting	N	N	N	N	N	N	N	N	S	N	S	S	S	S	S	S	S	S	1	40	9	12				
Residential	P	P	P	P	P	P	P	P	N	P	N	N	N	N	N	N	N	N	1	-	-	-				
Roof	N	N	N	N	N	N	N	N	N	N	N	S	S	S	S	S	N	S	-	40	-	-				
Integral Roof	N	N	N	N	N	N	N	N	S	N	S	S	S	S	S	S	S	S	2	App. C	-	-				
Suspended	N	N	N	N	N	N	N	N	S	N	S	S	S	S	S	S	S	S	1	App. C	9	-				
Wall	N	N	N	N	N	N	N	N	S	N	S	S	S	S	S	S	S	S	App. D	App. D	-	-				
Window	N	N	N	N	N	N	N	N	S	N	N	S	S	S	S	S	S	S	-	25%	-	-				
MAX. AREA (s.f.)	2	2	2	2	60	2	2	60	80	60	60	-	-	-	-	-	-	-								
WALL AREA (%)	-	-	-	-	-	-	-	-	-	-	-	10%	10%	10%	10%	10%	10%	20%								
Miscellaneous																										
Flag	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	-	-	9	12				
Portable	N	N	N	N	N	N	N	N	P	N	N	P	P	P	P	P	P	P	1/ mos.	6	-	-				
Subdivision	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	\$156.41	\$156.41	-	-				
Subd. Flags	P	P	P	P	P	P	P	P	N	P	N	N	N	N	N	N	N	N	6	15	9	12				
Temporary	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	\$156.43	\$156.43	-	-				
Characteristics																										
Animated	N	N	N	N	N	N	N	N	N	N	N	S	S	S	S	S	N	S								
Changeable Copy	N	N	N	N	N	N	N	N	S	N	S	S	S	S	S	S	S	S								
Internal Illumination	N	N	N	N	N	N	N	N	S	N	S	S	S	S	S	S	S	S								
External Illumination	N	N	N	N	N	N	N	N	S	N	S	S	S	S	S	S	S	S								
Neon Illumination	N	N	N	N	N	N	N	N	S	N	N	S	S	S	S	S	S	S								
MAX. TOTAL (s.f.)	8	8	8	8	100	8	8	100	120	100	100	500	500	500	500	500	200	1000								
% FLOOR AREA	-	-	-	-	-	-	-	-	-	-	-	2%	2%	2%	2%	2%	1%	3%								
STR. FRONT (s.f.)	-	-	-	-	-	-	-	-	0.5	-	-	1.0	1.0	1.0	1.0	1.0	3.0	5.0								



BILL RICHARDSON
GOVERNOR

State of New Mexico
ENVIRONMENT DEPARTMENT

Rio Rancho District I Field Office
224 Unser Blvd, Suite B
Rio Rancho, NM 87124
Telephone (505) 892-4483
Fax (505) 892-4816



RON CURRY
SECRETARY

Anna Marie Ortiz
Field Operations Director

December 18, 2006

To whom it may concern,

The New Mexico Environment Department (Department) currently regulates and permits Food Service and Processing Establishments that are located in the City of Rio Rancho. Pursuant to the Department's **Food Service and Food Processing Regulations 7.6.2.8 A. (1)** the following must be submitted **30 days prior to the start of construction** for any new or remodeled food establishment:

- Plans of establishment (location of equipment, hand sinks, etc.)
- Proposed menu
- Site Plan
- Manufacturer specification sheets of all equipment

Also, "Food" means any solid or liquid substance intended for human consumption by eating or drinking and "Food Service Establishment" means any fixed or mobile place where food is prepared for sale to or consumption by the general public either on or off the premises. (7.6.2 NMAC)

If you have any questions regarding this matter please contact me at the number listed above. Regulations and applications may be printed from the Department's website: www.nmenv.state.nm.us (click on "Food Program")

Sincerely,

Hiromi K. Martinez, Environmental Scientist

Cc: file

City of Rio Rancho
FIRE & RESCUE
1526 Stephanie Rd SE
Rio Rancho, NM 87124
(505) 891-5871 Fax (505) 892-3069

The City of Rio Rancho is committed to a fire safe community. In an effort to identify life safety deficiencies prior to construction, all plans submitted will require a minimum of seven (7) working days with the Department of Fire & Rescue for review. The following fire prevention code documents will be used in our review of your plans.

- International Building Code (2009 Edition)
- International Residential Code (2009 Edition)
- Uniform Plumbing Code (2009 Edition)
- Uniform Mechanical Code (2009 Edition)
- National Electrical Code (2014 Edition)
- Any NFPA codes referenced in either NFPA 1 and/or 101

The Department of Fire & Rescue will receive plans prior to construction/renovation for compliance with these codes. Deficiencies not identified in this review process are not exempt from correction. Code Compliance is the responsibility of the owner. Identified violations will be corrected in a timely manner so the Certificate of Occupancy will not be delayed or denied.

Prior to the start of any construction projects, adequate fire protection (e.g. fire hydrants and fire apparatus access) will be identified and submitted with plans or provided by the owner/agent prior to approval. Initial architectural plans will show the closest operational fire hydrant in the area and must include the distance(s) from the hydrant to the project entrance. The required fire flow from any current and/or proposed hydrants will 1,500 gpm at 20 psi residual pressure (per UFC Appendix 3-A). A Knox box will be installed to provide key access to emergency responders. Forms for ordering the box are available through this office.

Questions concerning plan reviews may be directed to:

Jonathan A. Garcia, Fire Marshall 891-5871

CHAPTER 153: EROSION CONTROL; STORM DRAINAGE

Section

General Provisions

- 153.01 Authority
- 153.02 Jurisdiction
- 153.03 Purpose and intent
- 153.04 Title
- 153.05 Definitions
- 153.06 Compliance
- 153.07 Warning; disclaimer of liability
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Control Standards

- 153.20 Design, construction and maintenance
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- 153.22 Crossings
- 153.23 Rights-of-way and easements
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Administration and Enforcement

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- 153.36 Procedures; amendments and criteria
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GENERAL PROVISIONS

§ 153.01 AUTHORITY.

This chapter is adopted pursuant to statutory authorities.
(`87 Code, § 8-7-1) (Ord. 84-113; Am. Ord. 91-037)

§ 153.02 JURISDICTION.

This chapter shall apply to all newly developed lands within the city and, with respect to planning and platting matters, it shall also apply to all lands within its extraterritorial planning and platting jurisdiction.

(`87 Code, § 8-7-2) (Ord. 84-113; Am. Ord. 91-037)

§ 153.03 PURPOSE AND INTENT.

It is the purpose of this chapter to promote the public health, safety and general welfare, and to minimize public and private losses due to flooding by provisions designed:

(A) To establish policies, procedures, criteria and requirements to complement and to supplement Chapter 152 of this code for the assistance and guidance of the city officials, city staff and all persons and entities within the jurisdiction of the city.

(B) As to storm drainage, to:

- (1) Prevent the creation of public safety hazards and seek to eliminate existing problems;
- (2) Prevent, to the extent feasible, the discharge of storm runoff from public facilities onto private property;
- (3) Prevent the increased risk of damage to private property caused by storm runoff from other private property;
- (4) Provide a reasonable level of public health and convenience at reasonable cost; and
- (5) Provide for timely and effective construction and maintenance of storm drainage facilities.

(`87 Code, § 8-7-3) (Ord. 84-113; Am. Ord. 91-037)

§ 153.04 TITLE.

This chapter may be cited as "The Drainage Chapter" and is referred to elsewhere herein as "the chapter."

(`87 Code, § 8-7-4) (Ord. 84-113; Am. Ord. 91-037)

§ 153.05 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

CHANNEL. Any arroyo, stream, swale, ditch, diversion or water course that conveys storm runoff, including man-made facilities.

CHANNEL STABILITY. A condition in which a channel neither degrades to the degree that structures, utilities or private property are endangered, nor aggrades to the degree that flow capacity is significantly diminished as a result of one or more storm runoff events or moves laterally to the degree that adjacent property is endangered.

CHANNEL TREATMENT MEASURE. A physical alteration of a channel for any purpose.

CIP. The city's Capital Improvement Program.

CITY ENGINEER. The chief administrative engineer of the city or that engineer's designee.

COMPREHENSIVE PLAN. The comprehensive plan and amendments thereto.

CONCEPTUAL GRADING AND DRAINAGE PLAN. A plan prepared in graphical format showing existing and proposed grading, drainage control, flood control and erosion control information in sufficient detail to determine project feasibility.

DESIGN STORM. A storm which deposits a stated amount of precipitation within a stated period over a defined area and which is used in calculating storm runoff and in designing drainage control, flood control and erosion control measures.

DEVELOPED LAND. Any lot or parcel of land occupied by any structure intended for human occupation, including structures intended for commercial enterprise.

DEVELOPER. Any individual, estate, trust, receiver, cooperative association, club, corporation, company, firm, partnership, joint venture, syndicate or other entity engaging in the platting, subdivision, filling, grading, excavation or construction of structures.

DOWNSTREAM CAPACITY. The ability of downstream major facilities to accept and safely convey runoff generated upstream from the 100-year design storm.

DRAINAGE. Storm drainage.

DRAINAGE CONTROL. The treatment and/or management of surface runoff from all storms up to and including a ten-year design storm.

DRAINAGE PLAN. A short, detailed plan prepared in graphical format with or on a detailed grading plan addressing on-site and off-site drainage control, flood control and erosion control issues for lots or parcels of less than five acres.

DRAINAGE REPORT. A comprehensive analysis of the drainage, flood control and erosion control constraints on and impacts resulting from proposed platting, development or construction project.

EROSION CONTROL. Treatment measures for the prevention of damages due to soil movement and to deposition from the ten-year design storm runoff.

EROSION CONTROL PLAN. A plan for the mitigation of damages due to soil erosion and to deposition from the ten-year design storm runoff.

FLOOD CONTROL. The treatment measures necessary to protect life and property from the 100-year design storm runoff.

FLOOD HAZARD AREA. An area subject to inundation from the 100-year design storm runoff.

FLOODWAY. The channel of a river, arroyo or other water course and adjacent land areas that must be reserved in order to safely discharge the 100-year design storm runoff.

FULLY DEVELOPED WATERSHED. A hydrological condition in which all areas upstream and downstream of a point in question are assumed completely developed, including any undeveloped areas which are assumed to be developed in accordance with mid-range development densities as established by the comprehensive plan, appropriate area plans or sector plans, adopted by the facilities master plans and the hydraulic and hydrologic standards established by this chapter.

GRADING PLAN. A plan describing the existing topography and proposed grading, including retaining wall locations and details, interfaces with adjacent properties, streets, alleys and channels, referenced to mean sea level based on a city bench mark, and showing sufficient contours, spot elevations and cross-sections to allow a clear understanding by reviewers, contractors and inspectors.

MAINTENANCE. The cleaning, shaping, grading, repair and minor replacement of drainage, flood control and erosion control facilities, but not including the cost of power consumed in the normal operation of pump stations.

MAJOR ARROYO. Any channel whose watershed exceeds 320 acres in a 100-year design storm whether the watershed is in its natural or unaltered state or has been altered by development, runoff diversions or detention facilities.

MAJOR FACILITY. Any facility, including a street or alley, which would collect, divert or convey a peak discharge of more than 50 cubic feet per second (50 cfs) or store more than 2.0 acre-feet of runoff in the event of a 100-year design storm.

MASTER PLANNED FACILITY. Any drainage control, flood control or erosion control facility recommended in the comprehensive plan, amendments thereto, or any voter-approved, general obligation bond financed drainage control, flood control or erosion control facility.

MINOR FACILITY. Any facility which would collect, divert or convey a peak discharge of 50 cubic feet per second (50 cfs) or less in the event of the 100-year design storm.

MULTIPLE USE FACILITY. A drainage control, flood control or erosion control facility in which other secondary uses are planned or allowed, including but not limited to recreation, open space, transportation and utility location.

NUISANCE WATERS. Those waters leaving a site and entering a public street which do not result from precipitation, such as landscape overwatering or car washing.

100-YEAR DESIGN STORM. The storm in which precipitation within a six-hour period and resulting runoff has a 1% chance of being equaled or exceeded in any given year.

PUBLIC DRAINAGE SYSTEM. The path that storm runoff or other flow will follow from the furthest upstream parcels of land to city limits.

TEMPORARY DRAINAGE FACILITY. A nonpermanent drainage control, flood control or erosion control facility constructed as part of a phased project or to serve until the time that a permanent facility is in place, including but not limited to desilting ponds, berms, diversions, channels, detention ponds, bank protection and channel stabilization measures.

TEN-YEAR DESIGN STORM. The storm in which precipitation within a six-hour period and resulting runoff has a 10% chance of being equaled or exceeded in any given year.
(' 87 Code, § 8-7-5) (Ord. 84-113; Am. Ord. 91-037; Am. Ord. 01-020)

§ 153.06 COMPLIANCE.

(A) The design, construction and maintenance of all drainage control, flood control and erosion control facilities within the city shall be performed in accordance with procedures, criteria and standards formulated by the City Engineer and in accordance with the policies established by this chapter.

(B) (1) All construction activities within the jurisdiction of the city shall conform to the requirements of the City Engineer with respect to drainage control, flood control and erosion control.

(2) All modifications to the public drainage system are subject to approval by the City Engineer.

(a) Construction, grading or paving on any lot within the jurisdiction of the city shall not increase the damage potential to upstream, downstream or adjacent properties or public facilities. Damages shall be defined as those caused by flooding from the 100-year design storm and all smaller storms and from erosion and sedimentation resulting from the 10-year design storm and all smaller storms.

(b) During the months of July, August or September, any grading within or adjacent to a watercourse defined as a major facility shall provide for erosion control and the safe passage of the ten-year design storm runoff during the construction phase.

(c) Grading, cut, fill or importation of material in excess of 500 cubic yards or grading of any area of one acre or more or any grading which would modify the public drainage system or grading which would result in a building pad having an elevation less than one foot above the adjoining street or road shall conform to drainage control, flood control and erosion control policies and to standards, criteria and procedures established by the City Engineer with respect to drainage, flood control and erosion control. A grading permit, issued by the City Engineer, shall be required for any construction or development related grading activity, prior to the commencement of any such grading activity. This permit may be approved as part of a building permit, provided that the building permit is reviewed and approved by the City Engineer. Applications for development of areas known to have been sanitary landfills shall be accompanied by a report which discusses potential health and soil mechanics problems and their solutions. The reports shall be prepared by a New Mexico professional engineer, competent in soil mechanics.

(d) Paving an area larger than 1,000 square feet shall require a paving permit. Applications for paving permit shall be accompanied by drainage plans, if deemed necessary by the City Engineer. Repaving of existing paved areas in which no grading is planned is excluded.

(e) All residential grading shall comply with the most recent version of the Uniform Building Code adopted by the city.

(f) The City Engineer shall not issue a grading or paving permit unless the proposed grading or paving is in compliance with the policies of this chapter and the standards and criteria of the City Engineer as provided by § 153.36.

(C) The city may participate with the private sector, other public bodies and agencies operating within the jurisdiction of this policy, in order to accomplish the goals and implement the policies adopted in this chapter. This includes, but shall not be limited to, the development and adoption of master plans, participation in the construction of projects, and exercising control through the planning, platting, zoning and permitting processes. Projects involving city funding shall be prioritized, funded and scheduled within the guidelines of the CIP and with CIP projects.

(` 87 Code, § 8-7-12) (Ord. 84-113; Am. Ord. 91-037; Am. Ord. 01-020)

§ 153.07 WARNING; DISCLAIMER OF LIABILITY.

The degree of flood protection required by this chapter is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur on rare occasions. Flood heights may be increased by man-made or natural causes. This chapter does not imply that land outside flood hazard areas or uses permitted within the areas will be free from flooding or flood damages. This chapter shall not create liability on the part of the city or on any officer or employee thereof for any flood damages that result from reliance on this chapter or any administrative decision lawfully made thereunder.

(` 87 Code, § 8-7-16) (Ord. 84-113; Am. Ord. 91-037)

§ 153.08 INTERPRETATION.

In the interpretation and application of this chapter, all provisions shall be:

(A) Considered as minimum requirements;

(B) Liberally construed in favor of the city;

(C) Deemed neither to limit nor repeal any other powers granted under state statutes;

(D) Not deemed to limit nor repeal any other provision of this code, adopted by the governing body, unless expressly so stated herein.

(` 87 Code, § 8-7-17) (Ord. 84-113; Am. Ord. 91-037)

*CONTROL STANDARDS***§ 153.20 DESIGN, CONSTRUCTION AND MAINTENANCE.**

(A) The city endorses the goal of flood damage reduction through the regulation of development within flood hazard areas and the preservation of floodways. This chapter is intended to complement and supplement Chapter 152 of this code, and shall be administered in concert therewith.

(B) All developed land within the city shall be provided with adequate drainage, flood control and erosion control facilities. The protection of life and property shall be considered with primary function in the planning, design, construction and maintenance of drainage control, flood control and erosion control facilities, but other concerns, not limited to the following shall be addressed: channel capacity, watershed characteristics, channel stability, maintenance, transitions between treatment types, multiple use goals and appearance. The needs of the community in transportation, utility services, recreation, and open space shall be considered in planning, design, construction and maintenance (especially in the selection of channel treatment measures). These needs shall always be considered subsidiary to the primary function of the drainage control, flood control and/or erosion control facility.

(C) The design, construction and maintenance of dams, levees and diversions that fall within the jurisdiction of the State Engineer shall meet or exceed standards established by the State Engineer.

(D) The design, construction and maintenance of flood control facilities shall be coordinated with other affected flood control agencies.

(E) All major facilities shall be constructed within dedicated rights-of-way or recorded drainage easements granted to and accepted by the proper public authority.

(F) All detention ponds defined as minor facilities shall be constructed on private property unless otherwise authorized by the City Engineer. Except as is necessary for the treatment of nuisance water, all ponds shall be designed and constructed to be emptied in 24 hours or less. The use of individual lot ponding shall be governed by the standards established by the City Engineer.

(G) Wherever flood control, drainage or erosion control improvements are necessary within dedicated public open space, the improvements shall be designed and constructed in a manner reasonably consistent with the natural surroundings. All construction and maintenance activities in dedicated open space shall be performed so as to minimize the disruption and destruction of vegetation and adjacent land forms. Where the disturbance or destruction is unavoidable, revegetation shall be performed at the earliest practical time by those responsible for the disturbance and/or destruction.

(H) The City Engineer is responsible for establishing criteria, procedures and standards for design and construction of flood control, drainage control and erosion control improvements within the city. The City Engineer shall provide for variance from normal criteria and standards; when a variance is required or requested, the City Engineer shall document the justification for his decision and place in the public records with the City Clerk the actions and justifications; appeals of the City Engineer's variance decisions is as provided in § 153.38.

(`87 Code, § 8-7-6) (Ord. 84-113; Am. Ord. 91-037)

§ 153.21 SURFACE USE OF STREETS.

(A) The surface of streets may be used for drainage and flood control purposes, to the extent the use does not interfere with the safe transportation of people and vehicles.

(B) The 100-year design storm runoff shall not exceed a depth of 0.87 feet at any point within the street right-of-way, or 0.2 feet above top of curb, in any street or enter private property, built in compliance with appropriate regulations, from a street, except in recorded drainage or flood control easements or rights-of-way (or historic channels and watercourses where easements or rights-of-way cannot be obtained).

(C) (1) The ten-year design storm runoff shall not exceed a depth of 0.5 feet in any arterial street and shall flow such that one 12-foot driving lane in each direction is free of flowing or standing water. The ten-year design storm runoff shall not exceed a depth of 0.5 feet in any collector street.

(2) Arterial and collector streets that are in the state highway system may require more stringent drainage criteria.

(D) The product of depth times velocity shall not exceed 6.5 at any location in any street in the event of a ten-year design storm (with velocity calculated as the average velocity measured in feet per second and depth measured at the gutter flowline in feet).

(E) The discharge of nuisance waters to public streets shall be discouraged. Arterial and collector streets shall be protected from damages to the pavement surface and from the safety hazards created by surface flow of nuisance waters across them.

(F) All newly developed land within the city shall be served by at least one paved access that shall be an all-weather facility during a 100-year design storm, with all channel-crossing structures beneath the roadway being able to pass a 100-year design storm runoff event.

(`87 Code, § 8-7-7) (Ord. 84-113; Am. Ord. 91-037)

§ 153.22 CROSSINGS.

(A) Channel crossing structures shall be provided on all arterial and collector streets to safely pass the 100-year design storm runoff from major arroyos, assuming a fully developed watershed.

(B) Streets other than arterials, collector and sole access may cross major arroyos and other watercourses by means of a "dip section" or an "overflow section," provided depth times velocity (with velocity calculated as the average velocity measured in feet per second and depth measured in feet at the upstream edge of the roadway including sidewalk) does not exceed 6.5 for that portion of the ten-year storm runoff crossing on the street.

(C) Where feasible, temporary crossings shall be designed so they may be incorporated into the future permanent crossing structure so that they meet street design standards established by the City Engineer.

(D) Crossing of major arroyos by arterial and collector streets shall be at public expense. Crossings of arroyos by streets other than arterials and collectors shall be constructed at developer expense and shall meet street design standards established by the City Engineer.

(E) Temporary crossings required for access, including those on arterials and collectors, shall be constructed at developer expense.

(`87 Code, § 8-7-8) (Ord. 84-113; Am. Ord. 91-037)

§ 153.23 RIGHTS-OF-WAY AND EASEMENTS.

(A) Multiple use is encouraged for drainage rights-of-way and drainage easements, e.g., for utility corridors and for recreation trails. Where multiple use is planned by the city, another public agency, or a public utility, the city may require that dedication statements include language which permits the uses in addition to the primary drainage function. However, land required to be dedicated for drainage rights-of-way and easements shall be limited to those land areas necessary for drainage control, flood control, erosion control and necessary appurtenances.

(B) Drainage rights-of-way and easements may be credited for open space, except for any area which is exclusively used for the drainage control or flood control function.

(`87 Code, § 8-7-10) (Ord. 84-113; Am. Ord. 91-037)

§ 153.24 FINANCIAL AND MAINTENANCE RESPONSIBILITY.

(A) (1) The city may participate in the construction of permanent flood control facilities to the extent that public benefits are derived from the construction and are consistent with Capital Improvement Program (CIP) priorities. Reimbursement for private funding of such projects may also be available under these conditions.

(2) The city may participate in the costs of channel crossing structures for arterial and collector streets which are required for sole access to a development. The developer's share shall not exceed the cost required to meet the minimum street width standards established by the City Engineer.

(3) The city shall not participate in the funding of flood control facilities in which the sole intent is the reclamation of undeveloped land located within a flood hazard area for private development purposes.

(4) The dedication of land for public purposes does not relieve a developer of responsibilities for the construction of drainage control, flood control and erosion control facilities that would otherwise be necessary. The dedication of rights-of-way or easements for drainage control, flood control or erosion control facilities does not relieve a developer of responsibilities that would otherwise exist for the construction of other public infrastructure.

('87 Code, § 8-7-9)

(B) (1) Except as otherwise noted herein, all permanent major facilities shall be maintained by the city or other public body. The maintenance of multiple use facilities to which the general public is denied access shall be the responsibility of the owners and shall be performed to City Engineer standards. The City Engineer may allow private maintenance within public right-of-way or easement, provided that adequate guarantees and indemnifications are supplied.

(2) Minor facilities shall be maintained by their owners to City Engineer standards.

(3) The maintenance of temporary facilities constructed at private expense (except crossing structures) is the responsibility of the developer until permanent facilities are in place.

(4) The developer shall be responsible for maintaining or replacing temporary crossing structures for a period of six years or until a permanent structure is built, whichever comes first. The city shall maintain temporary crossings which are designated and built such that they may be directly incorporated into the ultimate facilities.

('87 Code, § 8-7-11) (Ord. 84-113; Am. Ord. 91-037)

*ADMINISTRATION AND ENFORCEMENT***§ 153.35 CITY ENGINEER; DUTIES AND DETERMINATIONS.**

(A) It shall be the responsibility of the City Engineer to produce, approve, make and retain records of all drainage plans, drainage reports, design analyses, design drawings, as-built drawings and maintenance schedules related to all drainage control, flood control and erosion control facilities constructed within city rights-of-way or easements.

(B) Applications for all land use changes shall address drainage control, flood control and erosion control in terms of the interactions of these parameters with other requirements and needs produced by the proposed land use changes.

(C) Requests for the platting of land for the purpose of subdivision or development shall be accompanied by appropriate drainage control, flood control and erosion control information.

(D) (1) The City Engineer shall not approve any plan or report pertaining to proposed construction, platting or other development where the proposed activity or change in the land affected would result in downstream capacity being exceeded.

(2) Downstream capacity is determined based on the assumption of fully developed watersheds. This assumption prevents "the first come, first served" approach where downstream development unduly constrains upstream development. Parameters used in the determination of downstream capacity include, but are not limited to:

- (a) Channel stability;
- (b) Crossing structure hydraulic capacity;
- (c) Reservoir capacity;
- (d) Hydraulic capacity of street, storm sewer or channel;
- (e) Public safety; and
- (f) Maintenance constraints.

(3) Planned public storm drainage facilities are assumed as in place in determining downstream capacity, provided that construction funds are available and design has progressed to the point where capacity can be ascertained.

(E) Temporary facilities are only allowed and/or required on a case-by-case basis as determined by the City Engineer. The level of protection to be provided by temporary facilities shall be determined by considering:

- (1) The likelihood and consequences of a failure;
- (2) Length of time until permanent facilities will be in place; and
- (3) The acceptance of maintenance responsibilities and legal liabilities.

(F) (1) Requests for approval of construction, development and/or platting proposals to the City Engineer shall be accompanied by drainage control, flood control and erosion control information and/or commitments. This information must be prepared by a professional engineer, licensed in the State of New Mexico, unless the City Engineer waives this requirement.

(2) The particular nature, location and scope of the proposed development defines the degree of detail. One or more of the following levels of submittal may be required based on the following:

(a) *Conceptual grading and drainage plan.* A graphic representation of existing and proposed grading, drainage, flood control and erosion control 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, flood hazard and erosion control constraints as dictated by on-site physical features as well as adjacent properties, streets, alleys and channels. Modifications to the comprehensive plan and the development of area plans, sector plans, site development plans and landscaping plans on tracts of five acres or more are appropriate applications of conceptual grading and drainage plans.

(b) *Drainage plans.* A short detailed presentation required for approval of small, simple development approvals. Drainage plans are prepared in combination with the detailed grading plan and address both on-site and off-site drainage control, flood control and erosion control issues. Drainage plans are required for building permits, site development plans and landscaping plans for developments involving less than five acres.

(c) *Drainage report.* A drainage report is a comprehensive analysis of the drainage control, flood control and erosion control constraints on and impacts resulting from a proposed platting, development or construction project. Drainage reports are required for subdivisions containing more than ten lots or constituting five acres or more, platting or construction within a designated flood hazard area and for any platting or development adjacent to a major arroyo.

(d) *Erosion control plan.* An erosion control plan is usually incorporated into the drainage plan or drainage report. Erosion control plans address all phases of each project from initial grading through and including final occupancy. Phased projects required special attention. All construction projects, both public and private, within the jurisdiction of this chapter, unless specifically excluded, require an approved erosion control plan prior to start of construction.

(G) Drainage control considerations specifically address safety, convenience and economics for both private property and public facilities.

(H) (1) The 100-year design storm is the 100-year 6-hour storm as defined by the National Oceanic Atmospheric Administration (NOAA) and by the storm distributions for time and area as developed by the City Engineer. The 100-year storm has a 1 % probability of occurring in any year. Watersheds with times of concentration greater than 6 hours will require the use of the 100-year 24-hour storm volumes and distributions. Detention basins with longer than 6 hours evacuation times shall use a 24-hour or longer storm volume and distribution.

(2) Design circumstances may require larger or smaller storm volumes. Examples are emergency spillways for dams and erosion control plans, respectively. The sources for rainfall data are current NOAA publications and the City Engineer. When the need for other design storms is apparent, the City Engineer will provide requirements concerning appropriate storms, frequencies and durations.

(I) The City Engineer shall, within 14 to 30 calendar days after the submission to him of a request in writing for the approval of a plat, development plan, drainage submittal or exemption, approve or deny the request and mail a copy of his decision to the applicant. If the request is denied, the reasons for the denial shall be stated in writing. Appeal of the decisions is as provided in § 153.38.

(J) Grading or paving permits issued by the City Engineer or approvals by the City Engineer of drainage plans, erosion control plans or other improvement plans within the context of this chapter shall expire by limitation and become null and void if the work or improvements authorized is not commenced within 12 months of the approvals. In the event the authorized work or improvement is suspended or abandoned for a period of 12 months after the work or improvement is commenced, the permit or approval shall expire and become null and void. Before the work or improvement is recommended, resubmittals must be made for approval by the City Engineer.

(` 87 Code, § 8-7-12) (Ord. 84-113; Am. Ord. 91-037; Am. Ord. 01-020)

§ 153.36 PROCEDURES; AMENDMENTS AND CRITERIA.

(A) Rules concerning procedures, criteria and standards shall be adopted, amended or abolished in compliance with the policies of this chapter and as provided by the procedures of this section. All rules and decisions shall be filed in the public records with the City Clerk.

(B) Proposed rule changes relating to procedures, criteria and standards pursuant to this chapter are initiated by the City Engineer; or any person may submit the proposed rule changes to the City Engineer. If a person other than an official of the city submits a proposal, there may be a processing fee set by a rule of the City Engineer.

(C) Prior to the adoption, amendment or repeal of any rule pursuant to this chapter (hereafter, referred to as "rule change"), the City Engineer shall:

(1) Publish summary notice of the proposed rule change and solicit local comments in a newspaper of general circulation, which has its principal office in the city, and also where appropriate in trade, industrial or professional publication as will reasonably give public notice to interested persons;

(2) Send the proposed rule change to all city departments and solicit written comments;

(3) Send the proposed rule change to any person or group filing written request for notice of all rule changes; (A fee may be charged for requesting notices to cover reasonable city costs.)

(4) Solicit written comment on proposed rule changes for a period of 30 days from the date of their distribution and consider all comments before ruling on proposed rule changes; and

(5) Upon adoption of a contested rule change, issue a concise statement of his principal reasons for the rule change and statement of positions rejected in adopting the rule change together with the reasons for the rejection. All persons who submit any writing to be considered in connection with the proposed rule change shall promptly be given a copy of the decision, by mail or otherwise.

(D) If a proposed rule change is approved by the City Engineer after receiving comments, notice shall be posted in a conspicuous place in City Hall and a reasonable effort shall be made to notify all interested parties. Proposed rule changes shall not take effect sooner than 30 days from the date of posting of notice or sooner than 90 days from original distribution for comment.

(E) In the event of an emergency, the Mayor may direct that rules concerning procedures, criteria or standards take effect immediately upon their posting and distribution. The Mayor's finding of an emergency and brief statement of the reasons for this finding shall be incorporated in the emergency rule change. Upon adoption of an emergency rule change which change shall remain in effect for longer than 60 days, notice to the public shall be given within 7 days and opportunity for public comment shall be given in the manner required in this section for proposed rules.

(F) Appeal of the City Engineer's rule-making decisions is as provided in § 153.38. Regular rules, adopted under division (D) above, do not take effect until an appeal is decided, if they are appealed prior to taking effect. Emergency rules, adopted under division (E) above, and regular rules, which have taken effect prior to appeal, are in effect until the time as they may be reversed by appeal action.

(` 87 Code, § 8-7-13) (Ord. 84-113; Am. Ord. 91-037)

§ 153.37 ENFORCEMENT.

(A) (1) Whenever necessary to make an inspection to enforce any of the provisions of this chapter, the City Engineer or his authorized representative may enter the premises at all reasonable times to inspect the same or to perform any duty imposed upon him by this chapter, provided that, if the premises be occupied, he shall first present proper credentials and demand entry; and, if the premises be unoccupied, he shall first make a reasonable effort to locate the owner or other persons having charge or control of the premises and demand entry. If entry is refused or if the owner or other responsible person is not found, the City Engineer or his authorized representative shall proceed to obtain a search warrant through the municipal court or district court, upon oath or affirmation.

(2) The complaint shall:

- (a) Set forth the particular premises, or portion thereof, sought to be inspected;
- (b) State that the owner or occupant of the premises, or portion thereof, has refused entry;
- (c) State that inspection of the premises, or portion thereof, is necessary to determine whether it complies with the requirements of this chapter;
- (d) Set forth the particular provisions of this chapter sought to be enforced;
- (e) Set forth any other reason necessitating the inspection, including knowledge or belief that a particular condition exists in the premises, or portion thereof, which constitutes a violation of this chapter; and
- (f) State that the complainant is authorized by the city to make the inspection.

(3) Each inspector shall be furnished with an identification card indicating his authority and must present same to the municipal court or district court for the purpose of this division (A) and to other persons, when requested to do so during the performance of his duties. No owner or occupant or any other person having charge, care, or control of any premises shall fail or neglect, after proper demand is made as herein provided, to promptly permit entry therein by the authorized inspector for the purpose of inspection and examination pursuant to this chapter.

(B) Where, after investigation, an order has been issued by the City Engineer to the owner of the property on which a violation has occurred and the order is not complied with, within such reasonable time as may be prescribed by the City Engineer, or if the responsible party or violator cannot be found or determined, the City Engineer may cause such remedies as are necessary to be made. The reasonable cost of such remedies shall constitute a lien against the property on which the violation occurred and was

...

remedied. The lien shall be imposed and foreclosed in the manner provided in NMSA §§ 3-36-1 through 3-36-6, as amended.

(C) Except as otherwise provided in this chapter, the City Development Director or his designee shall administer this chapter pursuant to §§ 150.01 *et seq.*
(^ 87 Code, § 8-7-14) (Ord. 84-113; Am. Ord. 91-037; Am. Ord. 01-020)

§ 153.38 APPEALS.

(A) Any applicant, aggrieved by a decision as to actions, provided for in §§ 153.06, 153.20, 153.35 and 153.36 of the City Engineer or absence of the decision, may appeal the decision to the governing body. The appeal shall be made by notice of appeal in writing addressed to the City Clerk and delivered, by copy, to the office of the City Engineer within 30 days after the date of the decision was mailed to the applicant.

(B) The City Clerk shall notify the applicant and the City Engineer of the date, time and place of the appeal hearing at least 5 days prior to the hearing date. The hearing shall be conducted not earlier than 10 days nor later than 30 days after the filing of the notice of appeal with the City Clerk. At the hearing, the governing body may consider the facts, exhibits and engineering principles as may be presented by the appellant or City 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 conditions to their decision the requirements as in their opinion may be necessary or appropriate in compliance with the policies of this chapter to safeguard persons and property from storm water runoff.

(C) Each decision of the governing body shall be in writing and shall state reasons therefor. A copy of the decision shall be promptly mailed to the appellant and to the City Engineer.
(^ 87 Code, § 8-7-15) (Ord. 84-113; Am. Ord. 91-037)

Nuisances; Health and Sanitation

§ 91.08 DUST CONTROL.

(A) No person shall discharge from any source whatsoever the quantities of airborne particulate matter which may cause injury, detriment, nuisance or annoyance to the public without taking reasonable precautions to prevent particulate matter generated by the activity from becoming airborne.

(B) (1) No person or person in control of any property shall disturb, move onto or remove soil from any area without utilizing every reasonable method, such as watering or the use of erosion control fencing, to limit the airborne particulate to the boundaries of the property.

(2) Where grading permits are required pursuant to § 153.06, the grading permit must be obtained from the City Engineer's office before any soil or vegetation is disturbed. Dust control measures shall conform to drainage control, flood control and erosion control policies, standards, criteria and procedures established by the City Engineer. It shall be considered a violation of this section and

grounds for cancellation of the grading permit if the work schedule, pollution prevention measures, and other relevant items are changed from those specified in the permits, unless the permittee has first obtained written approval of the City Engineer.

(`87 Code, § 9-12-8) (Ord. 97-032; Am. Ord. 01-020) Penalty, see § 10.99



FORMS

**CITY OF RIO RANCHO
UTILITIES DIVISION
DEPARTMENT OF PUBLIC
INFRASTRUCTURE**

**UTILITIES DIVISION INFORMATION
SUBMITTAL FORM
FOR BUILDING PERMIT
&
WATER OR SEWER SERVICE**



ONE REQUEST PER LOT

PLEASE RETURN COMPLETED FORM TO:
UTILITIES DIVISION
3900 SOUTHERN BLVD. SUITE 201C
RIO RANCHO, NEW MEXICO 87124
PHONE NUMBER (505)-896-8715
FAX NUMBER (505)-891-5201

LEGAL DESCRIPTION/ADDRESS			
UNIT:		BLOCK:	
		LOT:	
STREET ADDRESS			
PROPERTY OWNER			

DATE OF REQUEST:	
NAME OF REQUESTOR:	
MAILING ADDRESS:	
TELEPHONE NUMBER:	
CELL NUMBER:	
FAX NUMBER:	
E-MAIL:	

ALL INFORMATION REGARDING CITY
WATER/WASTEWATER SERVICE ON AVAILABILITY
MUST BE REQUESTED USING THIS FORM.

WATER SERVICE AVAILABILITY:

- ☐ WATER SERVICE FOR METER (FILL OUT FORM UT-003)
- ☐ WATERLINE EXTENSION
- ☐ *WATER SERVICE LINE (INSPECTION REQUIRED IF NEEDED)
- ☐ COMMERCIAL
- ☐ RESIDENTIAL

- ☐ *COMMERCIAL BUILDING FOR BUILDING PERMIT
- ☐ *RESIDENTIAL BUILDING FOR BUILDING PERMIT

WASTEWATER SERVICE AVAILABILITY:

- ☐ WASTEWATER FOR SERVICE (FILL OUT FORM UT-003-07)
- ☐ WASTEWATER LINE EXTENSION
- ☐ *WASTEWATER SERVICE LINE (INSPECTION REQUIRED)
- ☐ COMMERCIAL
- ☐ RESIDENTIAL

- ☐ *COMMERCIAL BUILDING FOR BUILDING PERMIT
- ☐ *RESIDENTIAL BUILDING FOR BUILDING PERMIT

DESCRIBE REQUEST

* DENOTES THAT A WATER AND SEWER DISTRIBUTION MAIN IS
IN PLACE AND SERVICEABLE/FIRE PROTECTION AVAILABLE.

- ☐ DOMESTIC WELL PERMIT REQUEST SEPTIC
APPROVAL REQUEST (COPY OF
SEPTIC PERMIT NEEDED FROM NMED.)
- ☐ OTHER SPECIFY:

NOTES

FILL OUT FORM UT-003

IF SEWER OR WATER FOR BUILDING STRUCTURE
DOES REQUIRE LETTER OF AVAILABILITY FORM MAY
BE FILLED OUT AND SUBMITTED TO BUILDING
DEPARTMENT.

LETTER OF AVAILABILITY NEEDED PRIOR TO
SUBMITTING TO BUILDING DEPARTMENT

NOTE: PAVEMENT CUTS MUST BE APPROVED
IF NEEDED THROUGH THE PUBLIC INFRASTRUCTURE
DEPARTMENT.

UTILITY CUT PERMIT MUST BE APPROVED PRIOR
TO SUBMITTAL OF WATER SERVICE LINE
INSTALLATION.

FOR DEPARTMENT USE ONLY

LOG NUMBER:	SUBMITTED TO:	REMARKS:

YES OR NO MAP NUMBER

WATER SERVICE:	<input type="checkbox"/>	<input type="checkbox"/>	
SEWER SERVICE:	<input type="checkbox"/>	<input type="checkbox"/>	

UTILITIES DIVISION FORM UT-001 DATED 16 APRIL 2007

Utilities Division
Meter Application for Residential and Commercial Development

Applicant Information: To be completed by applicant:

Name: _____ Phone: _____
Mailing Address: _____ Fax: _____
Name of Contact
Person (if different
from above): _____ Phone: _____ Fax: _____
Street Address of property being applied
for: _____
Legal Description of property being
applied for (Unit, Block, and Lot
Number): _____
Subdivision (if
applicable): _____

IS THE ROAD PAVED? **YES** **NO**

Signature of Applicant: _____ Date: _____

To be completed by Department of Public Infrastructure Staff:

Pro-Rata for Water and Sewer must be paid along with impact fees.	Pro-Rata Payment Due YES or NO - See Customer Service
Description of Water Situation	
<input type="checkbox"/>	<u>SERVICE AVAILABLE</u> The water infrastructure has been completed and accepted. <u>NOTE: Subdivision applications cannot be submitted for building permit or water meters prior to final acceptance of water utility infrastructure.</u>
<input type="checkbox"/>	<u>SERVICE LINE NOT AVAILABLE</u> The water distribution main is located in the street and may provide service. (See Utilities Division for further information.) <u>NOTE: (IF NO SERVICE LINE AVAILABLE) Copy of inspection sheet from the City of Rio Rancho Utility Inspector must be submitted prior to release of water service request.</u>
<input type="checkbox"/>	<u>DISTRIBUTION SERVICE MAIN NOT AVAILABLE</u> A new water main must be extended. <u>NOTE: No approval for building permit will be allowed without a letter of availability and the FORM UT-003 approved by the Utilities Division.</u>
<input type="checkbox"/>	<u>WELL PERMIT REQUEST</u> City water is not available now or in the near future. Applicant can pursue a private domestic well permit. <u>Packet received from the Building Department. Please submit the completed packet to Environmental Programs (Utilities Division) room 201C.</u>
Description of Wastewater Situation	
<input type="checkbox"/>	<u>SERVICE AVAILABLE</u> The sewer infrastructure has been completed and accepted. <u>NOTE: Subdivisions cannot be submitted for building permit or wastewater service prior to final acceptance of Utility Infrastructure.</u>
<input type="checkbox"/>	<u>SERVICE LINE NOT AVAILABLE</u> Wastewater collection is available but does not have service line to property. <u>NOTE: Copy of inspection sheet from the City of Rio Rancho Utility Inspector must be submitted prior to release of wastewater request.</u>
<input type="checkbox"/>	<u>COLLECTION SYSTEM MAIN NOT AVAILABLE</u> A wastewater main must be extended. <u>NOTE: No approval for building permit will be allowed without a letter of availability from the Utilities Division.</u>
<input type="checkbox"/>	<u>SEPTIC PERMIT REQUEST</u> City sewer is not available now or in the near future. Applicant should pursue a Liquid Waste Disposal System approved by NMED. A septic tank is allowed. Customer must provide copy of septic permit attached to this Form (UT-003) from NMED.

Approved by Utilities Division Staff: _____ Date: _____

Received by Customer Service: _____ Date: _____

Utilities Division Form UT-003
Revised 16 APRIL 2007

See reverse side for instructions on processing this form and an explanation of the different water and wastewater availability situations that may exist.