



## **SANDOVAL COUNTY COMMERCIAL/INDUSTRIAL DEVELOPMENT REVIEW**

In order to expedite review for proposed commercial and industrial projects, Sandoval County has created a **Commercial/Industrial Development Review Committee (C/IDRC)**. The **C/IDRC** is an administrative body made up of County staff from the Economic Development, Fire, Planning & Zoning, and Public Works divisions. There is an application that must accompany the required plan sets and fee, as outlined below. The packet must be submitted at the Planning and Zoning Division counter on the second floor of the Sandoval County Administration Building, located at 1500 Idalia Road, Bernalillo NM 87004.

The C/IDRC project review process is coordinated through the County's Planning and Zoning Division once an application has been submitted. The following are instructions for C/IDRC project review. Completion of C/IDRC project review is required for building permit review with the New Mexico Construction Industries Division (NMCID).

### **SUBMITTALS AND REVIEW PROCESS:**

#### **1. Project Sketch Concept Meeting:**

The C/IDRC will schedule a Project Sketch Concept Meeting with a prospective applicant who has a project concept and has questions on County development standards. The applicant is required to bring two (2) copies of 36" x 48" sketch concept site plans, including site location, building footprint and square footage, vehicle circulation and parking/loading areas. The C/IDRC will provide development options for the proposed project, including any County public hearing review requirements. County Division Submittal Requirements for C/IDRC projects will be reviewed (see attached). With this information, the applicant can prepare the Preliminary Plan Set.

#### **2. Prior to Preliminary Plan Set Submittal:** The applicant must:

- a. Verify and resolve any outstanding zoning violations or property lien(s) on the property.
- b. Secure any required County zoning and/or land subdivision approvals.
- c. Contact the New Mexico Department of Transportation (NMDOT) if the subject site accesses directly to a State Road. If there is direct access, the NMDOT will typically require a Traffic Impact Analysis (TIA). The TIA, if required, must be approved by NMDOT prior to submittal of Preliminary Plan Sets for C/IDRC review. *NOTE:* The NMDOT may also establish requirements for on-site lighting as it affects NMDOT roads.

**3. Preliminary Plan Set Submittal Requirements:**

**a. Four (4) 36" x 48" copies of Preliminary Plan Sets:**

The Preliminary Plan Set must provide information pertaining to County Division Submittal Requirements as applicable to the proposed development and public hearing and review process discussed at the Project Sketch Concept Meeting.

**b. County Plan Review Fees:**

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

**c. Sub-Contractor Project Segments:**

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

**C/IDRC Review of Preliminary Plan Set:**

A C/IDRC meeting will be scheduled within 15 days of verification of the completeness of the Preliminary Plan Set submittal, and completion of C/IDRC Sketch Concept project review. At the meeting, the C/IDRC will provide written comments on the proposed project to the applicant. Subsequent Preliminary Plan Set meetings may be required depending on the comments on the project as determined by the C/IDRC.

**Preliminary Plan Set Review Completion:**

The applicant is required to submit one (1) copy of the Preliminary Plan Set with revision notations from C/IDRC comments, and a letter to the C/IDRC addressing the C/IDRC's Preliminary Plan Set review comments and outlining any needed development remedies, to the C/IDRC for review and approval prior to Final Plan Set Submittal.

**4. Final Plan Set Submittal Requirements:**

**a. Four (4) 36" x 48" copies of Final Plan Sets:**

The Final Plan Set must resolve all C/IDRC comments for the Preliminary Plan Set. Information contained in the Final Plan Set must be consistent with the submitted Preliminary Plan Set with revision notations.

**b. No additional review fees are required for Final Plan Set.**

**c. Sub-Contractor Project Segments:**

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

**C/IDRC Fast Track 10-Working Day Review:**

A Fast-Track 10-Working Day review and approval schedule will be scheduled with the C/IDRC upon determination that the project is ready for a final review and the submittal date for the Final Plan Sets is identified. The approved Final Plan Set will require approval signatures from all C/IDRC members.

**New Mexico Construction Industries Division (NMCID):**

One (1) Final Plan Set with C/IDRC approval signatures is to be conveyed to the applicant with a complete NMCID building application with all other applicable County and State approvals for NMCID building permit submittal.

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

**Sandoval County Contact Information:**

1500 Idalia Road, Bldg. D, Bernalillo, NM 87004  
Planning and Zoning Division  
Contact: Mr. Makita Hill, Assistant Director  
(505) 867-7656  
[mhill@sandovalcountynm.gov](mailto:mhill@sandovalcountynm.gov)

**NM State Agency Contact Information:**

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

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

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

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

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

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