



SANDOVAL COUNTY PLANNING & ZONING

ZONING INFORMATION

County Zoning regulations are established by the Sandoval County Comprehensive Zoning Ordinance. The Ordinance applies to all unincorporated private land within the County. The Ordinance does not apply to land within the incorporated communities of Bernalillo, Corrales, Cuba, Jemez Springs, Rio Rancho, and San Ysidro. The Sandoval County Planning and Zoning Division administers the County's Comprehensive Zoning Ordinance.

Most of the unincorporated area of Sandoval County is zoned under the Rural Residential/Agricultural (RRA) district. Single family residential uses including Manufactured and Mobile Homes, are allowed within the RRA district. Agricultural uses are permitted, including the cultivation and harvesting or croplands, and the raising, breeding, and management of livestock, but including commercial feedlots, dairies, and animal slaughter houses. In the RRA district, uses other than those specified in the Comprehensive Zoning under RRA and summarized above, shall require a conditional use permit, Temporary Use Permit, or a Zone Change, depending on the proposed use and the determination of the Sandoval County Planning and Zoning Division for assistance.

APPLICATION/REVIEW:

Persons who wish to apply for a **Conditional Use Permit, Temporary Use Permit, or a Zone Change** must first meet with Sandoval County Development staff to discuss the proposed use. County Planning and Zoning Division staff will identify what type of approval from the County will be required for the proposed use and will provide you with the appropriate application. Applications for Sandoval County Planning and Zoning Commission hearings **must be filed no later than the fifteenth (15th) day of the month prior to the hearing.**

An application for a **Conditional Use Permit or Temporary Use Permit** requires review by the Sandoval County Planning & Zoning Commission at a Public Hearing. The Planning and Zoning Commission has the authority to grant final approval or denial of an application for a Conditional Use or Temporary Use Permit. If you are unsatisfied by the ruling of the Sandoval County Planning & Zoning Commission on a Conditional Use or Temporary Use application, you may appeal that ruling to the Board of County Commissioners within 30 days of that ruling

(Comprehensive Zoning Ordinance, Section 22, Appeals). If no appeal is filed, the ruling of the Planning & Zoning Commission shall stand.

An application for a **Zone Change** requires review by both the Planning & Zoning Commission and the Sandoval County Board of Commissioners at Public Hearings. The Planning & Zoning Commission's rulings on Zone Change requests are a recommendation to the Board of Commissioners. The Board of Commissioners shall then hear applications that have been reviewed by the Planning & Zoning Commission at least 30 days AFTER the Planning & Zoning Commission's recommendation. The Board of Commissioners shall make the final ruling on a Zone Change request. There is also a procedure for appeal of a zone change ruling by the Board of County Commissioners (Comprehensive Zoning Ordinance, Section 22, Appeals). If no appeal is filed, the ruling of the Board of County Commissioners shall stand.

Any application for a **Conditional Use Permit, Temporary Use Permit, or a Zone Change** must be:

- Accompanied by the appropriate review fee, in either cash or check made payable to Sandoval County.
- Filled out in ink.
- Signed by the owner(s) of the property for which the request is being made. If you would like someone else to represent you in your application, that person may sign the application as long as the County Planning and Zoning Division office is provided with a signed letter authorizing that person to act on your behalf for the application.
- Accompanied by a site plan, drawn to scale, showing the property involved and including enough information so that it is clear what is being applied for. All such plans must include existing and proposed structures, access to the property, and proposed parking and landscaping. For a proposed Zone Change to Special Use, the site plan must indicate topography of your property as well as the location and use of structures that lie within 500 feet of your property.
- Submitted in person so the County Planning and Zoning Division staff can advise you as to whether the application is complete.
- Accompanied by brief description of the proposed use.

A **Variance** allows a property owner to vary from the strict terms of the Zoning Ordinance. Under the County Zoning Ordinance, a property owner may apply to the Planning & Zoning Commission to vary from the area, dimension, distance, setback, or off-street parking and loading requirement of the Ordinance. Please note that the **use of a property may not be changed by the grant of a Variance**. The Planning & Zoning Commission reviews variance applications at a Public Hearing. At that hearing you will need to demonstrate to the Commissioners that the strict application of the requirements of this Ordinance will deprive you of all reasonable use of your property or structure(s) located on that property. The Commission has the authority to grant final approval or denial of any application for Variance. If you are

unsatisfied by the ruling of the Planning & Zoning Commission, you may appeal it to the Board of County Commissioner within 30 days(Comprehensive Zoning Ordinance, Section 22, Appeals).If no appeal is filed, the ruling of the Planning & Zoning Commission shall stand.

REVIEW FEES:

The fee for review of a Variance and most Conditional Use Permits is \$60.00; for a Zone Change or Temporary Use Permit the fee is dependent on the size of the property in question.

PLANNING & ZONING COMMISSION/BOARD OF COMMISSIONERS MEETING SCHEDULES:

The Planning & Zoning Commission normally holds Public Hearing on the fourth Tuesday of each month at 4:30 P.M. The Board of Commissioners normally holds Public Hearings on the first and third Thursday of each month at 6:00 P.M. Both bodies meet in the Commission Chambers at the Sandoval County Administration Building, 1500 Idalia Road, Bernalillo, NM 87004.

MORE INFORMATION:

Should you need further information on any of these topics, please contact the County Planning and Zoning Division office at (505) 867-7628, or please view our website www.sandovalcountynm.gov (bottom of the page, click on “Ordinances”, then go to the County’s Comprehensive Zoning Ordinance).