

DRC Applications Checklist and Procedure

Procedure

- ❑ **If filing via email**, provide 1 copy of all materials, in pdf format, for reproduction/distribution to DRC members. This should include a site plan showing the proposed project area (details listed below). **If filing in person**, provide 24 copies of all materials for distribution to DRC members and a electronic copy (on a CD or flash drive). Paper copies must be provided on minimum of 11"x17" paper.
- ❑ Include a list of specific questions the applicant/agent would like answered by the DRC staff regarding the proposed project.
- ❑ Submit a location map with the entire project area clearly outlined, including the current and proposed zoning of the property.
- ❑ If the applicant is other than the property owner, a letter from the property owner stating that he/she is aware of the request of land use and that the applicant may act as his/her agent must be included.
- ❑ List any City Code variances, modifications, or exceptions, and state the justification for these proposals.

Notes

1. The DRC is comprised of City department and other entities' representatives convened to supply the applicant with preliminary guidance and direction. Successful project reviews require the applicant to clearly describe the project, provide accurate project location and provide justification and rationale for the projects.
2. All DRC meetings are held on 2nd and 4th Thursdays at 1:30PM, in the DSD/CE Conference Room of City Hall, located at 3200 Civic Center Circle, Suite 130, Rio Rancho, NM 87144. The City Development Services Director can request additional meetings to be held at his/her discretion. Provide all submittals to the Development Services Department, Planning Division by noon Monday, ten (10) days prior to the next scheduled DRC meeting. This is the final day for submittals to be routed for review and comment before the scheduled DRC meeting.
3. All applicants will be notified prior to their meeting date by phone, post, or e-mail. Please call (505) 891-5005 or e-mail at RRDRC@ci.rio-rancho.nm.us for more information.

Site Plan Checklist

- General Information:**
 - Zoning on property
 - Identify if property is located within a master plan or specific area plan
 - Bar scale
 - North arrow
 - Scaled vicinity map
 - Existing structures on site and on sites adjacent to the proposal that may impact, or may be impacted by the project
 - Property lines
 - Existing and proposed easements (identify each).
- Proposed Development:**
 - Location of existing and proposed structures on the property and on adjacent properties, including privacy and retaining walls (distinguish between proposed and existing structures)
 - Square footage of each structure
 - Proposed use within each structure and their corresponding square footage
 - Temporary structures, signs and other improvements
 - Walls, fences, screening: height, length, color and materials. Show cross-sections for retaining walls
 - Dimensions of all principal site elements
 - Loading facilities
 - Site lighting (height, type, intensity).

- Parking and Access:**
 - Parking design with spaces numbered per aisle
 - Locations
 - Arrangements
 - Dimensions and curve radii
 - Turning spaces
 - Drives
 - Aisles
 - Ingress
 - Egress
 - Number of spaces required and provided
 - Handicapped parking spaces required and provided
 - Bicycle racks, spaces required.

- Streets and Circulation:**
 - Identification and location of public and private streets and alleys with proper name, existing and proposed width dimensions
 - Curve radii
 - Right-of-way width
 - Pavement width (flow line to flow line) including medians and median cuts
 - Sidewalk widths and locations, existing and proposed
 - Location of traffic signs and signals related to the functioning of the proposal
 - Bus facilities, including bays and shelters (if applicable)
 - Curb size and type
 - Provisions for non-auto transportation, including transit and bicycle-related improvements and pedestrian linkages.

- Utilities:**
 - Fire hydrant locations, existing and proposed
 - Distribution lines
 - Right-of-way and easements, existing and proposed, on the property and adjacent to the boundaries, with identification of types and dimensions
 - Existing water, sewer, storm drainage facilities (public and/or private)
 - Proposed water, sewer, storm drainage facilities (public and/or private).

- Landscaping Plan:**
 - Impervious areas (pavements, sidewalks, etc.)
 - Pervious areas (planting beds, grass, ground cover vegetation, etc)
 - Ponding areas either for drainage or landscaping/ recreational use
 - Identify type, size, location of plant materials (common and/or botanical names)
 - Irrigation system
 - Planting beds and sq. footage for each planting bed
 - Turf area—provide square footage and percentage
 - Responsibility for maintenance (statement)
 - Water conservation measures (statement)
 - Landscaped area requirement; square footage and percentage
 - Landscaped area provided; square footage and percentage.

- Grading and Drainage:**
 - Existing topography and structural improvements within at least 25 feet beyond property boundaries (more may be required)
 - Proposed contours and/or spot elevations
 - Retaining walls – include footing detail, height and height at finished grade

- Building and Structure Elevations:**
 - Facade orientation (elevation of all sides of the buildings)
 - Dimensions, to scale including the overall height and width, and dimensions of major facade elements
 - Location, material and colors of windows, doors and framing
 - Materials and colors of all building elements and structures.

- Signage:**
 - Elevations
 - Location
 - Height and width
 - Sign face area—dimensions and square footage
 - Lighting
 - Materials and colors for sign face and structural elements.