## APPENDIX II.5-1

## Parks and Recreational Trails Development Process Summary

- 1. Include parks and trails in the subdivision Master Plan, following the requirements of 155.46 Subdivision Ordinance for Public Sites and Open Spaces.
- 2. Include parks and trails in preliminary plat for subdivision they are within or adjacent to unless approved otherwise through the proposed Master Plan phasing.
- 3. Submit conceptual plan for parks and trails to PRCS for initial comments and correlation to the "Development Standards for Park Land and Trails" after Master Plan and preliminary plat approval.
- 4. Present conceptual plans, based on outcome of #3, to Parks & Recreation Commission for comments and approval on proposed layout, landscaping and amenities. Present to the Parks & Recreation Commission prior to construction plan submittal. The Parks & Recreation Commission meets the 3<sup>rd</sup> Monday of each month. Contact PRCS Resource Development Manager or Director to be included on the next meeting agenda.
- 5. Developer will meet with the PRCS Director to review and sign a Park Construction Agreement. The Agreement will set forth a time frame for start and completion of construction (may duplicate agreed upon phasing in a signed Development Agreement) and identify when financial guaranty for the project will be provided to the City. The agreement will verify that that the park and or trail shall be built to City standards and to meet all codes, and work shall be done by contractors and subcontractors licensed, certified and permitted to do the work identified in, and supporting the approved plans.
- 6. Include trails in the overall construction plans for the subdivision, as construction of trails often occurs in conjunction with street or drainage improvement construction.
- 7. Concurrent to subdivision construction plans, or if allowed, prior to final plat, Submit full park construction plans (8 sets) to the Development Services Department (DSD) with cover letter describing the project and cost estimate. Seven of the sets will be reviewed through the Design Review Process, and one set will go through Building Division review. Reference **Appendix II.5-2** for plan requirements.
- 8. Prior to park construction, submit to DSD, two sets of 100% construction plan mylars (having addressed all comments) with any redlines for comparison. The City will route to all Departments for review and signatures. Also submit Construction Documents (3 sets) with Commercial Building Permit Application to the DSD Building Division for project construction permit. Reference **Appendix II.5-2** for plan requirements.
- 9. Hold Pre-construction meeting for each park where contractor will also verify receipt of all necessary permits, and provide construction schedule to PRCS staff to forecast field inspections.
- 10. City of Rio Rancho Building Inspectors shall inspect all permitted park improvements as per their published process. Park Maintenance Staff will inspect parks and trails throughout construction as shown in the Park Development Standards, as well as at substantial and final completion. See Park Development Standards for process and minimal inspection list to be conducted by Park Maintenance Staff.



11. The Department will accept the park and or trail after final inspection and completion, receipt of playground and water audits and any corrections they have identified, verification of all required permitting and inspection, and acceptable establishment of seeded or sod turf areas when applicable. The Department shall issue an official "Letter of Acceptance" to the Developer. After receipt of the letter, the Developer will transfer and record the deed for the park and or trail, after which Park Maintenance Staff will take over full ownership and maintenance. The developer shall not transfer and record the deed prior to the issuance of the "Letter of Acceptance." The one year warranty period shall begin on the date that the Deed is recorded. See Park Development Standards for details on acceptance.

