City of Rio Rancho
Development Services
3200 Civic Center Cir, Ste 130
Rio Rancho, NM 87144
(505) 891-5005 Fax: (505) 896-8994

Child Care Facility Guidelines

Please Read

The process for establishing a childcare facility in your home with a capacity of six (6) children or less is approved administratively. For seven (7) to twelve (12) children, it requires a "Conditional Use Permit". Having decided that you would like to establish a child care facility within your home, it will be necessary for you to go through a process of inspections and a records check. For more than six children, a public hearing is required. The following guidelines will help assist you in completing the process.

THE APPLICANT'S CHILDREN UNDER THE AGE OF SIX (6) ARE INCLUDED IN THE CAPACITY COUNT.

A FACILITY WILL HAVE NO MORE THAN 2 CHILDREN UNDER THE AGE OF TWO YEARS WHEN THE TOTAL CAPACITY IS 6 OR LESS AND NO MORE THAN 4 CHILDREN UNDER THE AGE OF TWO WHEN THE CAPACITY IS 7 TO 12.

Guidelines

- Read the attached copy of regulations for a childcare facility (chapter 115). The article governs the use of residential child care facilities and must be adhered to during the lifespan of the facility. Fully review all requirements and make sure all requirements have been met. Please contact this office if you have any questions on the submittal process.

- A Background records check is required for all applicants. Please fill out and have notarized the attached "Release of Information" form and submit it to the Development Services Dept. along with a $10.00 check or money order made payable to the Dept. of Public Safety. State of New Mexico background checks one year old or less will be accepted in place of the Dept. of Development Services' back ground check.

- Upon submission of your application, please include a site plan or sketch drawing that conforms to the Design Review Requirements. On the requested site plan, please show the location and square footage of the indoor activity area, along with the location of each smoke detector and fire extinguisher. Also, show the square footage of the outdoor activity area, fence height and location on each side of the property, as well as the self-locking gate. A sample site plan has been provided for you to use as reference.

- You will also be required to submit the facility's proposed schedule of daily activities, a copy of First aid/CPR certification, emergency caregiver information and second caregiver information (when caring for more than six (6) children). If there are animals in the home, copies of current vaccinations and city registration is required.

- An appointment for a Zoning Field Review will be scheduled with you by a Zoning Specialist. The primary function of this visit is to assure that all information provided on the application and site plan are factual; that the requirements for fencing and space requirements have been met. Upon completion of this inspection, the Zoning Specialist will inform you of any corrections to be made or conditions that may be placed on the facility.

- A City Fire Inspection of your home is required prior to the start of your business. The Fire Inspector may be reached at (505) 896-8293 to schedule this inspection. Additionally, you are required to have placed in your home a 2A10BC fire extinguisher that is one year old or less.

- For 7-12 children, the Zoning Officer will schedule your application for the next available Planning and Zoning Board meeting. These meetings occur on the second and fourth Tuesday of each month. Notifications of public hearing agenda items must be made at least fifteen (15) days in advance of each meeting. Notification entails informing all property owners within one hundred (100) feet of the property where the request for a

childcare facility exists. This notification will give those property owners an opportunity to attend the scheduled Planning and Zoning Board meeting; you will also be informed of the date and time of the public hearing before the Planning and Zoning Board by certified mail. Remember, you are required to attend the meeting or you may risk denial of the application.

- The Planning and Zoning Board will review your application and may ask you questions. When they are assured that you have thoroughly familiarized yourself with the ordinance and have met all the requirements, your application will be approved, with any conditions that may be placed on it. If for some reason, you cannot or will not conform to the Child care regulations, the application will be denied. State Licensing is a requirement for this process.

- Following the Board's approval, a Development Order and Conditions of Approval will be prepared by the Zoning Division. It will be necessary for you to pick up your Development Order in person so that you may endorse that you acknowledge any conditions by which your facility will be regulated. A copy of your signed Development Order and Conditions of Approval will remain in your file in the city Development Department, one will be forwarded to the City Clerks Office, and one will be given to you for your records.

- After you have obtained the permit, you are required to register the facility with the City Clerks Office. A state tax identification number that is necessary for you to complete the final step, is available through the city Clerk's Office. You will then be issued a business registration for an annual fee of $35.00. If you have any questions concerning your business registration please contact the city Clerk at (505) 891- 5004.

- State approval, State licensing, and a State fire inspection is required if caring for five (5) or more children. Contact Children, Youth & Family at (505) 827-9932 and Child Day Care Licensing at (505) 827-7499.

City of Rio Rancho
Development Services
3200 Civic Center Cir, Ste 130
Rio Rancho, NM 87144
(505) 891-5005 Fax: (505) 896-8994

Child Care Facility Application

Fee $77.00 -- SEPARATE CHECKS PLEASE!

Application Processing $67.00 **Background Records Check $10.00**

Applicant

Name (Print):_____

Business Name: _____

Address: _____

City: _____ **State:** _____ **Zip:**_____

Phone:_____ **Fax:** _____

Total Square Footage of Residence:_____

Requested Capacity/Number of Children: ☐**1-6** ☐**7-12**

Do you have children? ☐**Yes** ☐**No**

If yes, what is/are their ages?_____

Have you received and read the Regulations for Family Day Care Facilities? ☐**Yes** ☐**No**

Is your residence in compliance with these regulations? ☐**Yes** ☐**No**

Have you ever been arrested for child abuse? ☐**Yes** ☐**No**

Have you ever been convicted of child abuse? ☐**Yes** ☐**No**

Have you ever been convicted of a felony or misdemeanor? ☐**Yes** ☐**No**

Do you have any pets? ☐**Yes** ☐**No**

If yes, what type? _____ _____

What type of confinement? _____

What are your anticipated hours of operation? _____

Legal Description

Unit/Subdivision:_____ **Block:**_____ **Lot:**_____

Tract/Parcel:_____ **Zoning:**_____

Checklist

- ☐ Residential Child Care Application
- ☐ Floor/Site Plan, List of daily activities
- ☐ Letter of Ownership/Owners Approval Letter
- ☐ Zoning Field Review and Approval
- ☐ Criminal Records/Background Check
- ☐ City Fire Inspection
- ☐ CPR Training/First Aid certification
- ☐ Animal Records

I understand that upon administrative approval and/or P&Z approval, if this permit is issued, the City of Rio Rancho, its employees or agents, assume no responsibility or liability for my compliance with the applicable insurance or administrtive regulations. I agree to indemnify them for any liability they may incur as a result of noncompliance. I also understand that any infraction of the child care provisions of the rio Rancho codified ordinances section 115, Planning, Zoning, and Land Use, and applicable regulations can and will be grounds for the revocation of this permit. I attest that I have read and fully understand this notice and the applicable regulations at the time of submitting this application.

Signature:_____ **Date:** _____

Signature of second caregiver (if any):_____

(Second caregiver must be 18 years of age)

For Office Use Only

Child Care Facility Checklist is complete: ☐**Yes** ☐**No**

Received by:_____ **Date:** _____

Reviewed by: _____ **Date:**_____

Application No:_____ **Receipt No:** _____

Zoning Review by: _____ **Date:**_____

Conditions/Corrections:_____

_____

_____

Planning & Zoning Hearing Date: _____ **Approved** _____ **Conditions applied**_____

Denied _____ **Reasons for Denial**_____

_____

_____