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

Hobby Breeders Guidelines

Procedures Fee $67.00

The basic procedure for a Hobby Breeder Permit (Conditional Use) is:

1. Applicant submits the Conditional Use Application with a site plan and the $67.00 fee to Development Services office.

2. The application is forwarded to the Animal Control Division of the Department of Public Safety.

3. Animal Control reviews the Applicant's proposed hobby/breeding facility.

4. The Conditional Use Application is schedule for a public hearing before Development Services Planning and Zoning department. These meetings are held on the 2nd and last Tuesday of each month.

5. Property owners within 100 feet of the property are notified by certified letter of the hearing (two weeks are allowed for this step).

6. The public hearing with the Planning and Zoning Commission is held. The applicant should plan to attend this meeting to answer questions if any arise.

7. The Conditional Use Permit is approved. The applicant may then apply for a Hobby Breeder Permit with the Animal Control Division, located at 3441 Northern Blvd NE, Rio Rancho, NM 87124, or you may call (505) 891-7237. A business registration may be obtained at the City Clerk's Office, located at 3200 Civic Center Circle NE, Rio Rancho, NM 87144, or you may call (505) 891-5004.

Instructions

Submit a copy of the completed application to Development Services. A site plan showing the location of any buildings on the property in relation to property lines and other buildings shall accompany each application. Adjoining property, abutting streets and alleys, and a north directional arrow should also be indicated (see example on back).

Dimensions of the property lines and any architectural restrictions - such as building height, building/rooms walls, etc. - should be indicated. Details such as parking spaces, traffic flow, landscaping, dumpster enclosure, and loading areas should be indicated on the site plan. If the applicant is other than the property owner, a letter from the property owner stating that he/she is aware of request of land use and that the applicant may act as his/her agent must be included as well.

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

Conditional Use Application

Applicant

Fee $67.00

Name (Print): _____

Address: _____

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

Phone: _____ **Alt phone:** _____

Email: _____

Agent

Name: _____

Address: _____

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

Phone (W): _____ **Phone (Other):** _____

Email: _____

Property Owner

Name: _____

Address: _____

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

Phone (W): _____ **Phone (Other):** _____

Email: _____

Legal Description

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

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

Location of Property

Address: _____

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

Reason for Request (use additional sheets if necessary)

_____

_____

_____

_____ _____

Applicant's Signature Date

For Office Use Only

Received by: _____ **Date:** _____

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

Scheduled Planning and Zoning Meeting Date:

Action taken by Planning and Zoning Committee: ☐**Approved** ☐**Disapproved** ☐**Other**

_____

_____

_____