



City of Rio Rancho
Development Services
 3200 Civic Center Circle NE, 1st Floor
 Rio Rancho, NM 87144
 (505) 891-5005 Fax: (505) 896-8994

Development Review Committee (DRC) Application

Applicant

No Fee

Name (Print): _____
 Address: _____
 Phone: _____ Email: _____

Agent

Name (Print): _____
 Address: _____
 Phone: _____ Email: _____

Legal Description of Property

Existing

Subdivision/Unit: _____ Block: _____ Lot: _____
 Tract/Parcel: _____ Zoning: _____

Proposed

Subdivision/Unit: _____ Block: _____ Lot: _____
 Tract/Parcel: _____ Zoning: _____

Project Information

Proposed Project: _____
 Total Area of Site (acres): _____
 If Applicable, D.U.'s per Gross Acre: _____ D.U.'s Per Net Acre: _____
 Vision 2020-ICP Preferred Scenario Designation: _____

Name (Printed): _____
 Signature: _____ Date: _____

Applicant Agent

For Office Use Only

DRC Checklist is complete: H.T.E. Project # _____
 DRC Meeting Date: _____ Date: _____
 Signature: _____

DRC Checklist

- ❑ **If filing in person**, provide 20 copies of all materials for distribution to DRC staff. Copies must be provided on minimum of 11"x17" paper. **If filing via email**, provide 1 copy of all materials, in pdf format, for reproduction/distribution to DRC staff. This should include a site plan showing the proposed project area, lot layout, parking, landscaping areas, drainage and ponding areas, adjacent streets, internal streets, etc. This plan should be to scale with lot dimensions and/or setbacks shown.
- ❑ Include a list of specific questions the applicant/agent would like answered by the DRC staff regarding the proposed project.
- ❑ Submit a Zone Atlas map with the entire project area clearly outlined. Include 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 as well.
- ❑ List any City Code variances, modifications, or exceptions, and state the justification for these proposals.

Notes

1. The DRC is comprised of City Department 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 will be 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 contact Shannon Eubanks, Municipal Planner, at (505) 891-5005 or E-Mail at seubanks@ci.rio-rancho.nm.us for more information.