



City of Rio Rancho
Development Services
3900 Southern Boulevard, Ste 103
Rio Rancho, NM 87124
(505) 891-5005 Fax: (505) 896-8994

Preliminary Plat Application

Applicant

Name (Print):
Address:
City: State: Zip:
Phone: Fax:

Agent

Name (Print):
Job Site Address:
City: State: Zip:
Phone: Fax:

Legal Description of Property

Existing

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

Proposed

Subdivision/Unit: Block: Lot:
Tract/Parcel: Zoning:
Atlas Grid Location:
Subdivider:

I have reviewed the application for Preliminary Plat and it is complete.

(Print) Name:
Applicant Agent

Signature: Date:



Preliminary Plat Checklist

Important Notice

Preliminary Plat will not be accepted for review by City Staff until all items listed above in the Preliminary Plat Checklist Certification of Completeness are provided. The Department of Public Infrastructure requires thirty (30) days to review all elements of the Preliminary Plat from the submittal date of a complete application.

The following information shall be submitted as part of the Subdivision Application. A “Yes” indicated the information is complete; a “N/A” indicates that the information is not applicable, and “No” indicates that the information is not complete. **Please not that both “N/A” and “No” responses shall be clarified with a written explanation by the applicant or agent.**

Fees

Less than one (1) acre.....	\$ 133.00 + \$13.00 per lot
One (1) to 4.99 acres.....	\$ 266.00 + \$13.00 per lot
Five (5) to 9.99 acres.....	\$ 531.00 + \$13.00 per lot
Ten (10) to 49.99 acres.....	\$1,063.00 + \$13.00 per lot
Fifty (50) to 100 acres.....	\$1,328.00 + \$13.00 per lot
Over 100 acres.....	\$1,328.00 for the first 100 acres + \$ 266.00 per additional 100 acres, or portion thereof, plus \$ 13.00 per lot.

Preliminary Plat Checklist

Plat Information – 15 paper copies folded to 8.5"x11"

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Proposed subdivision name. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Present legal description. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Location map showing the site as displayed in current Rio Rancho City Atlas. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Names of the subdivider/agent and principle persons preparing the preliminary plat. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scale and North Arrow; at least to a scale of one inch (1") to two hundred feet (200') or in increments of 50 feet for clarity (e.g. 1":100' or 1":50'). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Book(s) and page(s) of any previous plat(s), including those for adjacent property. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Proposed benchmark locations and method of tie to permanent survey monuments an proposed location and type of subdivision control monument found or set. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Plat boundary lines, bearing in degrees, minutes and seconds, with basis for bearings noted or shown. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Dimensions in feet and hundredths of feet. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Easements on site (present and proposed) include location, width, and purpose (e.g. public utilities). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Public right(s)-of-way and/or private easements (present and proposed) providing access to the site, including name and width. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Proposed lot lines and public right-of-way lines, street names and widths; indicate roadways intended to be private and any limitations thereof. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Numbers to identify each lot and block within and abutting the platted area. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Letters to identify each parcel (a lot dedicated to the City) and each tract (a lot to remain in the developer's ownership) within the platted area. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Purposes of lots proposed to be dedicated or reserved for public uses. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Total area of the proposed plat to the nearest one-thousandth (1/1000) acre. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Lot lines, easement lines, and public right-of-way are to be shown as hatched areas. |

Subdivision Date Sheet – 8 copies

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Character and location of development in each direction from site. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Zoning both on, and adjacent to, the site. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sites and approximate areas for any multi-family dwellings or non-residential uses. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Proposed ground elevation changes to specified design standards shall be summarized |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Soils analysis report shall be summarized as to the adequacy of the solid for the proposed construction. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Schedule of lot development; estimates as to when street paving, water service, and sewer service will be provided. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Special problem analysis shall be summarized to briefly describe any issues such as difficult topography, traffic circulation, or other geographic hazards to life, health or property. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Other significant conditions on the site, such as major rock outcrops, trees, structures, etc. shall be summarized. |

Proposed Construction Plans – 8 copies

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Existing utilities on, and adjacent to, the site, location and, if obtainable, size of water wells, water reservoirs, water lines, sanitary and storm sewers; location of gas lines, fire hydrants, electric and telephone lines/poles, and street lights. If water mains and sewers are not on or adjacent to the tract, indication of the direction, distance to, and size of the nearest ones showing invert elevation of sewer. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Proposed utilities on and adjacent to the site (fire hydrants, streetlights, etc) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Storm drainage facilities on and adjacent to the site. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Streetscape plan including details on any proposed landscaping in right(s)-of-way, any supporting irrigation system, and the subdivision wall. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Plan for sidewalks (external and internal), streetlight, and all traffic control signs, signals (to be installed consistent with the Manual of Uniform Traffic Control Devices, latest edition). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Miscellaneous – any other proposed infrastructure not covered above. |

Grading Plan – 8 copies; usually part of construction plan submittal

Yes No N/A

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Existing topography |
| | | | Slopes less than 1% - Contour lines at intervals of not more than 1' and spot elevations at all breaks in grade along all drainage channels and swales and at selected points not more than 100' apart. |
| | | | Slopes between 1% and 5% - Contour lines at intervals of not more than 2'. |
| | | | Slopes over 5% - Contour lines at intervals of not more than 5' |
| | | | Elevation shall be based on mean sea level datum as established by the U.S. Geodetic Survey. |
| | | | Topography data shall extend at least 25' beyond the perimeter of the plat. |
| | | | Conditions on adjacent land significantly affecting the design of the subdivision including the approximate direction and gradients of ground slope. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Proposed grading |
| | | | Sufficient spot elevations or contours as appropriate to clearly define proposed grade changes. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Erosion control provisions |
| | | | Text or graphics as appropriate addressing proposed erosion control practices to be implemented by the contractor during construction of the project. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Location and elevation of project benchmark. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | North arrow and scale. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Professional Engineer's Stamp, signed, and dated. |

Preliminary Drainage Report – 4 copies

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A preliminary drainage report shall be prepared in accordance with the City grading and drainage design requirements and policies and shall include the following:
Hydrology and hydraulics |
| | | | Calculations sufficient to conservatively define easements and parcels (ponds, channels, etc.) |
| | | | Flood Plain Analysis, if within a designated flood hazard area. The Flood Plain Analysis shall conform to requirements as specified in Chapters 152 and 153 (Rio Rancho Ordinance) and, if applicable, SSCAFCA and/or AMAFCA policies. Any additional information that the Department of Public Infrastructure may deem necessary Compliance with approved DMP and DIP, if applicable. |

Traffic Impact Analysis – 5 copies

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Traffic Impact Analysis includes counts on major intersections near subdivision and quantified analysis of the impact of the proposed subdivision on traffic flow (TIA guidelines available from the Department of Public Infrastructure). |
|--------------------------|--------------------------|--------------------------|--|

Soils Analysis – 4 copies

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Soils analysis report, written by a qualified soils scientist, shall be provided by the subdivider to determine the adequacy of the soil for the proposed construction. |
|--------------------------|--------------------------|--------------------------|---|

Special Problem Analysis – if applicable, 8 copies

Yes No N/A

- Special problem analysis shall be prepared, subject to the approval of the City Engineer, to address any issues such as difficult topography, traffic circulation, or other Geographic hazards to life, health, or property.

Letter of Water and Sewer Availability – 8 copies

- Letter of Availability that documents either:
1. The subdivider has made necessary arrangements to serve each lot from water and sewer mains of the central systems serving the City, where feasible and in conformity to City Council policy, or
 2. Where, for any reason, municipal services cannot be provided, the subdivider has evidence that adequate water and sewer service to each lot will be provided in compliance with the requirements of the New Mexico Environmental Department and in conformity to the standard specifications of the City Utilities Division and New Mexico Office of Engineers.

Proposed Financial Guarantee – 8 copies

- Proposed Financial Guarantee for assurance of improvements installation as per Article 155.27 (Rio Rancho Ordinance).

Proposed Subdivision Infrastructure – 5 copies

- A list of all proposed infrastructure improvements for the proposed subdivision, including onsite and offsite roads (street name, description of improvement, “from” and “to” points); drainage (proposed legal description, description of improvement, location); water and wastewater lines (line size, location, “from” and “to” points); and other improvements proposed in the City right-of-way.
- A list of all proposed system level improvements per proposed development agreement or master drainage plan (separated as noted above).

Estimated Costs for Subdivision Infrastructure List – 8 copies

- A list of costs for the subdivision and infrastructure.

Proposed Development Agreement – 8 copies

- Spreadsheet showing system level infrastructure to be dedicated to the City for impact fee credits. The developer must negotiate an agreement with the city prior to approval of the final plat and construction of this infrastructure. A standardized spreadsheet has been developed and will be provided to the Agent upon request.

I have reviewed the checklist for Preliminary Plat and it is complete.

(Print) Name: _____

Applicant Agent

Signature: _____ Date: _____



Certificate of Completeness

The following elements constitute a complete application and are to be submitted to the Development Services department

- 15 paper copies of the plat (folded to 8.5" x 11")
Application
Preliminary Construction Plans including: Fire Hydrant Placement Plan, Streets/Sidewalks/Streetlight Plans, Proposed Utility Plans, Streetscape/Landscape Plan, Traffic Control Plan, Preliminary Grading Plan, Offsite improvements
Letter of Water/Wastewater Availability
Soils Analysis
Subdivision Data Sheet
Special Problems Analysis
SSCAFCA approval (if required)
Preliminary Drainage Report
Proposed Development Agreement
Traffic Impact Analysis
Preliminary Plat Checklist and Written Explanation
Approval letter from NMDOT if access is requested to a State Highway
Proposed Financial Guarantee: Proposed Infrastructure List, Related Cost Estimate, Impact Fee Credit Spreadsheet

I have reviewed the application and checklist for Preliminary Plat and it is complete.

Signature of Agent Submitting Subdivision Date Review Completed

Notary Signature Date Notarized

For Office Use Only

I have reviewed the application for Preliminary Plat Approval and find it Complete Incomplete

Signature of Planner Conducting Review Date Review Completed

05-210000-----

Subdivision Number