



City of Rio Rancho Development Services

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

Zoning Variance Guidelines

Instructions

Submit a copy of the completed application to the City Development Department at Rio Rancho City Hall. Each application shall be accompanied by fifteen (15) copies of a site plan showing the location of any buildings on the property in relation to property lines and other buildings. Adjoining property, abutting streets and alleys, and a north directional arrow should also be indicated. Dimensions of the property lines and building/rooms walls, etc. should also 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 is required, stating that he/she is aware of request of the zoning variance being requested and that the applicant may act as his/her agent.

Justification of Variance

A Variance cannot be granted unless evidence is presented that satisfies, at a minimum, the four criteria listed below. Failure to adequately provide such information may result in a continuance or denial of your case (attach additional sheet if necessary).

1. There exist special circumstances applicable to the property, including its size, shape, topography, location, or surroundings, whereby the strict application of the zoning ordinance requirements would result in a practical difficulty or unnecessary hardship that would deprive the owner of the reasonable use of his land or building. (Practical difficulty or unnecessary hardship cannot be found when financial gain, loss or monetary savings is the basis for the claim of hardship.)
2. The owner or applicant did not create the above special circumstances applicable to the property.
3. The variance shall not constitute a grant of special privileges inconsistent with the limitations upon other properties in the zone or vicinity in which such property is located.
4. The authorizing of the application will not be materially detrimental to the persons residing or working in the vicinity, to the neighborhood, or to the public welfare in general.



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Zoning Variance Application

Fee: \$200.00

Type of Variance request: Front Rear Side Height Parking Other

Property Location or Address: _____

Legal Description: _____

Subdivision: _____ Block: _____ Lot: _____

Parcel Size: _____ Zoning: _____

Description for request: _____

Attach a statement that justifies the zoning variance requested and addresses the four (4) criteria for the granting of variances.

Property Owner

Name (Print): _____

Address: _____

Phone: _____ Fax: _____

***Signature: _____

***Signature of property owner shall serve as acknowledgement and authorization of this request

Applicant

Name (Print): _____

Address: _____

Phone: _____ Fax: _____

Signature: _____

Notes

Submitting incomplete applications may result in delay in processing

For Office Use Only

File No. _____ Application Date: _____ Receipt: _____

Staff Signature: _____

Hearing Date: _____