



## Rio Arriba County

### Conditional Use Permit Application Checklist

Applications can be mailed or dropped off in person at:

1122 Industrial Park Rd  
Española, NM 87532

#### REQUIRED SUBMITTAL INFORMATION

The following items must be provided with all applications. If all the required and applicable information is not provided, the application will be deemed incomplete and will NOT be accepted. For your convenience, please use the column on the left to be sure you have all the required and applicable information.

**Initial on the lines below verifying the information is included in your application.**

**Applicants must provide a payment of \$200.00 with the Conditional Use Permit application.**

- \_\_\_\_\_ Application Fee (payable to Rio Arriba County) by check, cash or credit card.
- \_\_\_\_\_ Warranty Deed
- \_\_\_\_\_ Survey Plat
- \_\_\_\_\_ Proof of Taxes Paid
- \_\_\_\_\_ Site Plan (must reflect setbacks)
- \_\_\_\_\_ Distance from projected site to nearest school, church, rehabilitation center, and daycare facility.
- \_\_\_\_\_ Rio Arriba County Development Permit
- \_\_\_\_\_ Rio Arriba County Business License
- \_\_\_\_\_ Sign Permit
- \_\_\_\_\_ Copy of NM Cannabis License Application (Cannabis Applicants Only)
- \_\_\_\_\_ Statement Addressing all Elements Within Section 5.04 of Rio Arriba County Design and Development Regulation System Ordinance 2012-001.

a) Buffering

- b) Water Quality and Use
- c) Road Design
- d) Drainage Plan
- e) Fire/Emergency Response
- f) Response to the Comprehensive Plan
- g) Narrative of Proposed Use
- h) Visual Impact
- i) Inherent Danger Mitigation

\_\_\_\_\_ Business Plan (Must Include:)

- a) Business Name
- b) Hours of Operation
- c) Number of Employees
- d) Location
- e) Floor Plan/Construction Drawings
- f) Water Source
- g) Odor Mitigation
- h) Parking
- i) Signage
- j) Security Plan (Cannabis Applicants Only)
- k) Crop Layout (Cannabis Applicants Only)
- l) Waste Disposal
- m) Water Availability
- n) NM-ED Permit
- o) Exterior Lighting
- p) Electrical Service
- q) Ingress/Egress

\_\_\_\_\_ Letter from acequia, mutual domestic water association or State Engineer’s Office approving the water usage for growing cannabis or producing/manufacturing cannabis related products. (Cannabis Applicants Only)

\_\_\_\_\_ The cannabis production license will be \$5 per plant renewed annually payable to Rio Arriba County. (Cannabis Applicants Only)

By the signature hereunder, I certify that all documentation, information, and fees have been submitted to Rio Arriba County Planning & Zoning Department. I further certify that all information and documentation I have provided is true and accurate to the best of my knowledge. I authorize Rio Arriba County Planning & Zoning Department staff and designees to enter onto and inspect the above described property for the purposes of this application.

Applicant Signature.

\_\_\_\_\_

Printed Name:

\_\_\_\_\_

Date:

Time:

\_\_\_\_\_

# CONDITIONAL USE PERMIT APPLICATION

RIO ARRIBA COUNTY PLANNING & ZONING  
DEPARTMENT  
1122 INDUSTRIAL PARK RD, ESPANOLA, NM 87532  
Phone: (505)-753-7774

1.	Applicant Name and Address:	Applicant Phone No:	Applicant Email:
	Business Name and Address:	Business Phone No.:	Business Email:
Legal description of property:			
Zoning of property:		Commercial	Industrial
Property Owner:		Address:	Phone No.:
Requested Use: (Cannabis Only)	Dispensary	Cultivation	Manufacturing
			Testing
Surrounding Land Uses:	North _____	South	East _____
			West
I certify that only one application for this business has been submitted for this location.		YES	NO

2. THE OWNER, APPLICANT, OR AUTHORIZED AGENT, ACKNOWLEDGES: That he/she has read and received a copy of the instruction sheet and this application form concerning the filing and hearing of this matter; that he/she authorizes Rio Arriba County Planning & Zoning staff and designees to enter onto and inspect the above described property, and that he/she has been advised of the fee requirements.

Signature of APPLICANT or AGENT:  
(requires owner authorization)

Signature of LANDOWNER:

\_\_\_\_\_

\_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

3. PLANNING & ZONING COMMITTEE MEETING    DATE: \_\_\_\_\_    TIME: \_\_\_\_\_

LOCATION: 1122 Industrial Park Rd, Espanola NM 87532 OR 149 State Rd 162, Tierra Amarilla NM 87575

4. PUBLIC HEARING NOTICES TO BE SENT BY AND SIGN TO BE POSTED BY: \_\_\_\_\_

# CONDITIONAL USE PERMIT PROCEDURE

## Application Submittal:

1. Discuss the proposed use with Rio Arriba County Planning & Zoning staff member(s).
2. At the time of submittal, all items on the Conditional Use Permit Application checklist must be submitted.
3. An application fee of \$200.00, plus publication costs of \$100.00 (nonrefundable), must be submitted with the application. Publication costs may exceed the estimated costs due to a lengthy legal description.

## Notice of Public Hearing Letters:

4. Following submittal of all the application materials and the required fee, the Planning & Zoning Office will prepare a list of names and addresses of those persons who own land within 500 feet of the subject property.

The Planning Office will notify the applicant when the property owner list and the letters have been prepared. The applicant must then return to the Planning & Zoning Office and pick up the list and appropriate number of notice letters. The applicant must send a copy of the notice letter to each of the property owners on the list by certified mail. The notice letters must be mailed no less than fifteen (15) days prior to the date of the public hearing.

The receipts for certified mail must be returned to the Planning & Zoning Office **one week** prior to the date of the public hearing. These are retained in the Planning & Zoning Office as part of the official record to document that the required mailings were completed. If the mailing has not been completed or the documentation not returned, the hearing must be continued to the next meeting.

This process will be repeated for the Public Hearing in front of the Board of County Commission.

## Notice of Public Hearing Sign:

5. A notice of Public Hearing Sign provided by the Rio Arriba County Planning & Zoning Department must be posted on the property in such a manner that it is visible from the road, which provides access to the property. The sign must be posted no less than fifteen (15) days prior to the date of the hearing and must remain posted until action of the Planning & Zoning Committee.

A legal notice will be published in the newspaper of general circulation stating the time, location and date of the public hearing.

This process will be repeated for the Public Hearing in front of the Board of County Commission.

## Planning & Zoning Committee Meeting:

6. It is recommended that the petitioner or a representative attend the Planning & Zoning Committee meeting to answer any questions. The Planning & Zoning Committee will recommend approval, denial or approval with conditions to the Rio Arriba Board of County Commissioners. The case will move to its second public hearing before this body at its next available hearing date.