



*Rio Arriba County
Planning & Zoning Department*

[Conditional Use Permit or Special Use Permit](#)

GENERAL INFORMATION (please print or type)

NAME OF DEVELOPMENT and/or APPLICANT		
ADDRESS OF APPLICANT		
TELEPHONE		
EMAIL		
PRESENT USE OF THE PROPERTY		
PROPOSED DEVELOPMENT		
CONDITIONAL USE, SELECT A LAND USE TYPE	SMALL SCALE RESIDENTIAL ___	SMALL SCALE TRADE ___
	SMALL SCALE MIXED USE ___	SMALL SCALE SERVICES ___
SPECIAL USE, SELECT A LAND USE TYPE	LARGE SCALE RESIDENTIAL ___	LARGE SCALE TRADE ___
	MANUFACTURING ___	LARGE SCALE SERVICES ___ DEVELOPMENT GREATER THAN
	LARGE SCALE MIXED USE ___	2,000 FLOOR AREA _____
LIST PERMITS REQUIRED BY OTHER AGENCIES - NMDOT, ARMY CORPS., NMED, AT&F, ETC.		

PLEASE BE AWARE THAT PRIOR TO FILING AN APPLICATION, THE APPLICANT SHALL SCHEDULE A CONFERENCE WITH PLANNING DEPARTMENT STAFF TO DISCUSS THE APPLICATION PROCESS AND CONTENT. PRIOR TO FILING AN APPLICATION, STAFF MAY PERFORM A

GENERAL SITE CONDITION QUESTIONS:

- YES NO Is the site vacant land?
- YES NO Do hunting, fishing, grazing, agricultural opportunities presently exist in the project area?
- YES NO Is the site located in or substantially contiguous to a Critical Management Area Overlay Zone or an area of environmental concern (areas within an overlay zoning district; key conservation areas identified by NM Game & Fish; or an area where a sensitive, threatened, or endangered species may be found, as listed on a Federal or State registry)
- YES NO Will more than 3,000 square feet of land be graded or disturbed?
- YES NO Is the project or any portion of the project located in a 100 year floodplain?
- YES NO Is this project within a Riparian Habitat Overlay Zone
- YES NO Is a NM Department of Transportation (DOT) permit required for this project?
- YES NO If this application involves a business, has a business license been issued for this business at this location?
- _____ If any agricultural land is involved, how many acres of soil are classified within soil group 1 through 4 of the NRCS Land Classification System?
- _____ Approximate percentage of project site with slopes 8% or greater?
- _____ What is the drinking water source?
- _____ What is the depth to the water table?
- _____ What is the pumping capacity (AFY) for water supply if supplied from wells?
- _____ What is the total anticipated water usage (gallons/minute) per day?
- _____ What is the size of the building, buildings or area of development?

NOTE: General Site Condition Questions that require explanation should be addressed in the following Submittals Checklist section, Narrative.

SUBMITTALS CHECKLIST for CONDITIONAL or SPECIAL USE PERMIT:

- Proof of ownership**, provide a copy of a warranty deed or contract of sale
- Proof of paid property taxes**; obtain a receipt from the Treasurer’s Office showing taxes are paid currently
- Site Plan**, provide the following information:
- a) Lot dimensions, easements and size of the property
 - b) Size, dimension and location of all existing and proposed structures
(Including distances to lot lines, between structures, and from waterways)
 - c) Square footage of areas to be used to conduct this proposed land use activity
 - d) Delineate parking spaces, vehicular access, lighting, landscaping, trash storage area etc.
 - e) Show size and location of any screening or buffering systems to be used
 - f) Location of the well(s) and septic system

- g) Location of any Critical Management Overlay zoning districts, including, key conservation areas identified by NM Game & Fish, areas where a sensitive, threatened, or endangered species may be found (as listed on a Federal or State registry), erosion hazards and floodplain hazards
- h) Location, size, height, color and illumination of any proposed signs

Floor Plan and Elevations of Existing & Proposed Building(s) to be used as part of the development

Provide a Narrative of the Proposed Use,

a) General Information;

- i. Describe the property and the activity proposed
- ii. Size and/or type of proposed improvements
- iii. Number of employees
- iv. Number of parking spaces and describe truck loading/unloading
- v. Estimate amounts of traffic to be generated, automobile and truck
- vi. Planned future changes in use, size, or intensity

b) Water Efficient Measures to be incorporated, if appropriate, such as;

- i. Water-efficient fixtures and appliances, including toilets, urinals, showerheads and faucets
- ii. Low-water-use landscaping and efficient irrigation
- iii. Water-efficient commercial and industrial water-use processes
- iv. Water reuse systems for both potable and non-potable water
- v. Distribution system leak repair
- vi. Dissemination of information regarding water-use efficiency measures, including public education programs and demonstrations of water-saving techniques

c) Additional Water Budget Submittals, if requested, to include;

- i. OSE approval for shared use water systems or for water uses exceeding 1AFY
- ii. Additional hydrology information, such as; information from monitoring wells to ensure quality, impacts to existing water rights, potential degradation to existing water quality, or a 40 year water plan

d) Response to the Comprehensive Plan, describing a minimum of two strategies or goals that are relevant and relate appropriately to the proposed project

Adequate Road Designs, Describe how the proposed project will handle traffic; drainage requirements; erosion controls; roadway maintenance; and necessary provisions for utilities and sidewalks, also include:

- (a) Fire Marshal approval and 6" base course for roads longer than 750 feet.
- (b) Road use agreement for projects that may increase the burden or cause deterioration to a County Road.
- (c) Recorded easements and access gates left unlocked for projects requiring vehicular access by passage through land under other ownership.
- (d) Review by the Corp of Engineers for any water crossings.

Terrain Management Plan is required for surface disturbances greater than 3,000sq.ft. It is a plan which addresses grading, drainage, soil remediation and landscaping.

Drainage Plan, prepare an engineered plan to allow for water to filter naturally back into the ground and protect structures from flooding and erosion, to protect neighboring properties from

excessive run off, to protect waterways and acequias and roadways from flooding. This plan should demonstrate that soils are suitable for;

- (a) Building foundation support;
- (b) Road fill;
- (c) Road location;
- (d) Sewage disposal;
- (e) Underground utilities;
- (f) Water control structures; and
- (g) (Inspection shall show evidence of soil stability and minimal erosion)

Fire & Emergency Response Plan, a plan approved by the Fire Marshall will be required prior to development of this project

Visual Impact Analysis, describe in the narrative or demonstrate through the use of drawings or photographs, how the proposed development will;

- (a) Increase visual interest;
- (b) Reduce undifferentiated masses;
- (c) Relate to the human scale; and
- (d) Relate to the character of existing neighborhoods.

Buffering, show how the use of walls, fences, open space, vegetation, etc., would be used to mitigate potential impacts to surrounding land uses. Indicate this information on site maps or plans.

Disposal Plan for Solid & Liquid Waste, provide the name of service(s) and systems that will be used to remove conventional waste, hazardous waste and liquid waste.

Mitigation Techniques indicate on maps or describe in the narrative methods employed to minimize and control the effects of below listed negative impacts from this project on the surrounding community, or state there are no impacts.

- (a) Noises
- (b) Vibrations
- (c) Particle and Smoke emissions
- (d) Odors
- (e) Glare and heat
- (f) Electrical interference
- (g) Radiation
- (h) Toxic or hazardous materials

For Large Scale Residential Developments, a description of the shared/community infrastructure systems to be employed for water and septic or advanced liquid waste system.

For Innovative Projects, place a check next to the following elements that apply to the proposed development:

- Compact, compatible, & sustainable development to be located within a development node
- Reuse of existing facilities and infrastructure
- Use of green building materials and energy efficient designs
- Provisions for infrastructure improves existing services or utilizes existing community systems, minimizing water, septic, and/or electrical footprints
- Use of renewable energies and reduction of greenhouse gases
- Opportunities for local arts, culture, or sustainable agriculture will be provided
- Use and purchase of local goods and services will be provided
- An outdoors-oriented, historical and culturally based tourism program, film production utilizing local workforce, or job retention program will be provided
- Developments will be site-built, clustered, and include higher residential densities;

- Affordable housing units will be provided for, through a mix of housing types, innovative design and construction techniques, or other means
- Developments will utilize local natural resources, road, and construction materials
- Programming will compliment multiple uses (e.g. providing community recreational facilities, parks, trails, and greenbelts with public access)
- Development will encourage/support multi-modal transportation uses (e.g. bike lanes and transit services)

Vicinity Map and List of Surrounding Property Owners, from the Assessor’s Office, request a list of surrounding property owner names and addresses -- 500 foot radius for a Conditional Use or ½ mile radius (2,640 ft.) for a Special Use. (Planning Department staff will prepare the legal notice for the applicant to mail to surrounding property owners. A Proof of Mailing receipt is required from the U S Post Office for all letters.)

Additional Information Required, as determined by the Director;

Information waived by the Director, Items marked with the written symbol (N/A) have been determined by the Director to be not applicable due to the intensity, level of development or the scale of the project.

Application Fee Paid, date _____

Signatures:

Applicant	Date
<i>I hereby certify that the attached information submitted with this application is true and correct to the best of my knowledge.</i>	

County Staff	Date
<i>I hereby certify that all of the required information was received and complete with this application to the best of my knowledge, unless particular information was waived by the Director as not applicable.</i>	

NOTICE: IF APPROVED, ALL CONDITIONS OF APPROVAL IMPOSED BY THE GRANTING OF THIS USE PERMIT SHALL BE LISTED IN A LETTER TO THE APPLICANT SENT BY THE DIRECTOR. THIS LETTER SHALL BE ACCOMPANIED WITH THE ‘USE PERMIT’ ITSELF AND TOGETHER THESE DOCUMENTS SERVE AS THE OFFICIAL NOTICE OF APPROVAL. THESE DOCUMENTS, WHICH SHALL BE SIGNED AND DATED BY THE DIRECTOR, ALSO SERVE AS THE OFFICIAL NOTICE TO PROCEED.