



City of Rio Communities
360 Rio Communities Blvd.
Rio Communities, NM 87002
www.riocommunities.net
(505) 861-6803

PROCESS OF THE REZONING OF PROPERTY

1. For information regarding the rezoning of property, City of Rio Communities staff can be contacted through City Hall located at 360 Rio Communities Blvd., Rio Communities, NM 87002, by phone number (505) 861-6803, or email address admin@riocommunities.net. Staff would be happy to discuss policies and procedures for the submission of the rezoning application process.
2. All documents requested on this form are required and must be presented before the application will be processed.
3. Upon the completion of the replatting application, a planning/review session before the Planning and Zoning Commission will be held to review the application for compliance with the ordinances of the City of Rio Communities during a regular Planning and Zoning Commission meeting. The applicant or designee may be required to make a presentation regarding the replatting request.
4. Upon receipt of the recommendation(s) from Planning and Zoning Commission, the request shall then be submitted to the City Council for acceptance of the replatting ordinance and authorizing staff to publish such ordinance. The ordinance must be published for a 15-day review and certified letters sent to properties within 100 feet of proposed replatting area informing owners of a hearing, where ordinance will be presented and decided upon by the City of Rio Communities City Council members. If adopted, an effective date will be set to allow any contractual documents to be signed and proper filing will occur.
5. Upon receipt of the recommendation(s) from Planning and Zoning Commission, the request shall then be submitted to the City Council for acceptance of the rezoning request and authorizing staff to publish such request. Certified letters will be sent to properties within 100 feet of proposed rezoning area informing owners of a hearing, where the request will be presented and decided upon by the City of Rio Communities City Council members. If adopted, an effective date will be set to allow any contractual documents to be signed and proper filing will occur.



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REZONING REQUIREMENTS CHECKLIST

The rezoning approval process will begin once the necessary documents and fees, listed below, are submitted with the application and have been reviewed by city staff.

Application Checklist

- Letter Requesting Rezoning
- Completed Application
- Application Fee in the Amount of \$250.00
- Planned land use design, including buffer zone for industrial use area of property, proposed public roads, and all proposed and existing NMDOT access points
- All Industrial Zoning request(s) should include proposed heavy industrial use areas, as well as proposed office building locations.

The final decision of approval, conditional approval, or denial of the rezoning is determined by the majority vote of the City of Rio Communities City Council.

APPLICATION FOR REZONING OF PROPERTY



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Application Fee (\$250) Paid

| | | | |
|---|---------|--------------------------|----------|
| Property Owner Name: | | | |
| Address: | Street: | City: | State: |
| Name of Applicant: | | | |
| Phone: | | Email: | |
| Agent: (If partnership, provide proof that agent has legal authorization to sign documents). | | | |
| Agent Phone: | | Agent Email: | |
| Legal Description of Property: Add attachment if needed | | | |
| Subdivision: | UPC #: | Lot #: | Block #: |
| Address /Legal Description: Attach document if needed. | | Existing plat map #s: | |
| Explain how the intended use of the property will correspond with the proposed zoning. (Attach additional documents if needed.) | | | |
| | | | |
| Present Zoning: | | Requested Zoning Change: | |

Accompanying this application are the original and appropriate number of copies for the proposed rezoning. I have examined and am familiar with the regulations governing the rezoning of property, per Chapter 6, adopted by the City of Rio Communities. I understand the City of Rio Communities will not assume liability for lack of understanding on my part or incorrect information submitted. The application for rezoning requires a public hearing and a fee. All final zoning approvals must be filed with the Valencia County Clerks and City of Rio Communities offices.

| | | | |
|-------------------------|--|--|--|
| For Staff Use Only: | | | |
| Date of Public Hearing: | | | |

 Printed Name:

 Signed Name:

 Date:
