

APPLICATION REQUIREMENTS

Special Use Permit & For Special Use Permit For Specific Use

Planning Staff

- Applicant Confirmation
- Name, address & telephone number of the applicant and/or agent.
 - Original letter from owner, authorizing agent to request special use permit.
 - Application signed by applicant and/or agent.
 - Site plan prepared to acceptable standards (drawn to scale; includes "north" arrow; plan shows building location; delineates parking; indicates landscaping types & areas).
 - Written response to Resolution 116-86.(Applicant must justify the request based on the Resolution; see attached Resolution116-86).
 - Proof of neighborhood notification by certified mail, a copy of the letter to the neighborhood association(s), and the form from the Neighborhood Program Coordinator.
 - Street address, legal description & Uniform Property Code number(s). List all applicable UPC numbers.
 - Any application relating to unplatted land shall be accompanied by a plat delineating the area boundaries where amendment is requested.
 - Copy of sign posting instructions (signed by applicant).
 - Fee

1.0 – 4.9 acres:	\$400.00 first acre + \$25.00 for each additional acre.
5.0 – 19.9 acres:	\$500.00 first 5 acres + \$15.00 for each additional acre.
20.0 – 59.9 acres:	\$725.00 first 20 acres + \$10.00 for each additional acre.
60.0 or more acres:	\$1,125.00 first 60 acres + \$5.00 for each additional acre.
Appeal:	\$75.00 – 1 acre or less
	\$100.00 – All other appeals.

Amendment to a Special Use Permit affecting use: \$300.00

Fees also apply to amendments to a special use permit that expands the acreage of the permit.

Site Plan Requirements

Planning Staff

- Applicant Confirmation
- 2 Copies of the site plan. Copies must be folded into 8 ½" x 11", 8 ½" x 14", or 11" x 17" or similar size.
 - Make sure plan is drawn to scale.
 - Include a North arrow on the plan.
 - Boundaries of the property to be developed are indicated.

- Show number of parking spaces required & provided, including handicapped parking location (s), arrangement, dimensions, aisles, bicycle racks, parking lot lighting & points of ingress & egress. (Refer to Bernalillo County Zoning Code, Section 21, for parking requirements)
- Show existing or proposed driveways.
- Show existing & proposed signage as regulated in the C-1 zone.
- Show existing & proposed structures on site, including square footages & use of each structure, dimensions, and loading & unloading areas. Indicate existing structures within 50 feet of property lines of subject site.
- Show existing and proposed water, sewer, fire hydrant, and solid waste container locations.
- Specify existing storm drainage flow patterns on the lot and storm drainage facilities. ***A conceptual grading & drainage plan may also be required by the Bernalillo County Public Works Division.***
- Indicate existing and proposed public/private streets, alleys & easements. Proper names and dimensions of these features must also be noted on the plan.
- Indicate fire lanes & emergency vehicle parking.
- Provide a landscape & buffer landscaping plan identifying the type and location of all trees, shrubs, & ground cover. A statement of responsibility for maintenance must be included. (Refer to Section 19 in the Bernalillo County Zoning Code for landscaping requirements)
- Provide a brief description of how the application will meet the Water Conservation Ordinance. (See attached document)

Office Use Only - Checklist

- Name, address & telephone number of the applicant and/or agent.
- Verify legally platted lots.
- Street address, legal description & Uniform Property Code number(s).
List all applicable UPC numbers.
- Original letter from owner, authorizing agent to request change of zone
- Application signed by applicant or agent.
- 2 Completed site plans with required elements, folded. (Not rolled)
- Written response to Resolution 116-86.
- Proof of neighborhood notification by certified mail and a copy of the letter to the Neighborhood Association and a form from the Neighborhood Program Coordinator.
- Copy of sign posting instructions (signed by applicant).
- Location Map – Zone Atlas page.
- Fee
- Receipt printed for customer
- Cover pages printed for customer and department.

BERNALILLO COUNTY

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111 Union Square SE, Suite 100
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(505) 314-0350 Fax: (505) 314-0480
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SIGN POSTING INSTRUCTIONS

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As required by the Comprehensive Zoning Ordinance of Bernalillo County, persons scheduled for hearing are required to post and maintain one or more signs on their property to assist in advertising the application and describing its purpose. Applicants, or their agents, will receive their signs at the time their application is filed.

1. LOCATION

- a. Signs shall be conspicuously located on the property and within twenty (20) feet of any property line that abuts a street. Signs must be placed at the edge of the property closest to the street if the property does not abut a street.
- b. The face of the sign shall be parallel to the street. The bottom of edge of the sign shall be at least two (2) feet, but not more than seven (7) feet, above grade.
- c. No barrier shall prevent a person from coming within five (5) feet of the sign in order to read it.

2. NUMBER

- a. A sign shall be placed on each street frontage abutting the subject property.
- b. If the property does not abut a street, a sign must be placed at the edge of the property nearest the public street.

3. DURATION OF POSTING

- a. Signs are to be posted 15 days before and after the hearing date.
- b. Failure to properly post and maintain the sign(s) is grounds for deferral or denial of the request.

Posting Suggestions:

Heavy stakes with crossbar supports or plywood backing typically works best to keep the sign in place, especially during high winds. Signs will tear less easily if they are attached to the support system with large-headed nails or staples.

I acknowledge that I have read and understand the "Sign Posting Instructions". I also understand my obligation to post the provided signs for the required period of time, as well as their proper posting location(s).

Signature of applicant / agent

Date

*APPLICANTS / AGENTS WILL RECEIVE A COPY OF THIS DOCUMENT

Staff: _____

Number of signs issued: _____

Case number: Z-_____

SIGNS MUST BE POSTED FROM _____ TO _____.

THE SCHEDULED PUBLIC HEARING FOR THIS REQUEST WILL BE HELD ON

_____.

**NEIGHBORHOOD ASSOCIATION NOTIFICATION
AND RECOGNITION ORDINANCE NO. 94-4**

PURPOSE OF ORDINANCE. The purpose of this ordinance is to provide the Neighborhood Associations, in the unincorporated area of Bernalillo County, with an early notification process for all public hearings held by the Bernalillo County Planning & Development Services Department, and any major County projects affecting neighborhoods. Early notifications will help identify and possibly resolve potential conflicts involving neighborhoods, the private sector, and Bernalillo County prior to the public hearing.

NOTIFICATION PROCESS. Prior to filing an application concerning a matter to be heard by the Bernalillo County Planning Commission, the applicant/agent must notify (in writing) the affected neighborhood association(s) which covers, abuts, or is across public right-of-way from the proposal site. A notified association representative must respond back to the applicant within two weeks (14 days) from receiving the written notice.

Written notice must be through certified letter (containing information outlined below), return receipt requested, mailed to **two (2)** designated neighborhood representatives on file with the Neighborhood Program Coordinator. Failure to submit notification to the association representatives shall be grounds for the neighborhood to request deferral of a hearing.

Certified letters must include the following information:

1. Brief description of proposal including any justification deemed appropriate (i.e. requesting a zone change from A-1 to C-1 on property located at ____ for the purpose of establishing).
2. Zone Atlas Map page.
3. The legal description of the property along with actual street names, address(es) and intersections.
4. A copy of the site plan, if applicable, and any other relevant information (typical building elevations, location of proposed buildings, street layout, etc.). These materials are not required to be blueprint final; preliminary drawings may be appropriate.
5. The name, address, and phone number(s) (fax and/or email, if available) of the agent or applicant for the proposed request. If more than one agent/applicant is listed, information must be provided for all those listed.

Please contact Darrell Dady, Neighborhood Coordination Specialist, at 468-7364 or at ddady@berncogov for a list of the current county-recognized neighborhood association representatives. Notification forms with a list of applicable Neighborhood Associations and the representatives to be notified will be issued by the Neighborhood Program Coordinator. Please submit copies of these forms, copies of corresponding notification letters, and evidence of certified mail with your application.

BERNALILLO COUNTY
PLANNING & DEVELOPMENT SERVICES DEPARTMENT

Neighborhood Association Notification Confirmation
(To be completed by applicant)

This certifies that I, _____, have notified
the designated neighborhood representatives via certified return receipt mail regarding our
application for the property located at _____.

List Neighborhood Associations that were contacted:

*This form is not complete until copies of the Neighborhood Coordinator Forms (list of applicable Neighborhood Associations and Representatives) and copies of the corresponding notification letters have been attached.

Attach certified mail receipts here

Resolution 116-86

ADOPTING POLICIES FOR CONSIDERING ZONE MAP CHANGES SPECIAL USE PERMIT APPLICATIONS AND APPEALS OF COUNTY DECISIONS.

WHEREAS, the usefulness of the Comprehensive County Zoning Code in implementing the City/County Comprehensive Plan and promoting health, safety, morals, and general welfare is enhanced by a reasonable flexibility in order to deal reasonably with changes in the physical, economic, and sociological aspects of the County; and

WHEREAS, certain general policies for consideration of zone map changes and other zoning regulation changes should be recognized as determinative.

BE IT RESOLVED BY BERNALILLO COUNTY COMMISSION. THE GOVERNING BODY OF THE COUNTY OF BERNALILLO:

Section 1. [Adoption of policies for Zone Map changes and Special Use Permit applications]

The following policies for deciding zone map changes and Special Use Permit applications pursuant to the Comprehensive County Zoning Code are hereby adopted:

- A. A proposed land use change must be found to be consistent with the health, safety, and general welfare of the residents of the County.
- B. The cost of land or other economic considerations pertaining to the applicant shall not be the determining factor for a land use change.
- C. A proposed land use change shall not be in significant conflict with adopted elements of the Comprehensive Plan or other Master Plans and amendments thereto including privately developed area plans which have been adopted by the County.
- D. Stability of land use and zoning is desirable; therefore, the applicant must provide a sound justification for land use change. The burden is on the applicant to show why the change should be made.
- E. The applicant must demonstrate that the existing zoning is inappropriate because:
 - (1) there was an error when the existing zone map pattern was created; or
 - (2) changed neighborhood or community conditions justify the land use change; or
 - (3) a different use category is more advantageous to the community, as articulated in the Comprehensive Plan or other County Master Plan, even though (1) or (2) above do not apply.

- F. A land use change of zone shall not be approved where some of the permissive uses in the land use change would be harmful to adjacent property, the neighborhood or the community.
- G. A proposed land use change which, to be utilized through land development, requires major and un-programmed capital expenditures by the County may be:
 - (1) denied due to lack of capital funds; or
 - (2) granted with the implicit understanding that the County is not bound to provide the capital improvements on any special schedule.
- H. Location on a collector or major street is not in itself sufficient justification of apartment, office, or commercial zoning.
- I. A zone change request which would give a zone different from surrounding zoning to one small area, especially when only one premises is involved, is generally called a "spot zone." Such a change of zone may be approved only when:
 - (1) the change will clearly facilitate realization of the Comprehensive Plan and any applicable adopted sector development plan or area development plan; or
 - (2) the area of the proposed zone change is different from surrounding land because it could function as a transition between adjacent zones; because the site is not suitable for the uses allowed in any adjacent zone due to topography, traffic, or special adverse land uses nearby; or because the nature of structures already on the premises makes the site unsuitable for the uses allowed in any adjacent zone.
- J. A zone change request which would give a zone difference from surrounding zoning to a strip of land along a street is generally called "strip zoning." Strip commercial zoning will be approved only where:
 - (1) the change will clearly facilitate realization of the Comprehensive Plan and any applicable adopted sector development plan or area of development plan; or
 - (2) the area of the proposed zone change is different from surrounding land because it could function as a transition between adjacent zones; because the site is not suitable for the uses allowed in any adjacent zone due to topography, traffic, or special adverse land uses nearby; or because the nature of structures already on the premises makes the site unsuitable for the uses allowed in any adjacent zone due to traffic or special adverse land uses nearby.

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PUBLIC WORKS DIVISION
NATURAL RESOURCES
2400 BROADWAY SE, BUILDING N
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(505) 848-1500

NEW COMMERCIAL WATER CONSERVATION REQUIREMENTS

Effective October 1st 2010

The Bernalillo County Commission adopted revisions to the Water Conservation Ordinance on May 25, 2010 which become effective October 1, 2010. The ordinance now requires that all new construction in the unincorporated area of Bernalillo County meet the following specifications:

For New Commercial, Institutional and Multifamily greater than 8 Units (Large Multi Family) Construction

- All New Commercial, Institutional and Large Multifamily development must reduce their indoor water use by 20% by using plumbing fixture more efficient than those required by the 2006 Uniform Plumbing Code.
- All New Commercial, Institutional and Large Multifamily development greater than one acre shall submit a water conservation plan for outdoor use. The water conservation plan shall include at least three of the following seven water conservation measures, with at least one selected from the first three options. After January, 1st 2016, four of the following seven options shall be completed.
 1. 25% of Landscape Area shall be Precipitation Only Plants.
 2. Water Harvesting shall occur on 25% of the Landscape Area.
 3. Utility provided non-potable water source shall be used for all irrigation.
 4. A Smart Irrigation Controller shall be used.
 5. A Soil Amendment Program shall be included.
 6. Non-Potable Water shall be stored for irrigation (cistern for rainwater or graywater)
 7. An Exterior Management Plan shall be developed.
- All New Commercial, Institutional, and Large Multifamily development less than one acre shall follow the options for larger commercial above or shall have all low-water use plants, have no spray irrigation and use a Smart Irrigation Controller.
- All non-residential remodels and additions shall use EPA water sense labeled fixtures for any new plumbing fixture installed. Any remodel which would affect more than 50% of the existing plumbing fixtures or increase the floor area of the existing building by more than 50% of the existing square footage shall use EPA water sense labeled plumbing fixtures for all new fixtures installed and shall replace any existing fixtures using EPA Watersense labeled fixtures.

Restrictions on Landscape Planting

- Commercial development is limited to 10% high water use plants in the landscape area.

For more information visit www.bernco.gov/water or call Dan McGregor 848-1500.

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NEW RESIDENTIAL WATER CONSERVATION REQUIREMENTS

Effective October 1st 2010

The Bernalillo County Commission adopted revisions to the Water Conservation Ordinance on May 25, 2010 which become effective October 1, 2010. The ordinance now requires that all new construction in the unincorporated area of Bernalillo County meet the following specifications:

For New Single Family Residential and Multifamily up to 8 Units (Small Multi Family) Construction

- Applicants for Single Family Residential and Small Multi Family building permits shall now choose between three options.
 - Option 1. Bernalillo County Water Conservation Worksheet. If this option is chosen, applicants shall complete a worksheet verifying that the water fixtures and appliances installed during construction will reduce water use by 20% compared to the 2006 Uniform Plumbing Code.
 - Option 2. Bronze Level Certification by Build Green New Mexico (BGNM). New residential development must achieve a minimum of Bronze Level Certification by Build Green New Mexico and submit the BGNM certification application and verifications.
 - Option 3. Requires that all plumbing fixtures installed are labeled EPA Watersense, and if the appliances are installed by the contractor they must be Energy Star rated.
- All new remodels and additions shall now use EPA water sense labeled fixtures for any new plumbing fixture installed.

Restrictions on Landscape Planting

- Residential development is limited to 10% high water use plants in the landscape area.

For more information visit www.bernco.gov/water or call Dan McGregor 848-1500.

County Planning Commission SCHEDULE 2016

CPC HEARING DATE *	APPLICATION DEADLINE	REQUEST FOR COMMENT	COMMENT DEADLINE	SIGN POSTING DATE	BCC APPEAL DEADLINE
12-02-15	10-26-15	10-27-15	11-09-15	**	**
01-06-16	11-23-15	11-24-15	12-07-15	12-22-15 to 1-21-16	**
02-03-16	12-14-15	12-15-15	01-11-16	1-19-16 to 2-18-16	**
03-02-16	01-25-16	01-26-16	02-08-16	2-16-16 to 3-17-16	**
04-06-16	02-22-16	02-23-16	03-14-16	3-22-16 to 4-21-16	**
05-04-16	03-28-16	03-29-16	04-11-16	4-19-16 to 5-19-16	**
06-01-16	04-25-16	04-26-16	05-09-16	5-17-16 to 6-16-16	**
07-06-16	05-23-16	05-24-16	06-13-16	6-21-16 to 7-21-16	**
08-03-16	06-27-16	06-28-16	07-11-16	7-19-16 to 8-18-16	**
09-07-16	07-25-16	07-26-16	08-15-16	8-23-16 to 9-22-16	**
10-05-16	08-22-16	08-23-16	09-12-16	9-20-16 to 10-20-16	**
11-02-16	09-26-16	09-27-16	10-10-16	10-18-16 to 11-17-16	**
12-7-16	10-24-16	10-25-16	11-14-16	11-22-16 to 12-22-16	**

Revised: January 2016

Applications & appeals will be accepted until 12:00 noon on deadline day.

Sign posting is 15 days before and 15 days after the hearing date.

*Wednesday, 9:00 a.m., at the City/County Building, Vincent E. Griego Chambers, Concourse Level Two, located at Once Civic Plaza NW.

** Appeal deadline is fifteen (15) days from the date of the Notice of Decision letter.

The Process for Special Use Permit Application

