



PLANNING AND ZONING DEPARTMENT COMMERCIAL/INDUSTRIAL DEVELOPMENT REVIEW PROCESS

In order to expedite review for proposed commercial and industrial projects, Sandoval County facilitates a **Commercial/Industrial Development Review Committee (C/IDRC)**. The **C/IDRC** is an administrative body made up of County staff from the Economic Development, Fire and Rescue, Planning & Zoning (P&Z), and Public Works departments. There is an application that must accompany the required plan sets and fee as outlined below. The packet must be submitted at the Planning & Zoning Department front counter on the second floor of the Sandoval County Administration Building located at 1500 Idalia Road, Bernalillo, NM 87004.

The C/IDRC Development Review Process is coordinated through the P&Z Department once an application has been submitted. Completion of the following C/IDRC project submittal and review is required prior to submittal of the building permit to the New Mexico Construction Industries Division (CID).

1. **Project Concept Meeting:**

In response to any written request, the P&Z Department will schedule a Project Concept Meeting with a prospective applicant who has a project concept and has questions on County development standards. The applicant is required to bring four (4) copies of 36" x 48" sketch concepts or site plans, including a vicinity map, dimensions of the project property, building footprint with square footage, locations on existing or proposed water wells and liquid waste systems, driveway/access locations, and parking/loading areas. The C/IDRC will provide development options for the proposed project, including any County public hearing review requirements. The C/IDRC members will provide an overview of the submittal requirements for their respective departments. With this information, the applicant can then proceed with the preparation of the Preliminary Plan Set Submittal.

To request a Project Concept Meeting, please contact:

Daniel J. Beaman, Director
Planning and Zoning Department
1500 Idalia Road, Building D
Bernalillo, NM 87004
(505) 867-7617
dbeaman@sandovalcountynm.gov

2. **Prior to Preliminary Plan Set Submittal:** The applicant must:
 - a. Verify and resolve any outstanding zoning violations or property lien(s) on the property;
 - b. Secure any required County zoning, floodplain, and/or subdivision approvals;
 - c. Contact the appropriate New Mexico Department of Transportation (NMDOT) District Office if the project proposes any driveway access onto a State Highway. If there is direct access, NMDOT may require a Traffic Impact Analysis (TIA). If required, the TIA must be approved by NMDOT prior to submittal of Preliminary Plan Sets for C/IDRC review. [NOTE: The NMDOT may also establish requirements for on-site lighting as it affects State Highways.]; and
 - d. If required by the County Engineer, submit a grading plan, a drainage plan, and/or a stormwater pollution prevention plan (SWPPP) for review and approval.

3. **Preliminary Plan Set Submittal Requirements:**
 - a. **Four (4) 36" x 48" copies of Preliminary Plan Sets:**

The Preliminary Plan Set must provide information pertaining to the County submittal requirements as applicable to the proposed development and public hearing and review process discussed at the Project Concept Meeting.
 - b. **County Plan Review Fees:**

Plan review fees are based on \$0.25 per square foot of building area. Sign Permit fee is \$1.00 per square foot of sign area. Fees for Zoning and/or Subdivision actions are assigned based on respective fee schedules.
 - c. **Sub-Contractor Project Segments:**

The applicant is responsible for coordinating sub-contractor project segments. All project segment submittals are due to the County in complete, assembled plan sets in order to facilitate timely review. Incomplete plan sets are not accepted.

4. **C/IDRC Review of Preliminary Plan Set:**

A C/IDRC meeting will be scheduled within 15 days of verification of the completeness of the Preliminary Plan Set submittal, and completion of C/IDRC review. At the meeting, the C/IDRC will provide written comments on the proposed project to the applicant. Subsequent Preliminary Plan Set meetings may be required depending on the comments on the project as determined by the C/IDRC.

5. **C/IDRC Review of Preliminary Plan Set Revisions:**

The applicant is required to submit four (4) 36" x 48" copies of the Preliminary Plan Set with revision notations along with a letter to the C/IDRC addressing the C/IDRC's Preliminary Plan Set comments and outlining any outstanding development issues for consideration by the C/IDRC for review and approval prior to Final Plan Set Submittal.

6. **Final Plan Set Submittal Requirements:**
 - a. **Four (4) 36" x 48" copies of Final Plan Sets:**

The Final Plan Set must resolve all C/IDRC comments for the Preliminary Plan Set. Information contained in the Final Plan Set must be consistent with the submitted Preliminary Plan Set with revision notations.
 - b. **No additional review fees are required for Final Plan Set.**

c. Sub-Contractor Project Segments:

The applicant is responsible for coordinating sub-contractor project segments. All project segment submittals are due to the County in complete, assembled plan sets in order to facilitate timely review. Unrevised or incomplete plan sets are not accepted.

7. C/IDRC Expedited Review:

An expedited review and approval schedule will be coordinated by P&Z staff with the C/IDRC upon determination that the Final Plan Set is ready for a final review. The approved Final Plan Set will require approval signatures from all C/IDRC members.

8. Submittal to Construction Industries Division (CID):

Two (2) Final Plan Sets with C/IDRC approval signatures are to be conveyed to the applicant with a complete CID Building Permit Application with all other applicable County and State approvals for submittal to CID. [NOTE: The applicant is encouraged to submit all plans for external and internal building and site development in one packet to streamline the CID review process and to include copies of all letters of approval related to the proposed project. Separate submittals to CID may lengthen the building permit review process.]

9. STATE AGENCY CONTACT INFORMATION: Applicants are encouraged to contact the below State agencies to find out their approval and permit requirements, if applicable:

For State Highway Driveway Permits and TIA Info

NM Dept. of Transportation District 3 or,
7500 Pan American Freeway NE
Albuquerque, NM 87109
(505) 934-0354

NM Dept. of Transportation District 6
1919 Pinon Drive
Milan, NM 87021
(505) 240-1676

For Water Rights and Well Permits

Office of the State Engineer District 1
5550 San Antonio Drive NE
Albuquerque, NM 87109
(505) 383-4000

For Liquid Waste Permits

New Mexico Environment Department District 1
4359 Jager Drive SE, Suite B
Rio Rancho, NM 87144
(505) 771-5980

For Building Permits

New Mexico Construction Industries Division (CID)
5550 San Antonio Drive, Suite F
Albuquerque, NM 87109
(505) 222-9801

SANDOVAL COUNTY

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