



**Rio Arriba County  
Planning & Zoning Department**

Approved Date

**Conditional Use/Cannabis Permit Application**

**Permit #:** \_\_\_\_\_ **Parcel #:** \_\_\_\_\_ **Community:** \_\_\_\_\_

Name of Business or Applicant Name: \_\_\_\_\_

Site Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Present Use of Property: \_\_\_\_\_

Proposed Development: \_\_\_\_\_

**Conditional Use Permit Applicants – Select a Land Use Type:**

Small Scale Residential

Small Scale Trade

Small Scale Mixed Use

Small Scale Services

**Cannabis Applicants – Select a Land Use Type:**

Cannabis Retailer

Growing Operation

Manufacturer

**Applicants must provide the following:** Planning & Zoning Staff will check off on submitted documents below.

**Site Plan** (must include):

- a. \_\_\_\_\_ Lot dimensions, easements, Ingress/Egress and size of the property.
- b. \_\_\_\_\_ Size, dimension and location of all existing and proposed structures include distances from lot lines, between structures, and from waterways.
- c. \_\_\_\_\_ Square footage of areas to be used to conduct this proposed land use activity.
- d. \_\_\_\_\_ Show parking spaces, vehicular access, lighting, landscaping, trash storage area etc.
- e. \_\_\_\_\_ Location of the well & septic system.
- f. \_\_\_\_\_ Location, size, and height of any proposed signs.
- g. \_\_\_\_\_ Location of any Critical Management Overlay districts
- h. \_\_\_\_\_ Flood Zone

**Narrative** (must include):

- a. \_\_\_\_\_ Business Name
- b. \_\_\_\_\_ Detailed description of proposed use
- c. \_\_\_\_\_ Hours of Operation
- d. \_\_\_\_\_ Number of Employees
- e. \_\_\_\_\_ Location
- f. \_\_\_\_\_ Estimate amount of traffic to be generated

Website:

[www.rio-arriba.org](http://www.rio-arriba.org)

1122 Industrial Park Rd Espanola, NM 87532 ~ Phone (505) 753-7774 or PO Box 127 Tierra Amarilla, NM 87575 ~ Phone (575) 588-7254

Updated November 19, 2024

- \_\_\_\_\_ Warranty Deed
- \_\_\_\_\_ Proof of Taxes Paid
- \_\_\_\_\_ Survey Plat
- \_\_\_\_\_ Water Availability
- \_\_\_\_\_ NMED Septic Permit
- \_\_\_\_\_ NCSWA Trash Account
- \_\_\_\_\_ Floor Plan

\_\_\_\_\_ **Terrain Management Plan** is required for surface disturbances greater than 3,000 Sq. Ft. It is a plan which addresses grading, drainage, soil remediation and landscaping.

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

\_\_\_\_\_ **Vicinity Map & List of Surrounding Property Owners**, Planning & Zoning staff will supply the applicant with a list of surrounding property owner names and addresses at a 500 foot radius. Planning & Zoning Staff will prepare the legal notice for the applicant to mail to surrounding property owners. A proof of certified mailing receipt is required from the US Post Office for all letters.

**For Cannabis Applicants ONLY, the following is also required:**

- \_\_\_\_\_ Distance from projected site to nearest school, church, rehabilitation center, and daycare facility.
- \_\_\_\_\_ Copy of NM Cannabis License Application
- \_\_\_\_\_ Odor Mitigation
- \_\_\_\_\_ Security Plan
- \_\_\_\_\_ Crop Layout
- \_\_\_\_\_ Buffering
- \_\_\_\_\_ Letter from acequia, mutual domestic water association or State Engineers Office approving the water usage for growing cannabis or producing/manufacturing cannabis related products.

By my signature below, I hereby certify that all required documentation, information, and fees have been submitted to the Rio Arriba County Planning & Zoning Department. Furthermore, I affirm that all information and documentation provided is true and accurate to the best of my knowledge. I also grant authorization for the staff and designees of the Rio Arriba County Planning & Zoning Department to enter the aforementioned property and conduct inspections as necessary for the purposes of processing this application.

Applicant or Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Landowner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Official Use:**

Planning & Zoning Staff Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Planning & Zoning Committee Meeting Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Location: 1122 Industrial Park Rd Espanola NM 87532 OR 149 State Road 162 Tierra Amarilla NM 87575**

# **Conditional/Cannabis 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** must be submitted with the application.

## **Notice of Public Hearing Letter:**

1. 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.
2. 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.
3. 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.

## **Notice of Public Hearing Sign:**

1. 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.
2. The applicant must publish a legal notice in the newspaper of general circulation stating the time, location and date of the public hearing.

## **Planning & Zoning Committee Meeting:**

1. It is recommended that the applicant 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.

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