

Special Exception to the Sign Ordinance

Chapter 156.14

A request for a Special Exception may be applied for by submittal of an application to the Director or his designee, to be processed and submitted for review by the Planning and Zoning Board. A Special Exception may be requested to deviate from certain requirements herein specified for signage including but not limited to area, dimension, height, location, and any other sign characteristics.

- A. Special Exception may be granted by the Planning and Zoning Board if the Board deems a special circumstance exists which warrants the signage requested. The following criteria shall be used in the review and approval of requests:
 1. A literal application of the code would not allow the property to be used at its highest and best use as zoned.
 2. The granting of the requested exception would not be materially detrimental to the property owners in the vicinity.
 3. Conditions exist which are unique to the property or type and size of development, which would cause hardship under a literal interpretation of the sign code.
 4. The granting of the Special Exception is in the best interest of the public at large and would not be contrary to the general objectives of the sign code and adopted land use plans; and
 5. A signage shall be located on private property and shall adhere to ordinance specifications as it pertains to the clear sight triangle.
- B. The Planning and Zoning Board may attach any additional requirements necessary to maintain the intent and purpose of the sign ordinance, in the interest of the public.
- C. An application for Special Exception shall be scheduled for review by the Planning and Zoning Board within thirty days of receipt of the application and payment of the application fees as per Appendix D.
- D. Notice shall be given to all property owners within 100 feet of the proposed sign location via certified letter no less than fifteen days prior to the scheduled hearing date.



City of Rio Rancho

Development Services

3200 Civic Center Circle NE, 1st Floor

Rio Rancho, NM 87144

(505) 891-5005 Fax: (505) 896-8994

Special Exception to the Sign Ordinance Application

Applicant

Fee \$266.00

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Phone (Other): _____

Business

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Phone (Other): _____

Legal Description

Subdivision/Unit: _____ Block: _____ Lot: _____

Reason for Special Exception

Attach completed sign permit application and fifteen (15) copies of the proposed sign, square footage, and location. Use additional sheets if necessary and attach any additional sketches or information to support your need for a special exception.

Name (printed) _____ Date _____

Signature _____

For Office Use Only

Received by: _____ Date: _____

Received by: _____ Date: _____

Receipt No: _____

Action taken by the P&Z Committee: Approved Disapproved

Comments: _____
