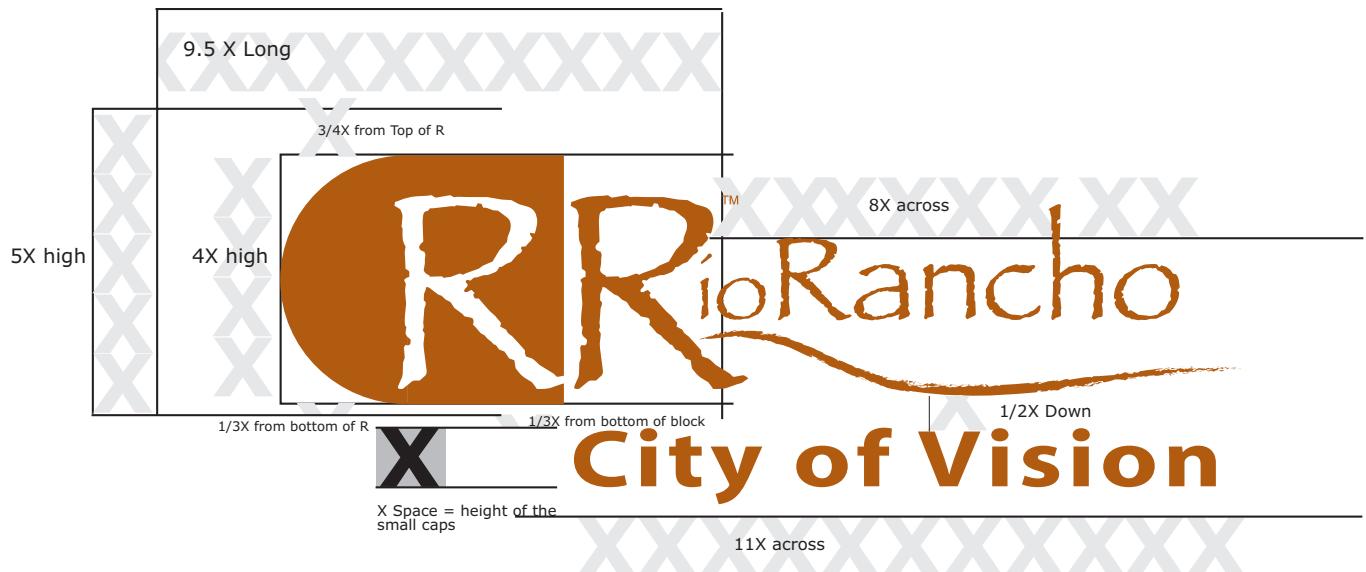
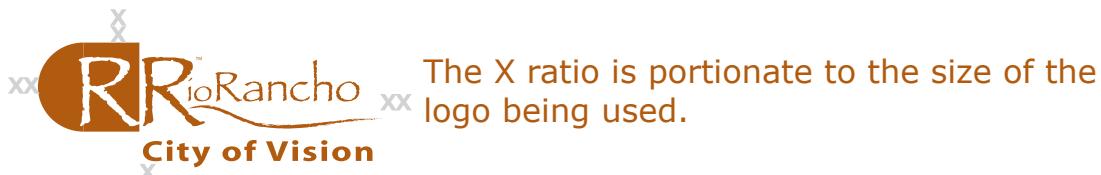


The Logo and Motto



This logo represent the break down of the elements.

When using the logo please allow 2X space on all sides between logo and any text.
(exception is an address)



Please keep the logo PORTIONED and scale it PORTIONED when changing size. This can be done by holding down the shift key while re-sizing with the mouse. Do NOT make the logo fit the space. *Do not use just part of the logo. (*There are all allowance for this in certain instances see pg.7.)

Please do not use the logo on different background colors. Please refer to page 7 for logo use on different colored surface. Do not use the logo over patterned surfaces.



Logo Colors



The color for the logo is PMS 160.
The 4-color process breakdown is
0/60/100/18.5.
Do not use the logo in different colors.



Logo usage for Black and White



Color on top of Black



Logo usage on a colored background. It must contain the white background oval or the square white box please refer to the X space on the previous page between the logo and the edge of the solid color for the white boundary.



Logo usage on a colored background. It must contain the white background oval or the square white box please refer to the X space on the previous page between the logo and the edge of the solid color for the white boundary.

Logo Usage on print formats



The official stationery set of the City of Rio Rancho is comprised of letterhead, business card, fax correspondence and #10 envelope.



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Fonts

The official Font for the City of Rio Rancho is Verdana. The reason Verdana was chosen is because it is available on a wide range of platforms and mediums. It was important to choose a font that not only related to printed material but to the internet as well. Most browsers support Verdana and almost every computer has it loaded. (If you need the font Verdana please contact the City of Rio Rancho IT department.)

Verdana will be used in all printed, faxed, stationery and web materials.

Please see the following standards for correct sizes.

Verdana 10 pt. text over 12 pt. leading.

Verdana 12 pt. text over 14 pt. leading.

Letterhead standards on 8.5" x 11".

		Margin 1.5"	Margin 3.25" (approximately)
Margin 1" 1 return Name Address City, State Zip	Return Address		All address and body text is Verdana 10 pt. type with 12 pt. leading. This may be altered to 12 pt., over 14 pt. leading if so desired.
1 return Date	Date		
1 return TO Address City, State Zip	Inside Address		
2 returns Company:	Salutation		
Indent of .138" 1 return Putat lortion vel erat, vel ea feui bla commole sequis accum nim irit, cor ilisi. Acil iure commod exerat landre veliquat at, velendiamet aut aci bla facinci blaorem ilis atem do- ludem exero od mod deliquisit, sed etum dit amet dio od tinis augue feuguer sisis ad tat acilis atuercilis aliquat.		Margin .5"	
Indent of .138" 1 return Na corporo diat adip etum nullaore ver sim illan henisl dolut lummy nullum venibh ex eu faccums andrem delis ex eugait ip etum iril il nullaore dolore venibh essequat do od tie commy num velenim numsan hendre diamet am, quamcon sequip ex eros diat la consed tie tie modiam num quis. er susto consent in utat dolore consequisim vel ea feumsan eu facip et eu faccumsan utat. Lobor adignim iriliqui te tat veliquam iriusto commy nim ipisl eum eugue commy nisciduipis atuer inim voloreet, volorem dolor si.			
Indent of .138" 1 return Ibh eros ea ametumm oloreet dolorpero odo odolore facillu ptating eum irit iure feuis nostin ut diam quat adit dit iuscipit alis nulputat venim vel do eugait enisl ipsuscip exero erostrud tie tatum ipis dolorpe rostisci blandrero od magna con ut nullaorem iuscincin henit aliscilit am ver in velessim velenidigna feui			
3 returns Sincerely,	Closing		
<i>Signature</i>	Signature		
Name Enc: 2	Typed Name Abbreviation		
		Margin .625"	
City of Rio Rancho • 3900 Southern Blvd. • Rio Rancho, NM 87124 • (505) 891-5000			

Memo/Fax standards on 8.5" x 11".



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Margin 1" **TO**
Title
Division
Fax Number
Number of Pages included in this Fax

Margin 3.5"
(approximately)

All address and body text is Verdana 10 pt. type with 12 pt. leading. This may be altered to 12 pt. over 14 pt. leading if so desired.

2 returns

From:

Name

Title

Telephone Number

Fax Number

email address

2 returns

Putat lortion vel erat, vel ea feui bla commole sequis accum nim irit, cor ilisi. **Margin .5"**
Acil iure commod exerat landre veliquat, velendiamet aut aci bla facinci blaorem ilis atem do-
litem exero od mod deliquisit, sed etum dit amet dio od tinis augue feuguer sisis ad tat acilis
atuerclis aliquat.

Indent of 138" Ibh eros ea ametumm oloreet dolorpero odo odolore facillu ptating eum irit iure feuis nostin ut diam quat adit dit iuscipit alis nulputat venim vel do eugait enisl ipsuscip exero erostrud tie tatum ipis dolorpe rostisci blandrero od magna con ut nullaorem iuscincin henit aliscilit am ver in velessim velenim velendigna feui

1 return

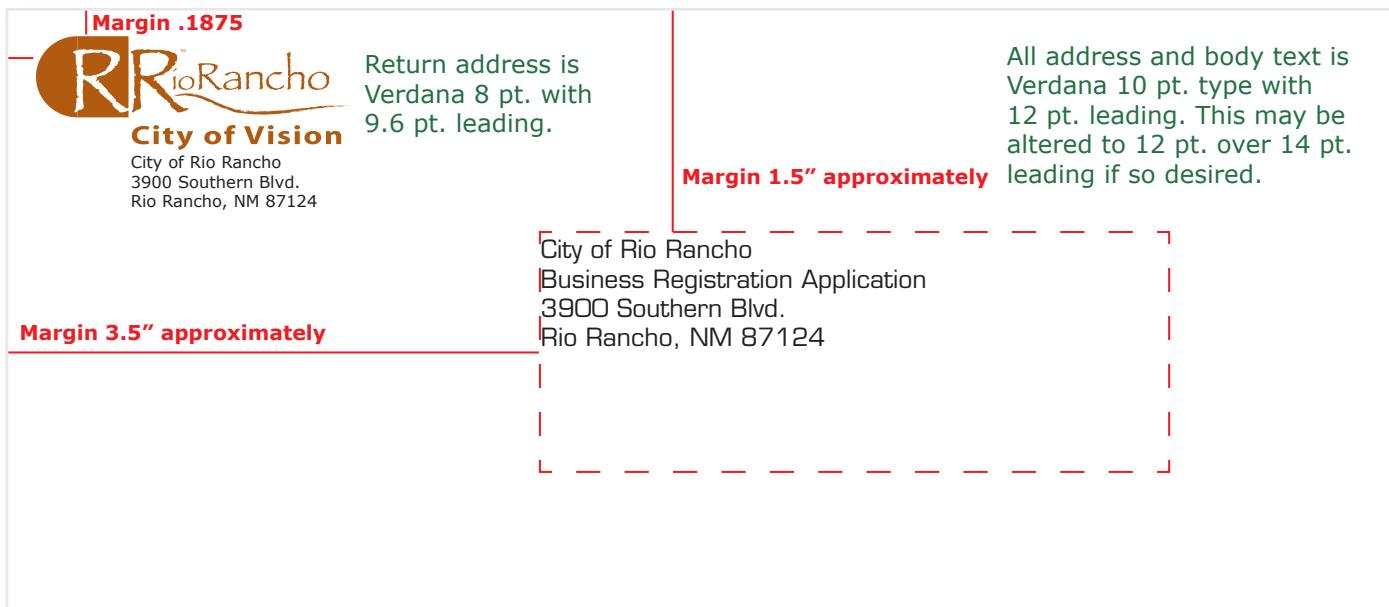
|Sincerely,

3 returns

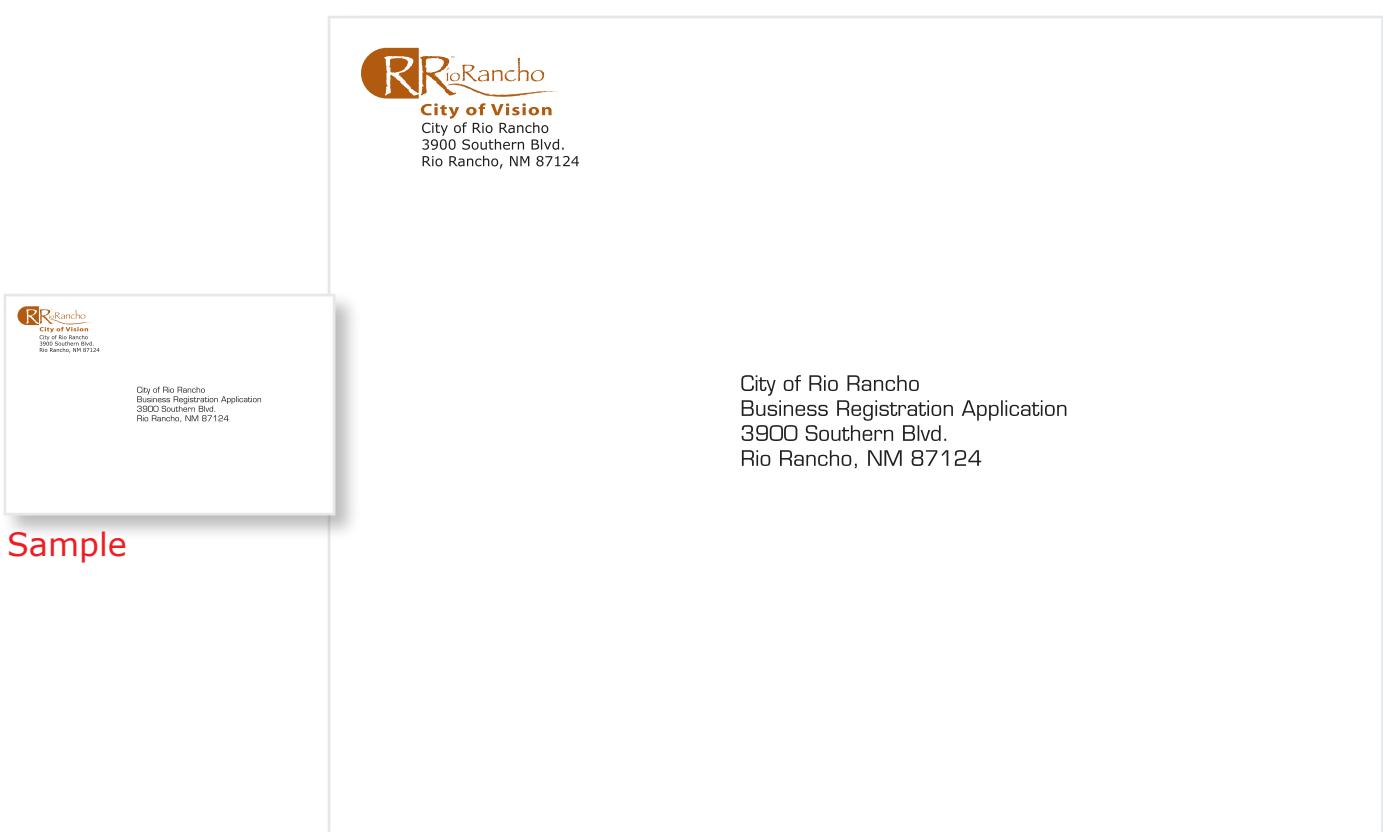
Signature

Name _____

Envelope standards



In the event a logo is in use on a larger or smaller mailing envelope the logo is always in the upper left hand corner with return address following. Please use the x-spacing guides on page 5 for placement from the edge of a mailing envelope. (Note the exception to the 2X spacing is in effect for an address following the logo then it is only 1X.)

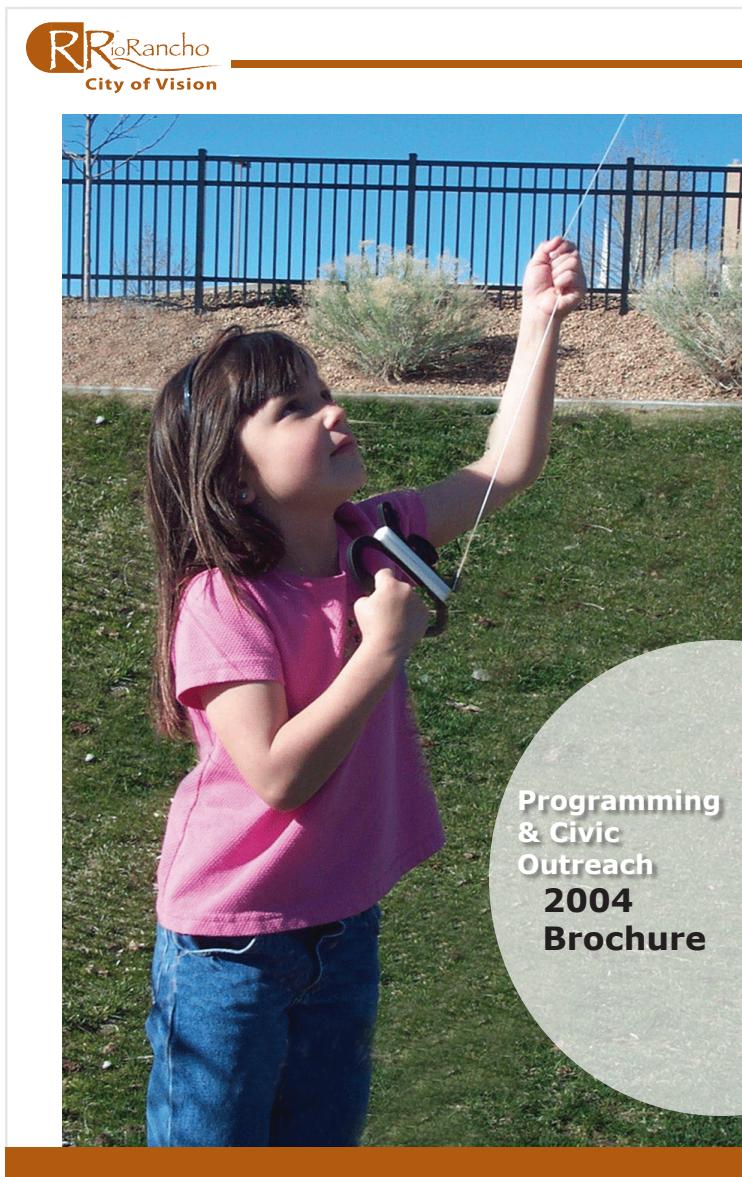


Sample

Sample

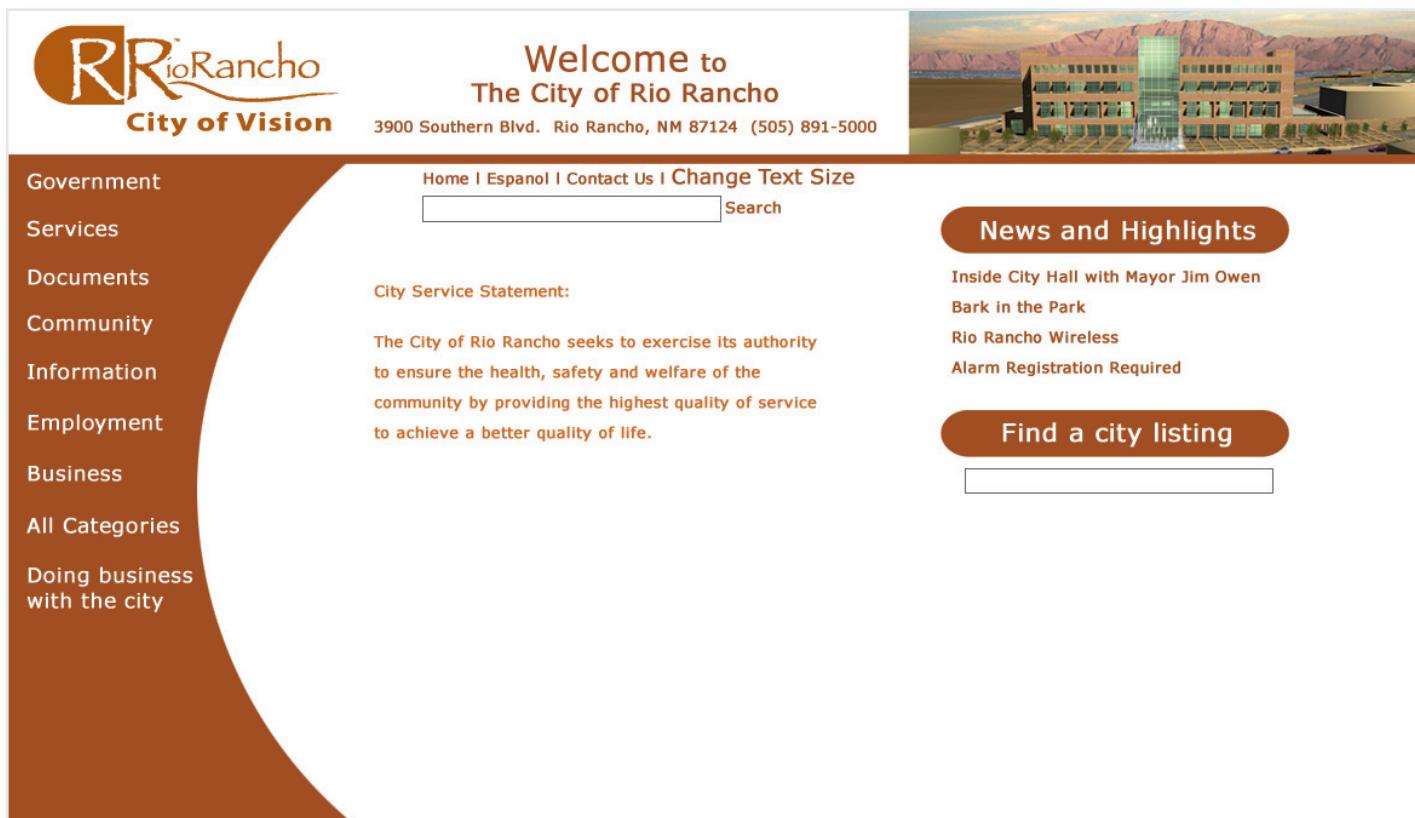
Publication standards

All publications should use Verdana Regular 10 pt. over 12 pt. leading for body text. Logo placement should always be in the upper right hand corner.



Web site standards

All web sites should use Verdana this is a standard internet font. Logo placement should always be in the upper right hand corner. If you are creating a web page please contact the city web administrator for the template.



RRioRancho
City of Vision

Welcome to
The City of Rio Rancho
3900 Southern Blvd. Rio Rancho, NM 87124 (505) 891-5000

Government Services Documents Community Information Employment Business All Categories Doing business with the city

Home | Espanol | Contact Us | Change Text Size Search

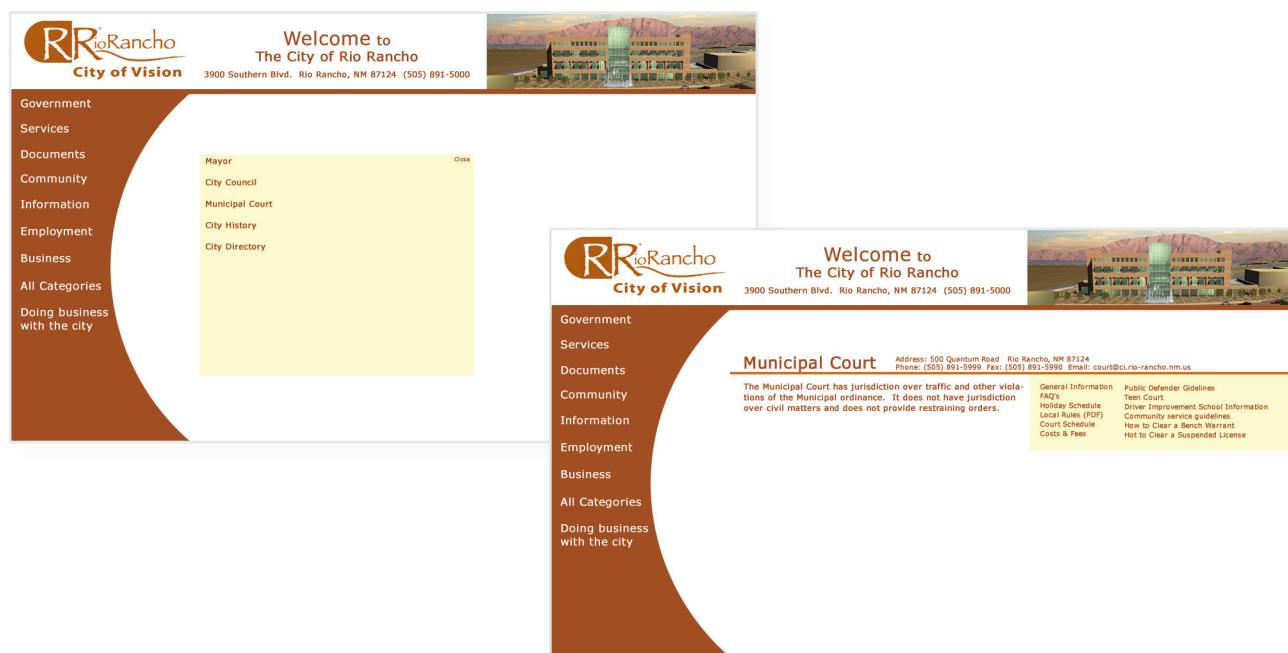
City Service Statement:

The City of Rio Rancho seeks to exercise its authority to ensure the health, safety and welfare of the community by providing the highest quality of service to achieve a better quality of life.

News and Highlights

Inside City Hall with Mayor Jim Owen
Bark in the Park
Rio Rancho Wireless
Alarm Registration Required

Find a city listing



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Mayor
City Council
Municipal Court
City History
City Directory

Close

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Municipal Court

The Municipal Court has jurisdiction over traffic and other violations of the Municipal ordinance. It does not have jurisdiction over civil matters and does not provide restraining orders.

Address: 500 Quantum Road Rio Rancho, NM 87124
Phone: (505) 891-5999 Fax: (505) 891-5990 Email: court@ci.rio-rancho.nm.us

General Information
FAQs
Court Holiday Schedule
Local Rules (PDF)
Court Schedule
Costs & Fees

Public Defender Guidelines
Teen Court
Drug Court
Community School Information
Community service guidelines
How to Clear a Bench Warrant
How to Clear a Suspended License

Invoice standards



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Logo in the upper left hand corner with return address.



Business Registration Application

Office of the City Clerk
P.O. 44999
Rio Rancho, NM 87174
(505) 891-5004
(505) 896-8707

1. Type of Application: Business Registration

2. Application Status: New Non-Profit Home Occupation

3. Business Name: _____ Business Telephone: (505) _____
 Physical Location _____
 City: _____ State: _____ Zip Code: _____
 Mailing Address: (if different than above) _____
 City: _____ State: _____ Zip Code: _____
 Home Telephone: () _____

4. New Mexico CRS Number:

5. Primary type of business in Rio Rancho (check one) Construction Retail Trade Service Manufacturing
 Wholesale Trade Finance, Insurance & Real Estate

6. Nature of business: _____

7. List Owners, Partners, Corporate Officers or Shareholders Corporation Name: _____ (if applicable)

Name & Title	Address/City/State/Zip Code	<i>Optional - SS No. or DOB</i>

8. Does Business nature require the handling of hazardous, toxic or radioactive materials: Yes No
If yes, see number 9 under "application instructions" on reverse side of this form

9. Have you complied with the Rio Rancho Uniform Fire Code -fire inspection? Yes No
If yes, attach copy of fire inspection

10. Does business require permit(s) from the State of New Mexico Environment Department or Federal Environmental Protection Agency? Yes No *If yes, attach copy of the permit(s)*

11. Does business require a contractor's license Yes No Contractor's License # _____
 Expiration Date: _____ *If yes, attach copy of the license*

12. Does business nature require any other license other than those listed above? Yes No *If yes, please list and attach*

I affirm that the above information is true and correct.
 Signature _____ | Title: _____ | Date: _____

For Office Use Only:

Legal Description of Zoning	Current Zoning	Zoning Approval:	Home Occupation Permit <input type="checkbox"/> Yes <input type="checkbox"/> No	Conditional Use Permit <input type="checkbox"/> Yes <input type="checkbox"/> No
			Fire Inspection <input type="checkbox"/> Yes <input type="checkbox"/> No	Certificate of Occupancy <input type="checkbox"/> Yes <input type="checkbox"/> No
			Other Applicable Permits <input type="checkbox"/> Yes <input type="checkbox"/> No	
Comments				
City Development Department: _____ Date: _____				
Office of the City Clerk: _____ Date: _____				
Receipt No.: _____	Classification Code: _____	City Registration # _____		

Buildings



The logo should be present on buildings and signs directly over the main entry if possible. When possible the logo should be sandblasted or engraved into the building.



Vehicles

The logo should be present on city vehicles on the door panels only. If a door panel is not available please use a side panel where there is no existing marking.



Identity materials



Sample



Sample



Sample



Sample



Sample



Sample



Sample