



Santa Fe County Building & Development Services

Manufactured Home Placement Checklist

- Aamodt Settlement Area (Adjudication information may be obtained from the Office of the State Engineers)
- Pueblo/Tribal land (Grant of easement from pueblo must be provided upon submittal)

Forms in the packet to be completed

- Santa Fe County Development Application (filled out and signed)
- Multi-Purpose State Building Application (filled out and signed)
- Hot Water Re-circulation Plan (filled out and signed)
- Public Works Department Access Permit Application form (If Accessing County Road)

Documents applicant to provide (available in the building)

- Recorded Warranty Deed (Available in Santa Fe County Clerk's Office)
- Approved Survey Plat Pre 1981 or signed off by Land Use Administrator (Available in Santa Fe County Clerk's Office) - Public Notice Plats will not be accepted.
- Proof of Taxes Paid (Available in Santa Fe County Treasurers Office) Tax Bills Will Not Be Accepted
- 2 Copies shared well agreement (If Utilizing a Shared Well).
- Water Restriction Covenants 2 Copies (Refer to Approved Survey Plat for Book & Page Number of Water Restrictions) **If Property Has Water Restrictions**
- Approved Emergency 911 Assigned Address Form (Rural Addressing Department)

Documents applicant to provide

- Approved Septic Permit (State Environment Department # 827-1840).
- Well Permit (State Engineers Office # 827-6175).
- Proof of Sewer (If on community sewer system letter from entity on letter head).

DEVELOPMENT PERMIT PROCESS*

1. Meet with County staff to go over checklists & identify Specific Code Requirements.

2. Submit all required checklist documents & staff will verify completeness.

3. Staff reviews application & distributes to outside reviewing agencies (Fire, Utilities, Public Works & other agencies as needed). Staff also conducts a site visit.

4. Once reviews are complete, staff may provide applicant comments & revisions (redlines) to meet code requirements. The applicant reviews comments & revisions, makes needed changes & resubmits plans.

5. If application meets code requirements, a Development Permit is issued. The applicant then delivers approved, sealed plans to the NM Construction Industry Division (CID) for building permit.





- Proof of Water (If on community water system letter from entity on letter head or if utilizing City Sewer and City Water need to provide approved Certificates.)

Plans applicant to provide
4 copies 11"x17" to scale

- Site Plan
(Birds eye-view of what is on the property including all existing & proposed structures, required setbacks, well, septic, driveway length & width).
- Provide setback as per Table 7-A of the SLDC
- Vicinity Map + Written Directions to the site
- Floor Plan
- Foundation Plan (stamped by a professional engineer)
- Water harvesting plan less than 2,500 sq. ft. shall install rain barrels, cisterns, or other water catchment basins to capture 85% of roofed area.
(Show on Site Plan)
- Fire Sprinkler Plan (if applicable).

Helpful Hints

- ✓ Provide the properties gate code on the development application so our code enforcement officers can access the property.
 - ✓ Please let our office know if you have loose dogs in your yard prior to inspection.
 - ✓ Read the plat notes on your approved survey to check if you need fire sprinklers.
 - ✓ Driveway should be dimensioned on site plan. (length, width, turnaround)
 - ✓ **Road must be a minimum of 18' wide. Driveway must be a minimum of 14' wide. If your road or driveway does not meet these standards please contact us at 505-986-6225. (fire department will not approve otherwise)**
-

-  Forms included in packet
-  Documents available at Santa Fe County
-  Documents applicant to provide
-  Plans applicant to provide

Notes

Notes

SLDC Regulations

Zoning _____

Community Overlay District

Density _____

Maximum height _____

Accessory Dwelling Unit _____

Setback front property line _____

Setback side & rear property line _____

Flood zone setback _____

- Important Phone Numbers
- Santa Fe County Land Use, 102 Grant Ave, 505-986-6225
<http://www.santafecountynm.gov>
 - State Engineers Office, 407 Galisteo (Bataan Memorial Building) 505-827-6175
 - State Environment Department
2540 Camino Edward Ortiz, 505-827-1840
 - Santa Fe County Fire Prevention
4 Fire Place, 505-995-6523
 - Construction Industries Division (CID)
2550 Cerrillos Road, 505-476-4700
 - Santa Fe County Utilities, 505-992-9870



**BUILDING AND DEVELOPMENT SERVICES AND
SANTA FE COUNTY FIRE PREVENTION DIVISION
DEVELOPMENT PERMIT APPLICATION**



Applicant Name: (Present &/or Former Names) _____ **Development Permit Number** _____ **Project Manager/Type/Date Received** _____

Development Fees Paid Y N **Amount:** _____ **Fire Impact Fee Paid** Y N **Amount:** _____ **Total Fees Paid:** _____
(Additional Fire Inspections will be charged a minimum \$25.00 fee)

For official use only

Type of Development Permit:

(Indicate all that apply)

Site Dev. Plan Conceptual Plan Conceptual Use Residential Bldg. Plan Commercial Bldg. Plan Accessory Structure Driveway

Lot Line Adj. Summary Rev Sub. Major Sub. Minor Sub. Com. Sub. Sprinkler/Alarm Mobile Home Solar Other _____

Wildland Hazard Rating: Moderate High Very High Extreme N/A **Fire District** _____

Fire Protection Water Source: Fire Hydrant Draft Hydrant Pond Other _____ **Driveway length:** _____ **Width:** _____

PROPERTY OWNER INFORMATION: **First Name:** _____ **Last Name:** _____

Mailing Address: _____ **Zip:** _____

Rural address of Project: _____ **Zip:** _____

Written Directions to Project Site: _____

_____ **Gate Code** _____

Cell Phone: _____ **Home Phone:** _____ **Email address** _____

Contractor / Company Name: _____ **Address:** _____

Cell Phone: (____) _____ - _____ **Work Phone** (____) _____ - _____ **Contractor's License #** _____

PROJECT DESCRIPTION: _____

Section: _____ **Township:** _____ **Range:** _____ **Commission District** _____ **Parcel ID:** _____

UPC Number: _____ **Plat Book:** _____ **Page:** _____ **Date Recorded:** _____

Warranty Deed Instrument #: _____ **Date Recorded:** _____ **Subdivision Name:** _____

Acreage: _____ **Estimated Completion Date:** _____ **Valuation:** _____

Proposed Number of Dwellings Onsite: _____ **Existing:** _____ **Total:** _____

Proposed Number of Lots Onsite: _____ **Existing:** _____ **Total:** _____

Proposed Roofed Area Sq. Ft.: _____ **Existing Roofed Area Sq. Ft.:** _____ **Total Roofed Area Sq. Ft.:** _____

Lot Number: _____ **Phase:** _____ **Affordable Unit:** Yes No **All Weather Access:** Yes No* (*Access improvements required)

County Road: Yes* No (Access Permit DPW required) **Legal Access:** Yes No

FEMA 100-year floodplain: Yes* No **Zone** _____ **Panel Number:** _____ **D** (*Floodplain Dev. Permit required)

NMED Septic Permit: Yes No **Community Sewer System** Yes No **Water Restrictions:** Yes* No **Book** _____ **Page** _____

Shared Well: Yes* No *Share Agreement Inst. # _____ **Well Meter Reading:** _____

Well Permit # _____ **Well Meter Serial Number:** _____ **Meter Type** _____ **Unit of Measure:** _____

Community Water System: Yes* No (* Water Service Letter Required) **Cistern Required:** Yes No **Rain barrels Required:** Yes No

Proof of Taxes: Yes No (SLDC Zoning): A/R RUR RUR-F RUR-R RES-F RES-E RES-C TC CN CG IL I MU PD

Owner Acknowledgment or Authorized Representative: Signature: _____ **Date:** _____

By signing I acknowledge all information is true and accurate, and I authorize Santa Fe County staff to conduct necessary inspections on my property as related to this permit application. I agree and I understand that the issuance of any subsequent permits does not prevent the Santa Fe County Fire Prevention Division from requiring additional compliance with the provisions of the Santa Fe County Fire Code as adopted by the Board of County Commissioners.

Type of Permit Issued: _____ **Date:** _____

Approved By: _____ **Date:** _____

Redlines Yes No **Inspections Conducted:** Initial Pre-Final Final **Certificate of Completion** Yes No



Multi- Purpose State Building Application

State of New Mexico Regulation and Licensing Department Construction Industries Division

Santa Fe 2550 Cerrillos Rd Santa Fe, NM 87505 Phone: (505) 476 - 4700 Fax: (505) 476 - 4685
 Albuquerque 5500 San Antonio NE Albuquerque, NM 87109 (505) 222 - 9800 (505) 765 - 5670
 Las Cruces 505 S. Main St. Ste. 118 Las Cruces, NM 88004 (575) 524 - 6320 (575) 524 - 6319

Please check the appropriate type for which you are applying for:

- Building Review/Permit (includes electrical / mechanical / plumbing) Trade Review Only
- Residential Commercial Pre-Bid Reroof Electrical Review Mechanical/Plumbing Review

THE FOLLOWING INFORMATION MUST BE PROVIDED

Parcel No. and/or Project Address (must provide a physical address) _____ Nearest City/Town/Village _____ Zip Code _____ County _____

GPS Coordinates _____
 optional _____ X Coordinate _____ Y Coordinate _____

MUST provide written Directions**Property Owner or Homeowner Information:**

First Name _____ Last Name _____ E-mail address: _____

Address No. & Street / PO Box / Rural Route _____ City _____ State _____ Zip Code _____ Phone _____

Contractor Information (must provide proof of contract):

Company Name _____ NM State License # and classification _____

Address No. & Street / PO Box / Rural Route _____ City _____ State _____

Contact Information (Name) _____ Phone _____ E-mail address: _____

Design Professional Information:

Company Name _____ NM State License # _____

Address No. & Street / PO Box / Rural Route _____ City _____ State _____

Contact Information (Name) _____ Phone _____ E-mail address: _____

Type of Construction I II III IV V A B Energy Compliance _____ Climate Zone: _____

Occupancy Group A B E F H I M R S U Prescriptive Trade-off Performance Energy Code Not Applicable

Division 1 2 3 4 5

Square Footage: _____

Valuation / Sign Contract: _____ Fire Sprinklers Apply Y / N LP gas Appliance Apply Y / N

APPLICANT MUST READ AND SIGN THE FOLLOWING: I hereby acknowledge by my signature below that I have read this application and state that the above is correct. I agree to comply with the requirements for the New Mexico Building Code. I waive my right to require any inspector to possess a search warrant before they enter the premises to inspect the building covered by this permit. However, I waive this right only on the following conditions: The inspector must be approved by the Construction Industries Division and this inspection must be made at reasonable times for purpose of determining whether the work of building or structure on the premises complies with the New Mexico Building Code. I understand that the issuance of this permit shall not prevent the Construction Industries Division from requiring compliance with the provisions of the New Mexico Building Code.

X _____ Signature _____ Date _____

Officeical Use Only

Date Issued: _____ Processed By: _____ Tracking Number: _____

Received By: _____ Total Fees Due: _____

Walk In Mail E-Mail: _____ Partial Payment: _____

Paid By: _____ Balance Due: _____

Check Money Order Credit Card Purchase Order

PLANNING/ZONING APPROVED BY: _____ Signature _____ Date: _____

FLOOD PLAIN APPROVED BY: _____ Signature _____ Date: _____

GENERAL BUILDING APPROVED BY: _____ Signature _____ Date: _____

UPC/UMC APPROVED BY: _____ Signature _____ Date: _____

NEC APPROVED BY: _____ Signature _____ Date: _____

Hot Water Re-circulation System
Development Affidavit

I/WE _____, being the owner(s) of tract/lot located in Section _____, Township _____ North, Range _____ East, N.M.P.M., and more commonly listed as having County Rural Address _____, Santa Fe County, New Mexico, being first duly sworn and under oath, do hereby swear or affirm the following:

1. The undersigned are owners of the above referenced lot; and
2. The Warranty Deed submitted with Development Permit Application No. _____, is a true and accurate description of above referenced lot; and
3. As the owner(s), agent(s), or assign(s), agree that the development listed in item No.2 above shall be constructed in accordance with Santa Fe County Code, Ordinance No. Ordinance 2006-03 which requires that the following be included in said development: *(circle one)*
 - i. a hot water re-circulating system with time and temperature controls; **or**
 - ii. on-demand circulations system; **or**
 - iii. centrally located water heaters; **or**
 - iv. point of use water heaters; **or**
 - v. short hot-water line run distances; **or**
 - vi. smaller diameter piping; **or**
 - vii. "instant" hot fixtures; **or**
 - viii. super insulation methods; **or**
 - ix. other device or design approved by the Land Use Administrator
4. Furthermore I/WE agree that this Affidavit will act as a codicil to the Warranty Deed associated with all conveyances and documents if the property is transferred in the future.

Owner's Signature

Owner's Signature

The foregoing instrument was acknowledged before me by the person(s) whose name(s) appear above, on this _____ day of _____, 201_____

Notary Public

My Commission Expires



Santa Fe County Public Works Department

APPLICATION FOR PERMIT TO CONSTRUCT / MODIFY DRIVEWAY ACCESS
ON COUNTY RIGHT OF WAY

Application No. _____

Application is hereby made by _____

(Name of Applicant)

(Business Address)

This application is made for permission to construct driveway(s)/Access onto the following county maintained road in accordance with attached plan or sketch:

(Address of Construction Site)

- Construct New
- Reconstruct
- Modify
- Close Off
- 25 FT. Asphalt Apron
(Paved County Right-Way Residential)
- 50 Ft. Asphalt Apron
(Paved County Right-Way Non-Residential / Multi-Use)

The work is to commence on _____ (Date)

And will require approximately _____ days to complete.

*If this access permit is granted, we further agree to comply with all conditions, restrictions, and regulations of the Santa Fe County Sustainable Land Development Code.

I hereby certify the above statements to be true and correct:

Applicant: _____

By: _____

Title: _____

Date: _____ Phone # _____

Permit Granted ___ Denied ___

On this ___ Day of _____, 20___

Permit No. _____

By: _____

Santa Fe County Public Works Department

**APPLICATION FOR PERMIT TO CONSTRUCT / MODIFY DRIVEWAY ACCESS
ON COUNTY RIGHT OF WAY**

Permit Granted ___ Denied ___

On this ___ Day of _____, 20___

Permit No. _____

By: _____



Fire Prevention Division

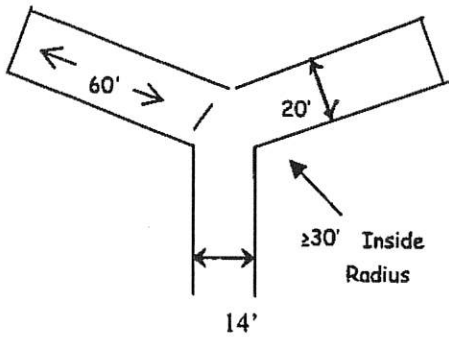
Fire Apparatus Access Driveway Turnarounds and Turnouts Single Residential Lot

Fire apparatus access driveways shall have an approved, all weather driving surface, capable of supporting the imposed load of fire apparatus. Driveways shall be within 150 feet of the furthest portion of the exterior of each structure.

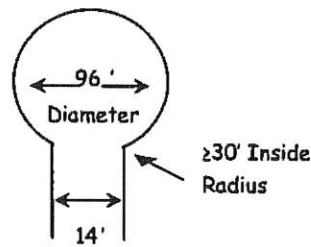
Driveways in excess of 150 feet in length shall be provided with turnarounds. Driveways in excess of 250 feet in length and less than 20 feet in width shall be provided with turnouts in addition to turnarounds.

The following is a list of width and height requirements related to residential driveways, turnarounds and turnouts:

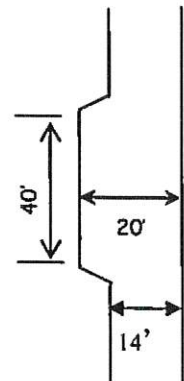
- The minimum unobstructed vertical clearance shall be 13 feet 6 inches
- The maximum slope of the turnaround shall not exceed 10% in grade.
- The minimum driveway width shall not be less than 14 feet.
- Turnarounds shall not be located within 50 feet of any combustible structure.
- The maximum slope of the driveway shall not exceed 15% in grade.



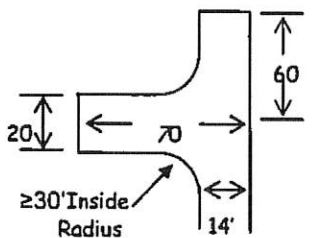
Driveway Y Turn



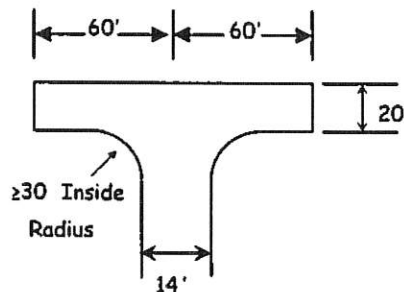
Driveway Cul-de-sac



Driveway Turnout Requirement



Driveway Alternative Hammerhead



Driveway Hammerhead

