



Santa Fe County Building & Development Services Manufactured & Modular Home Placement Checklist

**** Submittals by appointment only ****

- Aamodt Settlement Area (Adjudication information may be obtained from the Office of the State Engineers)
- If the subject property accesses through pueblo or tribal land, please check with staff

Forms in the packet to be completed

- Santa Fe County Development Application (Filled out & signed)
- Hot Water Re-Circulation Plan (Filled out & signed)
- Public Works Department Access Permit Application form (If Accessing County Road)

Documents applicant to provide

- Recorded Warranty Deed (Available in Santa Fe County Clerk's Office) **Letter of consent needed from property owner if leasing or on real estate contract. Phone # 505-986-6280**
- 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. Phone # 505-986-6280
- Proof of Taxes Paid (Available in Santa Fe County Treasurers Office) Tax Bills Will Not Be Accepted Phone # 505-986-6245
- 1 Copy shared well agreement (If Utilizing a Shared Well).
- Water Restriction Covenants 1 Copy (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) Phone # 505-995-2732

Documents applicant to provide

- Approved Septic Application (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. Call the SFC Land Use Office at 505-986-6225 to schedule an appointment to submit permit.



2. Submit all required checklist documents & staff will verify completeness. Incomplete submittals will not be accepted.



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.)

Applicant must provide proof of permit or legal non-conforming status of all existing structures/improvements on property prior to submitting permit.

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).

Plans labeled with studio, casita, or guest house will not be accepted. Survey plats will not be accepted as site plans.

Provide setback as per Table 7-A of the SLDC

Vicinity Map + Written Directions to the site

Floor Plan

Foundation Plan (signed & sealed by a NM 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).

Slope Analysis (If applicable, slope analysis must be provided in the following increments signed & sealed by NM Professional Engineer)

0-15%

15-20%

20-25%

25-30%

30+%

Helpful Hints

- ✓ Provide the properties gate code on the development application so the 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



**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

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 _____, 20____

Notary Public

My Commission Expires



Fire Prevention Division

Fire Apparatus Access Driveway Turnarounds and Turnouts

Single Residential Lot

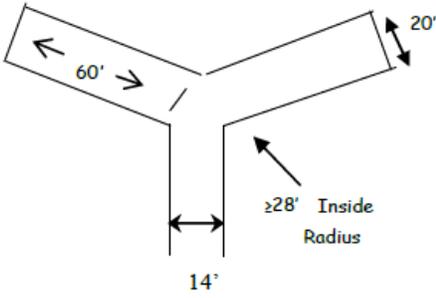
- Fire apparatus access driveways shall have an approved, all weather driving surface, capable of supporting the imposed load of fire apparatus.
- Driveways shall be located within 150'-0" of the furthest portion of the exterior of each structure.
- Dead-end driveways in excess of 150'-0" in length shall be provided with Emergency Vehicle Turnarounds.
- Emergency Vehicle Turnarounds shall not be located within the collapse zone of any existing or proposed structure. The collapse zone is a horizontal distance surrounding any existing or proposed structure equal to the structure maximum height, in feet, multiplied by 1.5.
- Driveways in excess of 250'-0" in length and less than 20'-0" in width **may require** Turnouts in addition to Turnarounds.
- Emergency Vehicle Turnarounds shall remain vacant at all times.

The following is a list of distance, width, and height requirements related to residential Driveways, Emergency Vehicle Turnarounds and Turnouts:

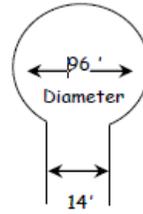
- The minimum driveway width shall be 14'-0", not including ditches.
- The minimum unobstructed vertical clearance shall be 13'-6" across all of any driveway.
- The minimum radius for any inside corner or curve shall be 28'-0".
- The maximum slope of the Turnaround shall not exceed 10% in grade.
- The maximum slope of the driveway shall not exceed 15% in grade.



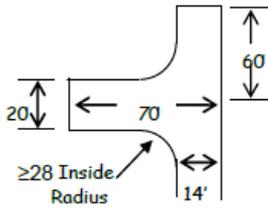
Emergency Vehicle Turnarounds



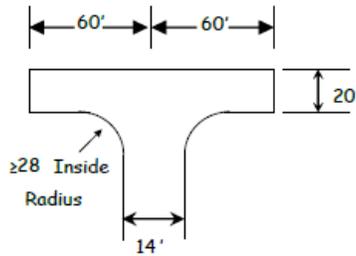
Driveway Y Turn



Driveway Cul-de-sac

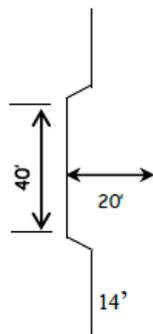


Driveway Alternative Hammerhead



Driveway Hammerhead

Turnout



Driveway Turnout Requirement



REQUEST FOR MANUFACTURED HOUSING PERMIT
ALL FIELDS MUST BE COMPLETED OR REQUEST WILL BE DENIED (PLEASE PRINT)

Company Name:		License No:
Contact No:	Fax No:	
Email Address:		
HOMEOWNERS INSTALLING HOME OR FOUNDATION WILL REQUIRE A TEST (\$50) & DIVISION ACKNOWLEDGEMENT		
Owners Name (Print):		Telephone No.:
Owners Email Address (if applicable):		
Owners Address:		
City :	Zip:	County:
Site Address:		
City :	Zip:	County:
MH Park Name (if applicable):		
Directions to location (Please be specific):		

MOBILE HOME INFORMATION
ALL FIELDS MUST BE COMPLETED

Manufacturer:	Size: ___x___	New ___ Used ___	LP Gas: ___Y___N
Number of Units:	<input type="checkbox"/> Single Wide	<input type="checkbox"/> Double Wide	<input type="checkbox"/> Triple Wide
Serial #(s):	<input type="checkbox"/> Pre HUD Mobile Home (Built prior to 06/15/1976) HUD Label #(s):		
Sold By:	Dealer License No.:		

TYPE OF PERMIT

Prior Plan approval on all Permanent Foundation and Alternative Systems requires a New Mexico Licensed Engineer or Manufacturer Design as required by Manufactured Housing Rules and Regulations 14.12.5.11(s).

<input type="checkbox"/> Installation \$65	<input type="checkbox"/> Permanent Foundation \$65	<input type="checkbox"/> Installation & Foundation \$65			
Alternative System: (Check One)	<input type="checkbox"/> AFS	<input type="checkbox"/> MAGNUM	<input type="checkbox"/> MATTGUARD	<input type="checkbox"/> OLIVER	<input type="checkbox"/> SAC
	<input type="checkbox"/> Vector	<input type="checkbox"/> SURE SAFE	<input type="checkbox"/> Ground Xi2	<input type="checkbox"/> Concrete Xi2	<input type="checkbox"/> Asphalt Xi2
*All Installation/ Installation & Foundation Permits Please specify the license number for the contractor completing the scope of work					
Blocking:	Sewer:	Water:	Electrical :	Gas:	Foundation: Other _____ :
Alteration, Modification, Repairs \$65 (Plan Review Required *): Please check one					
<input type="checkbox"/> Pressure Test	<input type="checkbox"/> Merc Test	<input type="checkbox"/> Roofing*	<input type="checkbox"/> Stucco*	<input type="checkbox"/> Door* Like for Like? ___Y___N	
<input type="checkbox"/> Solar (Roof)*	<input type="checkbox"/> Gas Yard Line	<input type="checkbox"/> Siding*	<input type="checkbox"/> Skirting*	<input type="checkbox"/> Window* Like for Like? ___Y___N	
<input type="checkbox"/> Electrical	<input type="checkbox"/> HVAC	<input type="checkbox"/> Other (Specify):			
Misc. Permits and fees					
<input type="checkbox"/> Refurbishing \$120			<input type="checkbox"/> Additional Inspection \$65		
<input type="checkbox"/> Gas Conversion (Plumbing Only) \$15. Please specify type of work performing					
<input type="checkbox"/> Air pressure for gas line			<input type="checkbox"/> Replacement of Orifices		
Department Use Only					
Check No:		Money Order No:		Amount:	

