



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

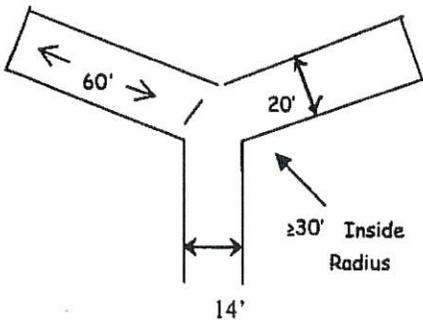
Fire Apparatus Access Driveway Turnarounds and Turnouts Single Residential Lot

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

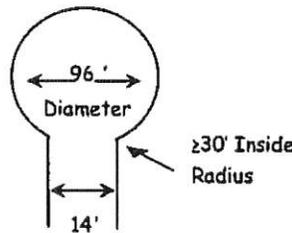
Driveways in excess of 150 feet in length shall be provided with turnarounds. Driveways in excess of 250 feet in length and less than 20 feet in width shall be provided with turnouts in addition to turnarounds.

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

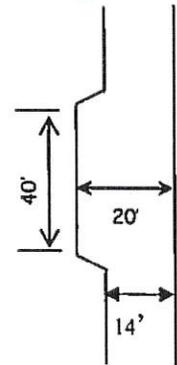
- The minimum unobstructed vertical clearance shall be 13 feet 6 inches
- The maximum slope of the turnaround shall not exceed 10% in grade.
- The minimum driveway width shall not be less than 14 feet.
- Turnarounds shall not be located within 50 feet of any combustible structure.
- The maximum slope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



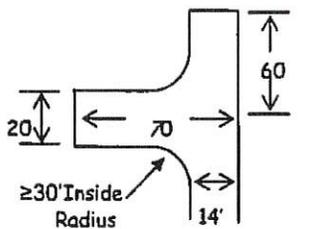
Driveway Y Turn



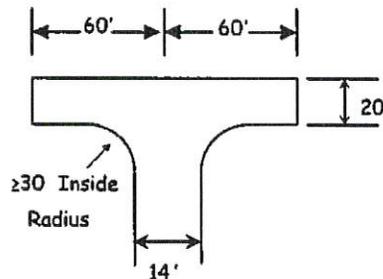
Driveway Cul-de-sac



Driveway Turnout Requirement



Driveway Alternative Hammerhead



Driveway Hammerhead