**BERNALILLO COUNTY**
Planning and Development Services
111 Union Square SE, Suite 100
Albuquerque, NM 87102
(505) 314-0350  Fax: (505) 314-0480
www.beranco.gov

**ZONING**

**MOBILE HOME PARK/ MOBILE HOME PERMIT**

<table>
<thead>
<tr>
<th>OWNER</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address</td>
<td>City</td>
</tr>
<tr>
<td>Zip</td>
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<table>
<thead>
<tr>
<th>APPLICANT</th>
<th>PHONE</th>
</tr>
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<tbody>
<tr>
<td>Mailing Address</td>
<td>City</td>
</tr>
<tr>
<td>Zip</td>
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</tbody>
</table>

**SITE ADDRESS**

**DIRECTIONS**

**LEGAL DESCRIPTION**

<table>
<thead>
<tr>
<th>Map #</th>
<th>Current Zone(s)</th>
<th>Property Size in Acreage</th>
</tr>
</thead>
</table>

**UPC #**

**WARRANTY/DEED DOCUMENT REGISTRATION NUMBER**

**TITLE AND REGISTRATION INFORMATION**

Required * ____________________________ VIN/Registration #

**SCOPE OF WORK**

<table>
<thead>
<tr>
<th>Site/Space #</th>
<th>SQUARE FOOTAGE</th>
</tr>
</thead>
</table>

- NEW
- Replacement

**ZONING**

- Special Use Permit
- MH Site/Space Plan or Typical

**DETAILED INFORMATION**

**NATURAL RESOURCES SERVICES**

If Applicable

- Water
- Wastewater

I hereby acknowledge that I have read this entire application and affirm that all of the provided information is correct. I agree to comply with the requirements of Bernalillo County and the State of New Mexico as outlined in all applicable laws, ordinances and regulations.

________________________________________  ________________  ____________
Printed Name  Signature  Date

Rev 12/18
REQUIREMENTS for a PLACEMENT PERMIT APPLICATION (ZNPH)
MANUFACTURED HOME or MOBILE HOME in a Park/Community

PLEASE MAKE A PRE APPLICATION APPOINTMENT WITH A PLANNER  (505) 314-0350.

APPLICATION CHECKLIST - Please initial each item below.

_____ Owner Authorization, if applicable.

Planning/Zoning Approval  111 Union Square St. SE 3rd floor Albuquerque, NM 87102 Phone: 314-0350

No  Yes

• Approved and compliant Zoning/Planning Permit
• Compatible with approved Special Use Site Plan

Most Mobile Homes in mobile home parks/communities will not require Impact Fees

_____ Site/Space plan, drawn to scale and compatible with approved Special Use Site Plan showing the following:

• Site/Space #
• North Arrow
• All property lines; with dimensions
• All adjacent right-of-ways
• All easements; with dimensions
• Proposed placement of Manufactured Home or Mobile Home
• All structures/buildings
• All setbacks with dimensions
• Location of any existing water well and/or septic system

_____ Natural Resources Services  111 Union Square St. SE 3rd floor Albuquerque, NM 87102 Phone: 314-0310

If applicable

• Copy of Water (ABCWUA) or Well Permit if municipal water is not available; Fees)
• Copy of Wastewater (ABCWUA) or Septic Permit if municipal permit is not available; Fees)

_____ Dimensions. The mobile/manufactured home is ____________ square feet.

_____ Fee. Placement Permit Application fee (calculated per square footage)

Once your application is processed it will move on to a full review. Please call 314-0350 to check on the status of your request. Thank you.
ACKNOWLEDGEMENTS

_____ The mobile/manufactured home will be placed in a manner consistent with the Site Plan and meeting required setback distances. ____________________(applicant signature and date)

_____ I understand that my mobile/manufactured home must be skirted with approved materials and venting for manufactured housing within 180 days from placement on the property. ____________________(applicant signature and date)

_____ I acknowledge that I must follow the procedures of the County Assessor’s Office If I need to request a Tax Release. _____________________ (applicant signature and date)

_____ I acknowledge that I must follow the procedures of the County Treasurer’s Office to retain a Moving Permit. ________________________ (applicant signature and date)

_____ I have reviewed and understand the Requirements for Obtaining a Mobile/Manufactured Home Placement Permit in a Mobile/Manufactured Home Community. ________________________________ (applicant signature and date)

Items below must be completed AFTER Placement Permit request:

Additional department approvals

_____ Gas line inspection and permit. (Manufactured Housing Division does inspection on all gas lines.)

_____ Bernalillo County Electrical permit for the property pedestal (Manufactured Housing Division does inspection from pedestal to home.)

_____ Bernalillo County Plumbing permits for sewer and water yard lines.

_____ Tax Release request (County Assessor’s Office)
   Any of the following documents will be needed when property owners/Agents request a tax release:

   ▪ Copy of the Manufactured Home title
   ▪ Copy of the Manufactured Home Certificate of Registration
   ▪ Manufactured Home Statement of Origen (MSO)
   ▪ VIN Inspection w/ surety bond

_____ Moving permit (County Treasurer’s Office)

_____ Real Property Assessment Process (County Assessor’s Office)
CONTACT INFORMATION

Bernalillo County Public Works Department
2400 Broadway Blvd SE N
Albuquerque New Mexico 87105
Phone: 848-1500

Bernalillo County Natural Resources Services and Review
111 Union Square St. SE 3rd floor
Albuquerque New Mexico 87102
Phone: 314-0310

Albuquerque Bernalillo Water Utility Authority
One Civic Plaza NW, 5th and Marquette
1st Floor
Albuquerque, NM 87102
Phone: 842-WATR (9287)

Manufactured Housing Division
5500 San Antonio Dr. NE
Albuquerque New Mexico 87109
Phone: 505 222-9870

Bernalillo County Assessors
501 Tijeras NW
Albuquerque, New Mexico 87102
Main Phone: 222-3700
Manufactured Home Supervisor
Phone: 505 462-9880
Fax: 505 222-3770
E-mail: rocmartinez@bernco.gov

Bernalillo County Treasurer
One Civic Plaza NW, 5th and Marquette
Basement
Albuquerque, New Mexico 87102
Phone: 468-7031

County Clerks
One Civic Plaza NW
6th Floor in Filling & Recording
Albuquerque, NM 87102
PH- (505) 468-1290
FAX- (505) 768-4190

Website for information on “Home as real property”