ZONING MANUFACTURED HOME PERMIT REQUIREMENTS

1. SITE PLAN (1 COPY) Submit on a minimum size of 8 ½” x 11” paper and include:
   □ A North Arrow
   □ All property lines; widths and dimensions.
   □ All adjacent right-of-way, i.e. street(s).
   □ All easements; with dimensions.
   □ All proposed new structures/ buildings; distinguished from any existing ones with dimensions.
   □ All setbacks with dimensions.
   □ Location of any existing water well and/or septic system.
   □ Indicate entrance to property

2. COPY OF PERMANENT FOUNDATION PERMIT (not required in Zones A-2 or M-H)

3. CERTIFICATION OF ZONE CODE II OR III FROM MANUFACTURER (not required in Zones A-2 or M-H)

4. COPY OF CITY SEWER and/or WATER BILL OR APPLICATION ( IF APPLICABLE)

5. COPY OF WATER WELL and/or SEPTIC PERMIT from ENVIRONMENTAL HEALTH (County issued permits)
   (NOTE: A copy of city sewer/ water bill, water well. Septic permit can be obtained by Environmental Health 3rd Floor 111 Union Square SE)

6. $70.00 + IMPACT FEE

7. APPLICATION INFORMATION
   □ Legal Description
   □ Uniform Property Code (UPC#)
   □ Square Footage
   □ New or Replacement
   □ Mobile/Manufactured or Modular Home

8. PUBLIC WORKS APPORVAL (legal access)

9. ENVIRONMENTAL HEALTH APPROVAL PROCESS:
   • Check for ABCWUA sewer/ water account
   • Check for existing wells on property
   • Check for Wastewater Permit and Well Permit (also check if permits are valid)
   • Check for Wastewater Operator Permit under current owner
   • Check Scope of work (adding a bedroom) for possible upgrade to Wastewater System
   • Check Set-back distances for Wastewater & Wells on properties
   • Check Geographic Area in Kiva ( checks jurisdiction)

10. IMPACT FEE ASSESMENT (if land and housing together are valued at less than $130,000 an affordable housing impact fee waiver can be applied for)
CONTACT INFORMATION

1. BERNALILLO COUNTY PUBLIC WORKS DEPARTMENT
   2400 BROADWAY BLVD. SE BLDG N
   ALBUQUERQUE, NEW MEXICO 87102
   PHONE: 848-1500

2. BERNALILLO COUNTY NATURAL RESOURCE SERVICES REVIEW AND PERMITTING TEAM
   111 UNION SQUARE ST SE 3RD FLOOR
   ALBUQUERQUE, NEW MEXICO 87105
   PHONE: 314-0310

3. CITY OF ALBUQUERQUE WATER & SEWER HOOK-UPS
   600 2ND STREET NW, 1ST FLOOR
   ALBUQUERQUE, NEW MEXICO 87102
   PHONE: 924-3920

4. CONSTRUCTION INDUSTRIES/ MANUFACTURED HOUSING DIVISION
   5200 OAKLAND AVE. NE
   ALBUQUERQUE, NEW MEXICO 87113
   PHONE: 222-9800

Exception: A ZNPH is not required for placement in currently approved Mobile Home Parks.