

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.