

BERNALILLO COUNTY

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



ZONING

MOBILE HOME PARK/ MOBILE HOME PERMIT

OWNER		PHONE
MAILING ADDRESS	CITY	ZIP

APPLICANT		PHONE
MAILING ADDRESS	CITY	ZIP

SITE ADDRESS		
DIRECTIONS		
LEGAL DESCRIPTION		
MAP #	CURRENT ZONE(S)	PROPERTY SIZE IN ACREAGE
UPC #		
WARRANTY/DEED DOCUMENT REGISTRATION NUMBER		
TITLE AND REGISTRATION INFORMATION		Required * _____ VIN/Registration #

SCOPE OF WORK	SITE/SPACE # _____	SQUARE FOOTAGE _____
<input type="checkbox"/> NEW		
<input type="checkbox"/> REPLACEMENT		

ZONING	DETAILED INFORMATION	NATURAL RESOURCES SERVICES <i>If Applicable</i>
<input type="checkbox"/> Special Use Permit _____(CSU# or Other)		<input type="checkbox"/> Water
<input type="checkbox"/> MH Site/Space Plan or Typical		<input type="checkbox"/> 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

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 Origin (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 Filing & Recording
Albuquerque, NM 87102
PH- (505) 468-1290
FAX- (505) 768-4190

Website for information on "Home as real property"
<http://www.bernco.gov/upload/images/assessor/mfghomes.pdf>