

Manufactured or Mobile Home Placement Checklist

The following items on this submittal checklist may be required as part of your application submittal. We recommend that prior to proceeding with this online application, you print this submittal checklist and compile the necessary documents. All documents need to be PDFs. **PLEASE CAREFULLY REVIEW EACH ITEM AND DESCRIPTION TO ENSURE YOU HAVE ALL NECESSARY DOCUMENTS TO UPLOAD.**

MANUFACTURED OR MOBILE HOME PLACEMENT PERMIT APPLICATION FEE (2.65% CHARGE TO BE APPLIED FOR ALL DEBIT/CREDIT CARD TRANSACTIONS AND \$1.95 FLAT FEE FOR E-CHECK TRANSACTIONS FOR ALL ONLINE PAYMENTS):

- **BASE FEE = \$200**
- **FIRE REVIEW FEE = \$25**
- **VALUATION FEE = VARIES ON VALUATION OF PROJECT (NO FEE FOR STRUCTURES 600 SQ. FT. OR LESS)**
- **FIRE IMPACT FEE = \$.275 X PROPOSED ROOF SQ. FT.**
- **ATF (AFTER THE FACT) FEE (1 X BASE FEE) IF PROJECT HAS BEGUN PRIOR TO ISSUANCE/APPROVAL OF DEVELOPMENT PERMIT.**

BASE FEE AND FIRE REVIEW FEE WILL BE DUE AT THE TIME OF SUBMITTAL. PRIOR TO THE ISSUANCE OF YOUR PERMIT, YOU WILL BE SENT AN EMAIL THAT YOUR VALUATION FEE AND FIRE IMPACT FEE IS DUE. THESE FEES ARE DUE PRIOR TO THE ISSUANCE OF YOUR PERMIT. AN ATF FEE WILL BE APPLIED IF DURING SANTA FE COUNTY'S CODE ENFORCEMENT PRE-DEVELOPMENT INSPECTION REVEALS THAT THE PROJECT OR OTHER UNPERMITTED DEVELOPMENT HAS BEGUN PRIOR TO APPROVALS.

AT THE END OF YOUR APPLICATION YOU WILL BE PROMPTED TO MAKE EITHER AN ONLINE OR OFFLINE PAYMENT. IF YOU WISH TO MAKE AN OFFLINE PAYMENT YOU WILL NEED TO PAY IN-PERSON. ALL OFFLINE PAYMENTS MUST BE MADE PRIOR TO THE COMPLETENESS REVIEW OF YOUR APPLICATION SUBMITTAL. PROJECT REVIEW WILL NOT BEGIN UNTIL NECESSARY FEES ARE PAID.

ALL OFFLINE PAYMENTS BY APPOINTMENT ONLY. DO NOT MAIL PAYMENTS!

Call 505-986-6225 to schedule an appointment to have your invoice printed for you to pay at the Treasurer's Office. All Offline payments (check, cashiers check, money order or cash only) to be paid in-person at:

Santa Fe County
240 Grant Ave.
Santa Fe, NM 87501-2061

All check, cashiers check or money order payments must be made payable to:

Santa Fe County

Questions related to this project may be directed to the phone numbers noted below:

505-986-6225	Santa Fe County Land Use
505-827-6175	State Engineers Office (Well Permit)
505-827-1840	State Environment Department (Septic Permit)
505-995-6523	Santa Fe County Fire Prevention
505-476-4700	Construction Industries Division
505-992-9870	Santa Fe County Utilities
505-476-4770	Manufactured Housing Division
505-986-6280	Santa Fe County Clerk's Office (self service portal available online)
505-986-6245	Santa Fe County Treasurer's Office
505-986-6225	GIS Division (Growth Management)

Please note the following color-coded key, which may help in preparation of documents:

Documents available at Santa Fe County

Documents provided by the applicant or applicant's consultant

Information to be Included on Plan Set (but no limited to)

1. **State Manufactured Housing Application** (Filled out & signed) click this link for [Application](#)
2. **Hot Water Re-Circulation Affidavit** (Filled out & signed) click this link for [Affidavit](#)
3. **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 or **Click here for the online Self-Service Portal**
4. **Approved Survey Plat signed off by Land Use Administrator** (Available in Santa Fe County Clerk's Office) or Pre 1981 Survey Plat signed and sealed by NM licensed surveyor. If no Approved Plat or Pre 1981 Survey Plat is available you must provide a chain of title dating back to pre 1981 will be required. Public Notice Plats will not be accepted. Phone # (505) 986-6280 or **Click here for the online Self-Service Portal**
5. **Proof of Taxes Paid** (Available in Santa Fe County Treasurers Office). Tax Bills Will Not Be Accepted Phone # (505) 986-6245
6. **Approved E-911 Assigned Address Form, GS Information Form, and 11x17 PDF Map** (to be combined and uploaded as 1 pdf)
Where: GIS Division
For our GIS Division please contact our front desk at Phone # (505) 986-6225 or contact directly via Email at e911addressing@santafecountynm.gov
7. **Owners Consent or Contract** (If contractor or agent applying for applicant)
8. **Signature Authority for Land Trust or LLC** (if the name on the current deed is a Land Trust or LLC)
Contact permit desk for questions # (505) 986-6225
9. **Santa Fe County Affordable Housing Agreement** (if applicable)
10. **NMIDOT Access Permit** (If proposing a new access or modifying an existing access off of a State Highway or Frontage Road)
11. **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) -or- **Well Permit** (State Engineers Office # 827-6175). If utilizing County Sewer and/or County Water, please provide "willing and able" letter and "conditional service of availability" letter.
12. **1 Copy of shared well agreement** (If Utilizing a Shared Well).
13. **Water Restriction Covenants 1 copy**
(Refer to Approved Survey Plat for Book & Page Number of Water Restrictions) If Property Has Water Restrictions
14. **Water Meter Proof: Water Meter Serial # + 1 picture of Meter + 1 picture Meter Reading**
15. **Proof of Sewer** (If on community sewer system letter from entity on letter head) -or- **Approved Septic Application** (NM Environment Department # 827-1840). The Environment Dep't. must approve modifications to septic systems to accommodate accessory dwelling units. If utilizing County Sewer and/or County Water, please provide "willing and able" letter and "conditional service of availability" letter.
16. **Notice of Violation (NOV)** if issued by Santa Fe County Code Enforcement for this project
- 17.

For the following line items (in Teal) are to be part of your Plan Set and combined as one (1) PDF. Santa Fe County requires the digital pdf file to be created at a sheet size of 11" x 17", 24" x 36" or 30" x 48" and must be to scale. (And to include a graphic scale)

Site Plan (Birds eye-view of what in on the property including all existing & proposed structures, setbacks, well, septic, 600 cubic foot retention pond [per Chapter 7, Section 7.17, Subsection 7.17.5.2.7], driveway w/ length and width).

- Entire lot/parcel is to be shown.
 - All structures to be labeled as Proposed or Existing.
 - Plans labeled with studio, casita, or guest house will not be accepted.
 - Survey plats will not be accepted as site plans.
 - Computer generated plans shall not have hand written notes or changes.
18. **Water Harvesting Plan shown on Site Plan**
 - Heated floor area of 2,500 sq. ft. or less = Required rain Barrels, Cisterns, or other water catchment system including passive water harvesting and infiltration techniques, berms, swales, and tree wells to capture rainwater.
 - Heated floor area greater than 2,500 sq. ft. = Cisterns required. Cisterns shall be buried or partially buried and insulated. The cistern shall be connected to a pump and a drip irrigation system to serve landscaped areas (System to be calculated to size 85% of total roofed sq. ft. x 1.15 gallons = Cistern size).
 19. **Grading & Drainage Plan** - signed and sealed by a NM professional engineer showing pond location and drainage calculations (if applicable, typically required on sites with terrain and/or drainage issues)
 20. **Slope Analysis** (if applicable only! NOT ALL sites will require this)
 21. **Floor Plan** (dimensioned and noted)

22. **Exterior Elevations** (*showing dimensions, natural grade, finished floor, & final cut grade*)
23. **Foundation Plan** (*if on a permanent foundation*) *signed and sealed by a NM Professional Engineer*
24. **Fire Sprinkler Plan** (*if applicable or indicated on approved plat*)