

## MANUFACTURED HOME APPLICATION PACKET

Los Alamos County Community Development Department  
1000 Central Ave, Suite 150, Los Alamos NM 87544  
(505) 662-8120

**Dear Owner\Applicant:**

Thank you for your interest in obtaining a placement permit for placement of a Manufactured Home in Los Alamos County. This permit is only meant to indicate compliance with the Los Alamos County zoning code. Please check with the State of New Mexico Construction Industries Division at (505) 476-4700 for any other required state permits.

According to the New Mexico Statutes Annotated 1978 section 60-14-2M, a "Manufactured Home" means a movable or portable housing structure over thirty-two feet in length or over eight feet in width constructed to be towed on its own chassis and designed to be installed with or without a permanent foundation, for human occupancy as a residence, and which may include one or more components that can be retracted for towing purposes and subsequently expanded for additional capacity; or may be two or more units separately towable but designed to be joined into one integral units. Manufactured Homes are built to standards developed by the United States Department of Housing & Urban Development (HUD).

"Manufactured Home" does not include recreational vehicles or modular or pre-manufactured homes, built to Uniform Building Code standards, designed to be permanently affixed to real property. "Manufactured Home" includes any movable or portable housing structure over twelve feet in width and forty feet in length which is used for nonresidential purposes

**To apply for a placement permit for a manufactured home you will need to provide 2-copies of the following information:**

- Los Alamos County permit application.
- Signed and Notarized Owner's Affidavit or a copy of your signed contract.
- Site plan to scale with the following information included on it:
  - Location of proposed and existing structures (labeled as such), showing distances to property line and required setbacks.
  - Location of proposed and existing (labeled as such) utility lines, mains, and meters from property line to the proposed structure.
  - **Provide the NM One Call work order number on the site plan.** (Existing gas and underground electric service lines need to be located by NM One Call at 1-800-321-2537 prior to submittal of this application on all lots with existing utilities).
  - Show and dimension existing and proposed easements. (Utility and drainage).
- Please contact the Los Alamos County Traffic Division for Traffic Impedance Permit information to move your Manufactured Home to its new location. The contact number is 662-8396. Include a copy of the **approved** Traffic Impedance Permit with your placement permit application paperwork with this application.

**Please include the \$25.00 fee.**

# LOS ALAMOS COUNTY MANUFACTURED HOME PLACEMENT PERMIT APPLICATION

<b>PLEASE CHECK ONE:</b> RESIDENTIAL _____ COMMERCIAL _____	NAME OF SUBDIVISION _____ LOT/TRACT _____
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PROJECT ADDRESS: \_\_\_\_\_ OWNER / PERMITEE: \_\_\_\_\_

OWNER ADDRESS: \_\_\_\_\_ OWNER PHONE: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

CONTRACTOR ADDRESS: \_\_\_\_\_

STATE LICENSE NO. AND TYPE: \_\_\_\_\_ LOS ALAMOS BUSINESS LICENSE NO. \_\_\_\_\_

ARCHITECT AND LICENSE NO. (If applicable) \_\_\_\_\_ PHONE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

**DESCRIPTION OF WORK TO BE PERFORMED:**

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LOT SIZE: \_\_\_\_\_ LOT COVERAGE (%): \_\_\_\_\_

HEIGHT (*measured from final grade to peak of roof or fence*) \_\_\_\_\_

I hereby acknowledge that I have read the application and state that the above is correct and agree not to start this project until this application is approved. I will post the placement permit at the job site where it can be seen from the street until the project is completed and finalized by the County, as shown by an approved final inspection signature on permit card. It is my responsibility to find out what inspections are required, and to call the County 24 hours in advance for any inspection.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: OWNER: \_\_\_\_\_ CONTRACTOR: \_\_\_\_\_ ARCHITECT: \_\_\_\_\_ OTHER \_\_\_\_\_

**THIS PERMIT IS NON-TRANSFERABLE**

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