

REQUIREMENTS TO OBTAIN A MANUFACTURED HOME PLACEMENT CERTIFICATE AND A MANUFACTURED HOME PERMIT

Int. & Date

- ___ 1. Legal description and plat map of the property (obtainable from the **County Clerk's Office**)
- ___ 2. Deed or Real Estate Contract (obtainable from the **County Clerk's Office**)
- ___ 3. For a NEW manufactured home – **Purchase Agreement, Registration or Title** for a USED manufactured home - **Registration, Title or Bill of Sale**
- ___ 4. Site Address: _____ (**Rural Addressing Department**).
- ___ 5. A copy of the **Approved, Septic System Permit** (obtainable from the **NM State Environmental Department 841-5280**)
(if moving out of the county, N/A)
- ___ 6. **TAX RELEASE (County Assessor's)**
- ___ 7. Property identification Number obtainable from the (**County Assessor's Office**)
- ___ 8. The manufactured home **MUST be at least 840 square feet**. If it is less than 840 square feet you must submit proof that it has been in Valencia County since June, 1998.
- ___ 9. If the property is located in a **FLOOD ZONE**, A Certificate of Elevation from a surveyor is required.
Please bring in a copy of the Certificate of Elevation to this office **prior** to the manufactured Home being delivered, to determine how high it must be blocked, and a **2nd Certificate of Elevation after the manufactured home is set**.
- ___ 10. Site plan showing where the manufactured home will sit on the property showing the Setbacks (a minimum of 15 feet from the sides and the back; 30 feet from the front).
- ___ 11. Direction to the property.
- ___ 12. A \$75.00 Review Fee / Permit Fee.
- ___ 13. **MOVING PERMIT (County Treasurer's)**

VERY IMPORTANT

Effective September 24, 1998, **ALL** manufactured homes must be installed on a **permanent foundation**, unless it is being placed on a rental property and then a copy of your rental agreement **MUST** be provided. All Manufactured Homes shall be **ANCHORED DOWN** in Valencia County.

ALL OF THE ABOVE MUST BE PROVIDED BEFORE A PLACEMENT CERTIFICATE CAN BE OBTAINED. A PLACEMENT CERTIFICATE IS REQUIRED BY MANUFACTURED HOUSING BEFORE THEY WILL ISSUE A FOUNDATION AND OR/SET-UP PERMIT.

- ___ A copy of the **APPROVED** foundation and/or set-up permit (obtainable from **Manufactured Housing (222-9102 Albuquerque Office)**) **MUST** be provided before final inspection of the Manufactured home.
- **The manufactured home must be skirted within 45 days after inspection.**
 - Upon completion of applicable requirements, a Certificate of Compliance shall be issued and the address assigned.

CALLING FOR AN INSPECTION PRIOR TO ALL REQUIREMENTS BEING MET MAY CAUSE A DELAY REINSPECTION.
TOWN OF PERALTA, CODE ENFORCEMENT DEPARTMENT (505)869-2050).

Manufactured Housing Installation - Regardless of any setback regulations provided in this Ordinance, no manufactured housing units shall be located within twenty (20) feet of any other dwelling unit. Manufactured housing shall be limited to residential use only. Within Thirty (30) days following occupancy, manufactured housing shall be connected to adequate utilities, provided with skirting of a durable material, and stabilized and anchored in accordance with regulations promulgated by **Manufactured House Act of New Mexico (60-14-1 et. Seq. NMSA 19780)**

Setbacks shall be maintained as follows:

- a. Front setback shall be no less than fifteen (15) feet;
- b. Side setback shall be no less than ten (10) feet;
- c. Rear setback shall be no less than fifteen (15) feet: and
- d. Corner lot street side setback shall be no less than fifteen (15) feet.

When Plans are submitted for the foundation, they must be stamp by a structural engineer.