

TOWN OF TAOS

MOBILE HOME MANUFACTURED HOME PERMIT

APPLICATION PACKET

PLANNING, COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT



MOBILE HOME – MANUFACTURED HOME PERMIT APPLICATION

Planning, Community and Economic Development Department
 400 Camino de la Placita
 Taos, NM 87571
 Phone (575-751-2016
 Fax (505) 751-2026



CASE NO PZB20 _____ - _____

PROPERTY OWNER INFORMATION

Name			
Mailing Address			
City ST ZIP Code			
Telephone Number		Cell Phone	
E-Mail Address			

AGENT INFORMATION

Name			
Mailing Address			
City ST ZIP Code			
Telephone Number		Cell Phone	
E-Mail Address			

ZONING INFORMATION

Subject Property Address			
Acreage of Subject Property		Zone	
Size of Mobile/Manufactured Home	Dimensions:	Square Footage:	
Description of Mobile/Manufactured Home (Make, Model, Year, single, double, etc.)			
Mobile/Manufactured Home Permit (Circle One)	PERMANENT	TEMPORARY	

DESCRIPTION OF UTILITIES

Water	
Sewer	
Sanitation	

MOBILE/MANUFACTURED HOME APPLICATION SUBMITTAL CHECK LIST

The following submittals are required in order to be considered for a Mobile Home/Manufactured Home Permit. Please complete and submit this completed application along with the required documentation as outlined in Title 16 Land Use Development Code of the Town of Taos Municipal Code. Complete application packet shall be submitted to the Planning, Community and Economic Development Department. Incomplete, inadequate or late submittals will result in delay or rejection of the request for a Mobile Home / Manufactured Home Permit. Please contact staff with questions regarding the submittals required herein.

*NOTE: ALL DRAWINGS MUST BE DRAWN TO SCALE

- Completed Mobile Home / Manufactured Home Permit Application
- Mobile Home / Manufactured Home Permit Fee - \$75.00
- Owner's Affidavit (To be completed only when an applicant has an agent)
- Building Permit Application
- Site Threshold Assessment Form
- 3 Sets of Plans
- Description / Plan of how the mobile home will be anchored and skirted
- Legal description of property
- Copy of registered deed
- Vicinity Map
- Site Plan (minimum size 24" by 36") and Survey Plat (minimum scale 1" = 20'). Site plan shall depict all existing and proposed structures, setbacks, parking area and other applicable strict/standard requirements pertaining to the zone in which the mobile home / Manufactured Home will be placed as set for the in the Town of Taos Land Use Development Code. Please see "General Site Plan Requirements" in Section 16.20.080.8 of the Town of Taos Land Use Development Code.
- Submit a narrative explaining how the Mobile Home / Manufactured Home Permit applied for will meet the requirements of Section 16.12.040 Application for Land Use Development. (The Mobile Home Permit will not create a danger to the public health, safety or welfare, nor cause an extraordinary expense, nor create a nuisance.)
- Note: All septic tanks must have approval from the State of NM Environment Department and all wells must have a permit from the State of NM State Engineer's Office (both permits are required before the Mobile Home Permit / Manufactured Home Permit will be issued). If you plan to utilize Town of Taos Utilities, you must file a Town of Taos water and sewer application to determine feasibility.
- Foundation Permit – This permit needs to be obtained from the State of NM Manufactured Housing Division. A copy of this permit must be submitted before a Mobile Home / Manufactured Home permit will be issued.

Agreement and Signature

I, the undersigned, understand that any discussions and/or other communications between any authorized representative for this application and any/all Town of Taos Staff members regarding this application do not constitute the entire review of this application and that additional and/or alternate conditions and/or requirements above and beyond those that may have been discussed may be required. I also realize that failure to include applicable application material(s) may result in the rejection of my application or delays in the approval process. I also certify that the signature(s) affixed to this application are those for the property owner and authorized agent. If I am the agent, I am including an owner's affidavit.

Property Owner Name (printed)	
Signature	
Date	
Agent Name (Printed)	
Signature	
Date	

Attached:

Chapter 16.12.040 Application for Land Use Development

Section 16.20.080.8 General Site Plan Requirements

Owner's Affidavit

Site Threshold Assessment (STH)

Date Application Received: Stamped by Town of Taos.

APPROVED

DENIED

Code Administrator Signature: _____ DATE: _____

16.12.040: APPLICATION FOR LAND USE DEVELOPMENT:

No person may engage in development within the town, and/or as related to subdivisions, the concurrent planning and platting jurisdiction, until such person has obtained all approvals for such development required by this title and all other applicable ordinances and regulations of the town. (Ord. 09-19, 2009: Ord. 99-05, 1999)

16.12.040.1: LIMITATIONS ON APPROVED DEVELOPMENTS:

A. The following limitations shall apply to all applications approved under this title:

1. An approved application shall specify the development approved and the location at which the development may occur.
2. All approved development is limited by:
 - a. The provisions of this title;
 - b. All conditions imposed as a condition of approval; and
 - c. Representations of the applicant, including, but not limited to, the contents of the application and all materials, testimony and evidence submitted by or on behalf of the applicant in support of a request for approval. (Ord. 99-05, 1999)

16.12.040.2: APPLICATION FEES:

- A. Application fees shall be established by the town council, and are not refundable. If a particular development requires more than one approval, then the applicant shall pay the cumulative application fee for each approval sought.
- B. The town council may make adjustments to the fee schedule as necessary, by resolution. Copies of the current fee schedule shall be available to the public at the office of the code administrator and are attached to the ordinance codified herein as appendix A. (Ord. 99-05, 1999)

16.12.040.3: ADDITIONAL FEES FOR PROFESSIONAL SERVICES:

- A. When additional information and review by the commission, the historic preservation commission, hearing officer, code administrator or planning and zoning staff is required above and beyond normal information and review requirements due to complex, unforeseen, or unique circumstances relating to a proposed development including, but not limited to, complex hydrological considerations, traffic issues, soil conditions, drainage conditions, environmental factors, parking problems, and/or other complex, unforeseen or unique circumstances, then the commission, the historic preservation commission, code administrator or planning and zoning staff shall notify the applicant of the need for such additional information and review.
- B. The applicant shall have the right to provide such requested additional information at the applicant's sole expense, or authorize the commission or the historic preservation commission to obtain the additional information or review, or both, and to charge an additional fee to cover the cost of such information and review to the applicant. Alternatively, the applicant may withdraw the application. (Ord. 10-07, 2010)

16.12.040.4: APPROVALS ISSUED BY THE CODE ADMINISTRATOR:

A. This section governs review of applications for the following types of action:

1. Administrative property splits pursuant to section [16.24.040](#) of this title;
2. Administrative permit in the historic overlay zone pursuant to subsections [16.16.220.12A](#) and B of this title;
3. Building permits and certificates of occupancy and use pursuant to section [16.12.070](#) of this chapter;
4. Certificates of nonconformity for uses, buildings, structures, signs, objects or lots pursuant to section [16.04.130](#) of this title;
5. Interpretations of this title;
6. Mobile home installation, provided the following standards are complied with:
 - a. The installation of a mobile home will require that the property owner obtain a building permit from the town prior to installation;
 - b. The construction of the mobile home complies with the "Standard For Mobile Homes, USAS 119.19, 1969" adopted by the general construction board at meetings July 21, 1970, and August 28, 1970, for promulgation, as may be amended from time to time;
 - c. The installation of the mobile home will comply with the state of New Mexico manufactured housing division rules and regulations (14 NMAC 12 2), section 53;
 - d. The mobile home will be anchored, be fully skirted on all sides, and be in good repair;
 - e. The installation of the mobile home will comply with all of the minimum requirements for lot size, front, side and rear yard setbacks, and all other applicable standards pertaining to the zone in which the mobile home will be placed as set forth in the town of Taos land use development code;
 - f. The applicant shall comply with all other applicable town ordinances and regulations;
7. Sign permit pursuant to section [16.20.010.5](#) of this title.
 - B. The applicant shall deliver to the code administrator an application in writing, on forms, the content of which has been approved by the code administrator, and containing the elements listed in subsection [16.12.040.5A](#) of this chapter, along with the fee established pursuant to appendix A attached to ordinance 99-05 and available to the public at the office of the code administrator, in good funds. The code administrator shall review all applications for compliance with the requirements set forth in this title, and shall approve, approve with conditions or modifications, or deny the application. The code administrator shall take action within ten (10) working days from the date the application was filed.
 - C. The code administrator shall respond in writing to applications requesting interpretations of this title.
 - D. The code administrator may refer an application to any appropriate agency or official of the state of New Mexico, the United States, any political subdivision, or tribal or Pueblo government, for an opinion concerning whether the application should be approved, approved with modifications or conditions or denied. The opinion of the agency or official shall be advisory. The code administrator may postpone issuing a decision for up to sixty (60) days after the ten (10) working day initial review period has elapsed to await the opinion, if such a delay is in the public interest.

- E. The code administrator may refer any application to the commission, thereby empowering the commission to approve, approve with modifications or conditions, or deny the application. (Ord. 11-12, 2011: Ord. 10-07, 2010: Ord. 99-05, 1999)

16.20.080.8: GENERAL SITE PLAN REQUIREMENTS:

A site development plan for building permits shall be accompanied by a site threshold assessment (STH) form obtained from the code administrator. The general site development plan shall contain the following basic information, where applicable; provided, the code administrator may require additional information or more detail as is deemed reasonably necessary to properly interpret and evaluate such building permit application:

- A. A site development plan that includes an accurate true north arrow and shall be illustrated at a minimum scale of one inch equals twenty feet (1" = 20'), on a paper size not to exceed twenty four inches by thirty six inches (24" x 36"). If the subject parcel must be illustrated on more than one sheet of paper, then the applicant shall also include a site development plan at the largest scale possible so that the parcel can be illustrated on one sheet of twenty four inch by thirty six inch (24" x 36") paper;
- B. Boundary survey with a legal description of all property in the development;
- C. Warranty deed or notice of valuation showing proof of ownership;
- D. Description of existing public utilities, including, but not limited to, sewer, water, gas, electric, telephone and cable and plans for proposed public utility improvements;
- E. Location and description of all existing easements (including overhead easements), noting purpose and grantee of the easement, both on the property and within three hundred feet (300') of the property;
- F. Location, size and names of public and private streets, public rights of way, public and private parking areas, alleys, walkways and trails on the property;
- G. A description of sizes, locations and arrangements of the buildings and structures and their land uses;
- H. Ingress/egress of parking areas, location, arrangement and dimensions of parking spaces showing ADA spaces if applicable;
- I. Dedicated/reserved parks and open spaces on the property;
- J. Location and size of landscaped areas including a description of existing and significant vegetation and other environmental features. The site plan shall contain a final landscape improvement and maintenance plan in conformance with the town of Taos landscape regulations ([title 15, chapter 15.12](#) of this code);
- K. Drawings of the location, design and size of any proposed or existing signs, fences, and walls;
- L. If applicable, final implementation plan for all proposed public facilities including, but not limited to, any on site and off site traffic mitigation improvements (such as roadway, signalization, or other measures), schools, cultural centers, dedicated open spaces, trails, park sites and the like. Such plan shall provide for any required bonding or other financing necessary to implement the plan;
- M. A description of existing topography with elevation contour lines at a maximum of two foot (2') intervals;

- N. Locations and size of existing acequias, watercourses and arroyos, including a description of existing drainage plan and any existing method of treatment or correction of flooding or erosion problems and documentation that existing acequia rights of way shall be respected;
- O. Stamped engineered grading, drainage, erosion control and terrain management plan in conformance with the town of Taos storm drainage ordinance and flood damage prevention ordinance and any other applicable ordinance for commercial, multi-family and subdivisions;
- P. Conformance with dark skies ordinance ([title 15, chapter 15.28](#) of this code);
- Q. Architectural and engineer plans (stamped by a registered architect and/or engineer in the state of New Mexico) for all commercial, industrial and large scale residential projects, including:
 - 1. Floor plans showing all rooms and uses, locations, sizes and types of windows and doors;
 - 2. Label all smoke detection devices;
 - 3. Framing plan showing size, spacing and spans of joists and girders, rafters and headers with wood products specified;
 - 4. All truss details showing method of attachment to columns, walls, etc.;
 - 5. Foundation plans indicating the size, location and depth below grade of all footings, piers and stem walls and also showing the size and spacing of all steel reinforcements;
 - 6. Roof plans including slope and material;
 - 7. Grade elevations at one-eighth inch ($\frac{1}{8}$ ") scale with respect to finished floor elevations showing all four (4) views (north, south, east and west) and exterior details of all improvements in accordance with the design standards of section [16.20.030](#) of this chapter;
- R. Approved construction industries division mechanical and electrical plan reviews required for commercial projects;
- S. Submittal of septic tank permit and well permit or the completed town of Taos water and sewer hookup application. (Ord. 04-12, 2004)



Owner's Affidavit
(To be completed only when an applicant has an agent)

State of New Mexico)

) SS.

Town of Taos)

We/I _____
(Please print full name(s))

Being duly sworn, depose and say that (I am) (we are) requesting a permit or application through the Town of Taos. Furthermore, (I) (we) hereby appoint _____
To act as our authorized agent on our behalf on all matters pertaining to the processing and obtaining of said permit with the exception of legal documents for recording purposes.

Signature

Date

Address

Subscribed and sworn to before me this
_____ Day of _____, 20_____.

Notary Public

My commission Expires: _____

SITE THRESHOLD ASSESSMENT (STH)

Planning, Community and Economic Development Department
 400 Camino de la Placita
 Taos, NM 87571
 Phone (575-751-2016
 Fax (505) 751-2026



CASE NO _____ - _____

PROPERTY OWNER INFORMATION

Name	
Mailing Address	
City ST ZIP Code	
Subject Property Address	
Home Phone	
Work Phone	
Cell Phone	
E-Mail Address	

STA and TIA Limits for Traffic Studies

USE	STA REQR	TIA REQR	UNITS	PROJECT SIZE
Commercial Subdivision	0.40	2	ACRES	
M-1 Manufacturing Subdivision	1	5	ACRES	
Go Cart/Carnivals/Thrill Rides	1	5	ACRES	
Nursery	1	5	ACRES	
Service Station & Convenience Store	2	10	PUMPS	
Carwash	3	15	LANES	
Truck Terminal	3	15	ACRES	
Mixed Use	25	100	(1)	
Golf Course	30	150	ACRES	
Motel	30	150	DU	
Single Family, Mobile Home, Multi-Family	30	150	DU	
Bank, Drive-In	500	2,500	SF	
Bank, Walk-In	1,000	5,000	SF	
Convenience Market	1,000	5,000	SF	
Restaurant, Fast Food	1,000	5,000	SF	
Club, Drinking, Restaurant	1,500	7,500	SF	
Day Care	1,500	7,500	SF	
Discount Store, Supermarket	3,000	15,000	SF	
Retail, Office, Theater	6,000	30,000	SF	

