



DEVELOPMENT PLAN APPLICATION

RESIDENTIAL PROJECTS (Placement)

Community Development Department

VILLAGE OF LOS LUNAS

660 Main Street NW

Los Lunas, NM 87031

(505) 839-3842

Installation Permits:

After Village approval and PRIOR to any construction, you are responsible for submitting all plans and documents to New Mexico Manufactured Housing Division (NMHD) to obtain installation and trade permits.
5500 San Antonio Ave NE, Albuquerque | (505) 222-9800 | www.rld.nm.gov

THE STATE OF NEW MEXICO WILL BE RESPONSIBLE FOR INSTALLATION/TRADE PERMITS, INSPECTIONS, AND FINAL GREEN TAG.

Additional Permits: The applicant is responsible for obtaining any additional permits required by other agencies.

If the development is located within an SFHA Flood Zone, a Pre-Construction Elevation Certificate or proof of floodproofing must be submitted before the project begins. Additionally, a Final Elevation Certificate or proof of floodproofing must be provided to the Village of Los Lunas upon project completion.

REMEMBER TO CALL 811 BEFORE YOU DIG. Visit nm811.org for more information.

1. APPLICANT CONTACT INFORMATION

PERMIT # _____

Applicant(s) or Agent(s) _____

Address _____ City _____ State _____ Zip _____

Email _____ Phone _____

Are you the property owner? ☐ Yes ☐ No *If no, please complete the following section:*

Property Owner(s) _____ Phone _____

Address _____ City _____ State _____ Zip _____

2. PARCEL INFORMATION

Property Identification Number (UPC) _____

Street Address or Location _____

Village Zoning _____ Main Street Overlay District: 1 2 3 4 N/A Present Land Use _____

3. PROJECT INFORMATION

Structure Type: ☐ Manufactured Home ☐ Mobile Home ☐ Modular Home ☐ Tiny Home Total Square Feet _____

Installer Contractor _____ Phone Number _____

Skirting Type: _____ Foundation Type _____

4. APPLICANT SIGNATURE

UNDER PENALTY OF INTENTIONAL MISREPRESENTATION AND/OR PERJURY, I declare that I have examined and/or made this application and it is true and correct to the best of my knowledge and belief. I agree to construct said improvement in compliance with all provisions of the Village of Los Lunas and the applicable State of New Mexico codes. I understand the Village of Los Lunas will not assume any liability for possible lack of understanding on my part. I understand that in addition to the application fee, the Village of Los Lunas will subsequently assess the applicant for the fees and deposits listed below.

Applicant name _____ Signature _____ Date _____

TO BE FILLED OUT BY STAFF

DATE RECEIVED: _____

PERMIT # _____

Zoning: _____ Area Plan: _____ MSO: 1 2 3 4 N/A SFHA Floodplain: ☐ Yes ☐ No ☐ N/A

Required Setbacks: Front: _____ ft Rear: _____ ft Side: _____ ft Corner Side: _____ ft Maximum Height Allowed: _____ ft

NOTES _____

☐ APPROVED

☐ DENIED

REVIEWED BY: _____ DATE: _____

For Cashier's Use Only

PLAN REVIEW FEE	\$
WATER IMPACT FEE	\$
WATER CONNECTION FEE	\$
WATER USAGE DEPOSIT	\$
SEWER IMPACT FEE	\$
SEWER CONNECTION FEE	\$
PARKS IMPACT FEE	\$
TOTAL FEES	\$

DEVELOPMENT PLAN APPLICATION

Requirements

☐ APPLICATION

All sections of this application must be completed, and all required documentation must be submitted before the application will be accepted for processing. Submission of an application does not guarantee acceptance; the Department must first review it for accuracy and completeness.

☐ NEW MEXICO MANUFACTURED HOUSING DIVISION

The applicant shall be responsible for obtaining an installation permit, and applicable trade permits, from the State of New Mexico after receiving Development Plan Application approval from the Village of Los Lunas.

☐ PROOF OF OWNERSHIP

One (1) copy of a legal document demonstrating that the individual(s) or corporation making certain the application for development is the current property owner. If the ownership is a corporation, group, entity, or other such organization, an additional document demonstrating authority to sign on behalf of the ownership is required.

☐ AGENT AUTHORIZATION

If the applicant is an acting agent for the property owner, an additional document authorizing the applicant to represent the property owner is required.

☐ SITE PLAN

The applicant shall provide a site plan. Plans shall be drawn to scale and be in accordance with Section 17.14.020 of the Municipal Code.

17.14.020(E)(4)(iv)(d) - Residential Development Plan Application

d. A Site Plan that shall be drawn to scale and includes the following:

1. Site address, UPC, and legal descriptions as applicable.
2. Scale (numeric and graphic).
3. North arrow.
4. Length and width of the property, measured in feet and rounded to the closest foot.
5. Public right-of-way adjacent to and within 150 feet of the site.
6. Location of all proposed and existing structures on site including walls, retaining walls, and fences.
7. Length, width, and height of all proposed structures including walls, retaining walls, and fences measured in feet and inches.
8. Distance from each exterior side of the proposed structure to the closest parallel property line measured in feet and inches.
9. Distance from all other proposed and existing structures on site measured in feet and inches.
10. Location and measurements of front, side, and rear setbacks measured in feet and inches as applicable to the project proposal.
11. Location of proposed and existing access and/or curb cuts.

☐ FEMA FLOODPLAIN

Projects located within a FEMA designated Special Flood Hazard AREA (SFHA) are required to submit a completed Floodplain Development Application and associated documents.

☐ ADDITIONAL DOCUMENTS

Curb Cut Permit:

If a new driveway is to be installed, an approved Curb Cut Permit issued by the Village of Los Lunas Public Works Department will be required as part of the application submittal.

Erosion Control Plan:

If the project is distributing one (1) acre or more, an erosion control plan is required as part of the application submittal.

REQUEST FOR MANUFACTURED HOUSING PERMIT
ALL FIELDS MUST BE COMPLETED OR REQUEST WILL BE DENIED (PLEASE PRINT)

Company Name:		License No:
Contact No:	Fax No:	
Email Address:		

HOMEOWNERS INSTALLING HOME OR FOUNDATION WILL REQUIRE A TEST (\$50) & DIVISION ACKNOWLEDGEMENT

Owners Name (Print):		Telephone No.:
Owners Email Address (if applicable):		
Owners Address:		
City :	Zip:	County:
Site Address:		
City :	Zip:	County:
MH Park Name (if applicable):		
Directions to location (Please be specific):		

MOBILE HOME INFORMATION

ALL FIELDS MUST BE COMPLETED

Manufacturer:	Size: ____ x ____	New ____ Used ____	LP Gas: ____ Y ____ N
Number of Units:	<input type="checkbox"/> Single Wide	<input type="checkbox"/> Double Wide	<input type="checkbox"/> Triple Wide
Serial #(s):	<input type="checkbox"/> Pre HUD Mobile Home (Built prior to 06/15/1976) HUD Label #(s):		
Sold By:	Dealer License No.:		

TYPE OF PERMIT

Prior Plan approval on all Permanent Foundation and Alternative Systems requires a New Mexico Licensed Engineer or Manufacturer Design as required by Manufactured Housing Rules and Regulations 14.12.5.11(s).

<input type="checkbox"/> Installation \$65		<input type="checkbox"/> Permanent Foundation \$65		<input type="checkbox"/> Installation & Foundation \$65	
Alternative System: (Check One)	<input type="checkbox"/> AFS	<input type="checkbox"/> MAGNUM	<input type="checkbox"/> MATTGUARD	<input type="checkbox"/> OLIVER	<input type="checkbox"/> SAC
	<input type="checkbox"/> Vector	<input type="checkbox"/> SURE SAFE	<input type="checkbox"/> Ground Xi2	<input type="checkbox"/> Concrete Xi2	<input type="checkbox"/> Asphalt Xi2
*All Installation/ Installation & Foundation Permits Please specify the license number for the contractor completing the scope of work					
Blocking:	Sewer:	Water:	Electrical :	Gas:	Foundation: Other ____:
Alteration, Modification, Repairs \$65 (Plan Review Required *): Please check one					
<input type="checkbox"/> Pressure Test	<input type="checkbox"/> Merc Test	<input type="checkbox"/> Roofing*	<input type="checkbox"/> Stucco*	<input type="checkbox"/> Door* Like for Like? ____ Y ____ N	
<input type="checkbox"/> Solar (Roof)*	<input type="checkbox"/> Gas Yard Line	<input type="checkbox"/> Siding*	<input type="checkbox"/> Skirting*	<input type="checkbox"/> Window* Like for Like? ____ Y ____ N	
<input type="checkbox"/> Electrical	<input type="checkbox"/> HVAC	<input type="checkbox"/> Other (Specify):			
Misc. Permits and fees					
<input type="checkbox"/> Refurbishing \$120			<input type="checkbox"/> Additional Inspection \$65		
<input type="checkbox"/> Gas Conversion (Plumbing Only) \$15. Please specify type of work performing					
<input type="checkbox"/> Air pressure for gas line			<input type="checkbox"/> Replacement of Orifices		
Department Use Only					
Check No:		Money Order No:		Amount:	

