



TEMPORARY DWELLING PERMIT

Community Development Department

VILLAGE OF LOS LUNAS
660 Main Street NW
Los Lunas, NM 87031
(505) 839-3842

1. 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. PROPERTY INFORMATION

Property Identification Number (UPC) _____

Street Address or Location _____, Los Lunas, NM 87031

Village Zone _____ Present land use _____ Acreage _____

3. TYPE OF TEMPORARY DWELLING

☐ Friends and Family Accommodation ☐ New Construction/Remodeling ☐ Construction related to an emergency or disaster

Review the Municipal Sign Code Section 17.10.070(C)(8) for types of temporary dwelling and specific regulations

Type of Temporary Structure: ☐ Recreational Vehicle ☐ Other _____

Have you submitted a Development Plan Application: ☐ Yes *If yes, application number* _____ ☐ No ☐ Not Required

Dates Occupied: From: _____ To: _____ Is the request for 15 calendar days or more? ☐ yes ☐ no

Important Information Regarding Temporary Dwellings

1. The permit relies on the permit holder meeting the requirements of this permit and any other codes and/or regulations regarding the use.
2. Friends and family accommodations cannot exceed 14 calendar days within a 90-day time period. Construction accommodations exceeding 15 days must first receive approval from the Planning and Zoning Commission through a public hearing process.
3. No more than one temporary dwelling is permitted on the same lot as a primary structure during temporary events, such as friends and family accommodation, construction, emergency, or disaster, natural, or otherwise and occupied only by persons authorized by the property owner, including friends, family, or persons having construction or security responsibilities over such site.
4. The number of occupants shall conform to the number of adequate beds contained within the temporary dwelling.
5. An approved Temporary Dwelling Permit shall be required prior to the placement of the temporary dwelling.
6. A temporary dwelling shall be enclosed and may include a recreational vehicle or similar but shall not include temporary structures such as tents, canopies, screen houses, and similar.
7. Temporary dwellings shall not be connected to the municipal utility systems and shall not discharge any materials or liquids.
8. Recreational vehicles shall be road-ready at all times and shall not be placed on a permanent foundation.
9. The use shall be removed within 48 hours upon the expiration of a Temporary Dwelling Permit or at the completion of a project, whichever comes first.
10. Temporary dwellings shall be placed in the rear or side yard of a property.

5. SIGNATURE OF OWNER(S) OF RECORD FOR THE ABOVE DESCRIBED PARCEL(S):

Accompanying this application are all required documents. I have examined and am familiar with the zoning regulations - Section 17.10.070 and Section 17.17.020(G) as adopted by the Village of Los Lunas. I understand the Village Council, Planning & Zoning Commission, and/or Staff will not assume any liability for possible lack of understanding on my part. **Signatures are required for ALL owners of record for the subject property.**

Please attach additional signatures on a separate sheet of paper.

Printed name _____ Signature _____ Date _____

Printed name _____ Signature _____ Date _____

****OFFICE USE ONLY****

Received Date: _____

Case: _____

APPLICATION FEE: _____ \$

P & Z HEARING DATE: _____

(6:00 pm, Council Chambers, Village Hall Building)

For Cashier's Use Only

TEMPORARY DWELLING PERMIT 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.



PROOF OF OWNERSHIP

One (1) copy of a legal document demonstrating that the individual(s) or corporation making certain the application for a temporary dwelling 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

Applicant shall provide a site plan. 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 permanent structures, temporary dwellings, 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 comply with Chapter 15.24 of the Municipal Code.