



Placement Permit
**MANUFACTURED HOME APPLICATION
PACKET**
Los Alamos County

Los Alamos County Community Development Department
Planning Division
1000 Central Avenue, 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 placement permit application.
- Signed and Notarized Owner's Affidavit or a copy of your signed contact.
- 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 in order to move your Manufactured Home to its new location. The contact is David Archuleta @ 662-8396. Include a copy of the **approved** Traffic Impedance Permit with your placement permit application paperwork (Application is attached. It must be filled out and turned in to Traffic Division).

Permit No. _____ Referred to: Planning Division _____ Utilities _____ Public Works _____



LOS ALAMOS COUNTY **MANUFACTURED HOME PLACEMENT PERMIT** **APPLICATION**

PLEASE CHECK ONE: 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:

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



LOS ALAMOS COUNTY TRAFFIC & STREETS DIVISION

101 Camino Entrada, Bldg. 1

Los Alamos, NM 87544

PH: (505) 662-8113 FAX (505) 662-8415

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For Official Use Only

TRAFFIC PERMIT FOR ROAD CLOSURES & TRAFFIC IMPEDANCE

Application Date: _____ Event Date(s): _____
 Event Name: _____ Event Time: Start _____ Finish _____
 Event Location: _____
 Contact Person: _____ Cell Phone: _____ Fax: _____
 Company: _____ Bus. Phone: _____
 Address: _____

A traffic permit is requested, in accordance with the Los Alamos County Code, for:

- Block Party
- Moving Excess Size and/or Weight
- Parade or Procession
- Utility Work (Gas, Water, Sewer, Electrical, Phone, Cable, etc.)
- Other: _____
- Racing (Foot, Bicycle, Vehicle, etc.)
- Movement of Hazardous Materials
- Parking Lot(s) (County Owned)

SUBMITTAL DEADLINES

Annual Events: 30 Days Prior
 Other Events: 5 Days Prior
 Notice: The Traffic & Streets Division reserves the right to hold any permit that is not submitted prior to the deadlines or conflicts with other previously issued permits.

EVENT PURPOSE: _____

EVENT CONDITIONS: _____

Permit attachments shall include:

- Traffic Control Plan
- Proof of Liability Insurance
- Press Release
- Notifications (Public, Bus, CDD)
- Additional permits or information

Applicant's Signature

Date

FOR COUNTY USE ONLY

Permit Expires: Date _____ Time: _____

- Traffic Control Plan Received: Yes No N/A
- Public Notification Received: Newspaper Radio Doorhanger Other
- Proof of Liability Insurance Received: Yes No N/A
- Escort or Off-Duty Police Received: Yes No N/A
- Bus Transportation Notification Received: Yes No N/A
- CDD Notification Required: Yes No N/A
- County Public Information Officer Notification Required: Yes No N/A

Additional Conditions or Waivers: _____

- Cc: Fire (as needed)
- Police (as needed)
- Public Works (excavation only)

Traffic & Streets Division Approval

Date