MANUFACTURED HOME APPLICATION PACKET

Los Alamos County Community Development Department
1000 Central Ave, 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:
  o Location of proposed and existing structures (labeled as such), showing distances to property line and required setbacks.
  o Location of proposed and existing (labeled as such) utility lines, mains and meters from property line to the proposed structure.
  o 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).
  o 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).
LOS ALAMOS COUNTY
MANUFACTURED HOME PLACEMENT PERMIT APPLICATION

PLEASE CHECK ONE:
RESIDENTIAL _____ COMMERCIAL _____

NAME OF
SUBDIVISION ______________ LOT/TRACT ________

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:
________________________________________________________________________
________________________________________________________________________

_________________________________________  ___________________________________________
SIGNATURE: ____________________________ DATE: __________________________

PRINTED NAME: __________________________________________

TITLE: OWNER: _____ CONTRACTOR: _____ ARCHITECT: _____ OTHER _____

THIS PERMIT IS NON-TRANSFERABLE
TRAFFIC PERMIT
for ROAD CLOSURES and TRAFFIC IMPEDANCE

Application Date: ____________________________ Event Date(s): ________________________

Event Name: ____________________________ Event Time: Start __________ Finish __________

Event Location: ____________________________

Contact Person: ____________________________ Contact Phone: __________________ Fax: __________________

Address: ________________________________________________________________

Company: ________________________________________________________________

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

☑ 10.05.012 Play Streets
☑ 10.06.060 Racing
☑ 10.06.061 Parades, Processions Or Movement Of Hazardous Materials
☑ 10.13.013 Moving Excessive Size And Weight
☐ Utility or Other: __________________________________________

EVENT PURPOSE: ____________________________________________________________

EVENT CONDITIONS: __________________________________________________________

Permit attachments shall include (if applicable):

☐ Traffic control plan
☐ Proof of liability insurance
☐ Press release
☐ Notifications (Public, School Bus, CDD)
☐ Additional permits or information

Applicant’s Signature ____________________________ Date __________________________

For Official Use Only

Permit Expires: Date ____________________________ Time __________________________

Traffic Control Plan Received: ☐ Yes ☐ No ☐ N/A

Public Notification Received: ☐ Newspaper ☐ Radio ☐ TV ☐ N/A ☐ Other __________________

Proof Of Liability Insurance Received: ☐ Yes ☐ No ☐ N/A

Escort or Off-Duty Police Received: ☐ Yes ☐ No ☐ N/A

School Bus Transportation Notification Required: ☐ Yes ☐ No ☐ N/A

CDD Notification Required: ☐ Yes ☐ No ☐ N/A

Notifications Sent to County Public Information Officer: ☐ Yes ☐ No ☐ N/A

Additional Conditions or Waivers:

LAPD Signature 662-8222 LAPD Fax: 662-8287 Date ____________________________
Traffic Engineering Signature 662-8396 or 662-8176 Date ____________________________

Distribution: Applicant ____________________________ Fire Department ____________________________
EPM: Traffic Division ____________________________ Police Department ____________________________
EPM: Customer Service (If Accompanied by Excavation Permit) ____________________________

Traffic Fax: 662-8415