SANDOVAL COUNTY PLANNING & ZONING
CHECKLIST FOR RESIDENTIAL ZONING COMPLIANCE

NOTE: ONCE THE ZONING COMPLIANCE CHECKLIST PACKET IS SUBMITTED (SEE BELOW), IT MUST BE
DEEMED COMPLETE BY STAFF PRIOR TO PROCESSING. THESE TYPES OF REVIEWS GENERALLY TAKE 2-3 DAYS.
IF ADDITIONAL INFORMATION IS REQUIRED OR THERE ARE ANY OTHER ISSUES OF CONCERN, THE
APPLICANT WILL BE NOTIFIED DURING THAT TIME PERIOD.

New Construction – Site Built
- Copy of Deed or Survey of Property
- CID Building Permit Application
- Building Plans – 2 Complete Sets (one set is kept at Sandoval County)
- Copy of the stamped (approved) New Mexico Environment Dept (NMED) Liquid Waster Permit and Floor Plan
- Site Plan & Vicinity Map
- *(if applicable) A copy of the approved Access Permit from the NM Dept of Transportation (NMDOT) – required if accessing onto a State Highway. NMDOT contact info listed below.
- $75.00 Review Fee & $5.00 Address Fee / Non Residential $0.25 per square foot & $5.00 Address Fee

*NOTE: Approved Drainage Plans are required for specific subdivisions.

Additions
- Copy of Deed and CID Building Permit Application
- Building Plans – 2 Complete Sets (one set is kept at Sandoval County)
- Site Plan & Vicinity Map
- $75.00 Review Fee
- Bedroom Addition(s) – The NM Environment Department must approve updated plans.

New Construction – Modular Construction
- Copy of Deed or Survey of Property
- Copy of CID Building Permit Application
- Copy of the stamped (approved) New Mexico Environment Dept (NMED) Liquid Waster Permit and Floor Plan
- Site Plan & Vicinity Map
- *(if applicable) A copy of the approved Access Permit from the NM Dept of Transportation (NMDOT) – required if accessing onto a State Highway. NMDOT contact info listed below.
- $75.00 Review Fee & $5.00 Address Fee

*After zoning compliance review and issuance of an address by Planning & Zoning, application and plans must be taken to CID at 5500 San Antonio Dr NE for review and issuance of building permit. CID inspectors perform inspections within Sandoval County’s jurisdiction.

Manufactured Home/Mobile Home Placement:
- Copy of Deed or executed purchase agreement with copy of Deed from property owner and Survey of Property
- Copy of the (approved) NM Environment Department (NMED) Liquid Waste Permit and Floor Plan
- Site Plan & Vicinity Map
- Copy of the Manufactured Housing Placement Permit
Title with Serial Number or purchase agreement with copy of the title from the owner, Proof of Age and Manufacturer/ Document with age and Manufacturer

(if applicable) A copy of the approved Access Permit from the NM Dept of Transportation (NMDOT) – required if accessing onto a State Highway. NMDOT contact info listed below.

$75.00 Review Fee and $5.00 Address Fee

Agriculture/Ranching:

- Copy of Deed or Survey of Property
- CID Building Permit Application if agriculture/ranching activity includes structures of more than 120 square feet.
- Letter declaring agriculture or ranching use of property, specify use, i.e. growing specific plants and/or foods, raising specific animals, as well as an explanation of the use of the proposed structures(s) as it relates to the agriculture/ranching. A timeline must be included which will be enforced. Letter must be notarized.
- Site Plan & Vicinity Map: 2 copies - indicate areas of agriculture/ranching activity. If buildings or structures are included, indicate location(s) on site plan and indicate distances from location(s) to all property lines.
- Building Plans: if buildings or structures are included, provide 2 complete sets of plans for all buildings or structures.

(IF applicable) A copy of the approved Access Permit from the NM Dept of Transportation (NMDOT) – required if accessing onto a State Highway. NMDOT contact info listed below.

Retaining Walls:

- Copy of Deed or Survey of Property
- CID Building Permit Application
- Site Plan & Vicinity Map
- Wall/Foundation Plan stamped by a NM registered Engineer or Architect
- $75.00 Review Fee

Fence (over 6 feet in height):

- Copy of Deed or Survey of Property
- CID Building Permit Application
- Site Plan & Vicinity Map
- Wall/Foundation Plan
- $75.00 Review Fee

Swimming Pools:

- Copy of Deed or Survey of Property
- CID Building Permit Application
- Site Plan & Vicinity Map
- Pool Plan – (must include all required fencing/walls as well as gates)
- $75.00 Review Fee

For further information, please refer to our website www.sandovalcountynm.com, under Departments, Planning + Zoning, for the Comprehensive Zoning Ordinance and Subdivision Ordinance.

For Site Built:
State of New Mexico
Construction Industry Division
5200 Oakland NE
Albuquerque, NM 87113
Take I-25 to Alameda West to
San Mateo, North to Oakland
CID Telephone: (505) 222-9800
http://www.rld.state.nm.us
For Manufactured Housing Permits:
State of New Mexico
Manufactured Housing Division
5200 Oakland NE
Albuquerque, NM  87113
Take I-25 to Alameda West to
San Mateo, North to Oakland
MHD Telephone: (505) 222-9870
http://www.rld.state.nm.us

For Well Permits:
State Engineers Office
121 Tijeras NE
Albuquerque, NM 87102
Telephone: (505) 764-3888
www.ose.state.nm.us

For Septic Permits:
State of New Mexico
Environment Department
4359 Jager Drive NE, Suite B
Rio Rancho, NM  87144
Main Telephone:  (505) 771-5980
Fax:  (505) 771-5981
www.nmenv.state.nm.us

For NMDOT Driveway Access Permits:
State of New Mexico Department of Transportation (NMDOT), District 3 Office*
7500 Pan American Blvd.
Albuquerque, NM 87110
(505) 934-0354
dot.state.nm.us

State of New Mexico Department of Transportation (NMDOT), District 6 Office*
1919 Pinon Drive
Milan, NM 87021
(505) 290-0117
dot.state.nm.us

*Contact the NMDOT to determine your NMDOT District.