



## **SANDOVAL COUNTY PLANNING & ZONING DEPARTMENT**

### **CHECKLIST ZONING COMPLIANCE AND FLOODPLAIN DETERMINATION FOR RESIDENTIAL AND NON-COMMERCIAL PROJECTS**

**NOTE: ONCE THE APPROPRIATE CHECKLIST ITEMS ARE SUBMITTED, THEY MUST BE DEEMED COMPLETE BY STAFF PRIOR TO PROCESSING. THESE TYPES OF REVIEWS GENERALLY TAKE 7-10 DAYS. IF ADDITIONAL INFORMATION IS REQUIRED, THE APPLICANT WILL BE NOTIFIED DURING THAT TIME PERIOD.**

**ALL BUILDINGS WHICH REQUIRE A NM CID PERMIT MUST BE ADDRESSED PER NM CID REGULATIONS.**

#### **New Construction – Residential/Non-Commercial**

- Copy of Deed and 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 Waste Permit and Floor Plan
- Site Plan & Vicinity Map
- (if applicable)* A copy of the approved Driveway Permit from the New Mexico Department of Transportation (NMDOT) – required if accessing onto a State Highway (refer to NMDOT contact info on page 3)
- \$75.00 Review Fee & \$5.00 New Address Fee

*NOTE: For water rights or well permit information, contact the New Mexico Office of the State Engineer (refer to page 3).*

#### **Additions**

- Copy of Deed and Survey of Property
- 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 New Mexico Environment Department must approve updated plans.

#### **New Construction – Modular Construction**

- Copy of Deed or Survey of Property
- CID Building Permit Application\*
- Copy of the stamped (approved) New Mexico Environment Dept (NMED) Liquid Waste Permit and Floor Plan
- Two (2) copies of original floor plan from manufacturer or previous owner
- Site Plan & Vicinity Map

- (if applicable) A copy of the approved Driveway Permit from the New Mexico Department of Transportation (NMDOT) – required if accessing onto a State Highway (refer to NMDOT contact info on page 3)
- \$75.00 Review Fee & \$5.00 New Address Fee

NOTE: For water rights or well permit information, contact the New Mexico Office of the State Engineer (refer to page 3).

**Agriculture/Ranching:**

- Copy of Deed and 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.
- 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 Driveway Permit from the New Mexico Department of Transportation (NMDOT) – required if accessing onto a State Highway (refer to NMDOT contact info on page 3)
- \$75.00 Review Fee & \$5.00 New Address Fee (if requested)

\* ***After staff completes the zoning compliance, floodplain determination, and issuance of a new physical address (if applicable), the building permit application and plans must be taken to the New Mexico Construction Industries Division (CID) at 5500 San Antonio Drive NE in Albuquerque for review and issuance of the building permit. CID also performs inspections in 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
- Sandoval County Manufactured Housing Placement Permit
- Title with Serial Number or Purchase Agreement with copy of the title from the owner with Proof of Model Year
- (if applicable) A copy of the approved Driveway Permit from the New Mexico Department of Transportation (NMDOT) – required if accessing onto a State Highway (refer to NMDOT contact info on page 3)
- \$75.00 Review Fee & \$5.00 New Address Fee

NOTE: For water rights or well permit information, contact the New Mexico Office of the State Engineer (refer to page 3).

\* ***After staff completes the zoning compliance, floodplain determination, and issuance of a new physical address (if applicable), the manufactured home placement permit application and plans must be taken to the New Mexico Manufactured Housing Division (MHD) at 5500 San Antonio Drive NE in Albuquerque for review and issuance of the building permit. MHD also performs inspections in Sandoval County’s jurisdiction.***

**Walls:**

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

**Fence (over 6 feet in height):**

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

**Swimming Pools:**

- Copy of Deed and 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 about the Comprehensive Zoning Ordinance and the Subdivision Ordinance, please refer to the Planning & Zoning Department homepage: [www.sandovalcountynm.gov/pz](http://www.sandovalcountynm.gov/pz)**

**STATE AGENCY CONTACT INFO****For Building Permits:**

New Mexico Regulation & Licensing Department  
Construction Industries Division (CID)  
5500 San Antonio Drive, Suite F  
Albuquerque, NM 87109  
Phone: (505) 222-9801  
[www.rld.nm.gov/construction-industries/](http://www.rld.nm.gov/construction-industries/)

**For Manufactured Housing Permits:**

New Mexico Regulation & Licensing Department  
Manufactured Housing Division  
5500 San Antonio Drive, Suite F  
Albuquerque, NM 87109  
Phone: (505) 222-9870  
[www.rld.nm.gov/manufactured-housing-division/](http://www.rld.nm.gov/manufactured-housing-division/)

**For Water Rights and Well Permits:**

Office of the State Engineer District 1  
5550 San Antonio Drive NE  
Albuquerque, NM 87109  
Phone: (505) 383-4000  
[www.ose.state.nm.us](http://www.ose.state.nm.us)

**For Liquid Waste Permits:**

New Mexico Environment Department  
District I Field Office  
4359 Jager Drive NE, Suite B  
Rio Rancho, NM 87144  
Phone: (505) 771-5980  
[www.env.nm.gov/](http://www.env.nm.gov/)

**For State Highway Driveway/Other Permits:**

New Mexico Department of Transportation  
NMDOT District 3  
7500 Pan American Freeway NE  
Albuquerque, NM 87109  
Phone: (505) 934-0354  
[www.dot.nm.gov](http://www.dot.nm.gov)

New Mexico Department of Transportation  
NMDOT District 6  
1919 Pinon Drive  
Milan, NM 87021  
(505) 240-1676  
[www.dot.nm.gov](http://www.dot.nm.gov)

\*Contact NMDOT to determine your District