



**SANDOVAL COUNTY  
PLANNING and ZONING (P&Z) DEPARTMENT**

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

**NOTE: ONCE THE APPROPRIATE CHECKLIST ITEMS ARE SUBMITTED, THEY MUST BE DEEMED COMPLETE BY STAFF. IF ADDITIONAL INFORMATION IS REQUIRED, THE APPLICANT WILL BE NOTIFIED PRIOR TO PROCESSING. ZONING REVIEWS GENERALLY TAKE 7-10 DAYS (MORE REVIEW TIME MAY BE REQUIRED IF FLOODPLAIN OR GRADING AND DRAINAGE REVISIONS ARE WARRANTED).**

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

**New Site-Built Construction – Residential Use Only \***

- Sandoval County New Residential Construction Review Application
- Sandoval County Addressing Assignment Application (if applicable)
- Copy of Deed, Tax Bill and Plat or Survey of Property
- Property Owner's Agent Authorization form (only required when agent is submitting permit packet)
- Grading and Drainage Plan – Required when lot has a slope of 20% or greater
- Two Complete Sets of Construction Drawings (Civil, Architectural, Structural, Mechanical, Electrical & Plumbing) – The two required sets shall not be greater than 24"x36" sheet (one set is kept at Sandoval County)
- Copy of the stamped (approved) New Mexico Environment Dept (NMED) Liquid Waste Permit accompanied by the NMED stamped application and NMED-approved Site Plan
- Site Plan & Vicinity Map. Site Plan must show minimum required setbacks (20' front, 10' sides and back)
- (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 (Including Garage, and Accessory Structure +120sf) \***

- Sandoval County New Residential Construction Review Application
- Copy of Deed, Tax Bill, and Plat or Survey of Property
- Property Owner's Agent Authorization form (only required when agent is submitting permit packet)
- Two Complete Sets of Construction Drawings (Civil, Architectural, Structural, Mechanical, Electrical & Plumbing) – The two required sets shall not be greater than 24"x36" sheet size (one set is kept at Sandoval County)
- If addition includes more Bedrooms, provide a copy of the stamped NMED Liquid Waste System approval accompanied by the application and report of any inspection performed to existing septic system
- Site Plan & Vicinity Map. Site Plan must show minimum required setbacks (20' front, 10' sides and back)
- \$75.00 Review Fee
- Bedroom Addition(s) – The New Mexico Environment Department must approve updated plans

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

- Sandoval County New Residential Construction Review Application
- Sandoval County Addressing Assignment Application (if applicable)
- Copy of Deed, Tax Bill and Plat or Survey of Property
- Property Owner's Agent Authorization form (only required when agent is submitting permit packet)
- Grading and Drainage Plan – Required when lot has a slope of 20% or greater
- Foundation Plan and Complete set of Construction Drawings indicating how the modular structure will be converted into a residence complete with a kitchen, bathroom(s) and bedrooms, windows and doors
- Two Complete Sets of Construction Drawings (Civil, Architectural, Structural, Mechanical, Electrical & Plumbing) – The two required sets shall not be greater than 24"x36" sheet size (one set is kept at Sandoval County)
- Copy of the stamped (approved) New Mexico Environment Dept (NMED) Liquid Waste Permit accompanied by the NMED stamped application and NMED-approved Site Plan
- Site Plan & Vicinity Map. Site Plan must show minimum required setbacks (20' front, 10' sides and back)
- (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).*

### **Swimming Pools \***

- Sandoval County Residential Construction Review Application
- Copy of Deed, Tax Bill and Plat or Survey of Property
- Property Owner's Agent Authorization form (only required when agent is submitting permit packet)
- Site Plan showing location of new pool and all existing structures on the property
- Pool Plan & Construction Details – (must include all required fencing/walls as well as gates)
- \$75.00 Review Fee

### **Fences over six (6) feet in height, Retaining Walls over (4) feet in height\***

- Sandoval County New Residential Construction Review Application
- Copy of Deed, Tax Bill and Plat or Survey of Property
- Property Owner's Agent Authorization form (only required when agent is submitting permit packet)
- Site Plan & Vicinity Map Showing location of fence and any gates
- Wall/Foundation Plan and Wall Section Detail with materials call-outs and dimensions indicating wall height and thickness – Stamped Drawings by a NM Licensed engineer or architect are required for fences and retaining walls
- \$75.00 Review Fee

### **Manufactured Home Placement \***

- Sandoval County Manufactured Home Placement Application
- Sandoval County Addressing Assignment Application (if applicable)
- Copy of Deed, Tax Bill and Plat or Survey of Property
- Property Owner's Agent Authorization form (only required when agent is submitting permit packet)
- Title (if Used MH) with Serial Number and Model Year or executed purchase agreement of new MH
- Permanent Foundation Plan or Tie-In System Specifications (obtain from installer)
- Copy of the stamped (approved) New Mexico Environment Dept (NMED) Liquid Waste Permit accompanied by the NMED stamped application and NMED-approved Site Plan
- Site Plan & Vicinity Map. Site Plan must show minimum required setbacks (20' front, 10' sides and back)
- (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).*

**Agricultural Use\*** (*NOTE*: highlighted below, also applies to an Accessory Structure, more than 120 square feet, roof area.)

- Sandoval County Agricultural Use Application
- Sandoval County Addressing Assignment Application (if applicable)
- Copy of Deed, Tax Bill and Plat or Survey of Property
- Property Owner's Agent Authorization form (only required when agent is submitting permit packet)
- Letter declaring agriculture 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 structure(s) as it relates to the agricultural use
- Site Plan & Vicinity Map: 2 copies - indicate areas of agricultural 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 site-built buildings or structures are included, provide two 24"x36" (maximum size) complete sets of construction drawings. If the building is prefabricated, must include drawings and specifications from dealer
- (*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)

**\* *NOTE: After staff completes the Zoning Compliance Review, Floodplain determination, Grading and Drainage Plan Review (if applicable) and issuance of a new physical address (if applicable), the permit packet must be taken to the New Mexico Construction Industries Division (CID) or Manufactured Housing Division (MHD) at 5500 San Antonio Drive NE in Albuquerque for review and issuance of the building permit. CID & MHD also perform inspections in Sandoval County's jurisdiction. Scheduling of all inspections is the responsibility of the applicant.***

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 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 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 State Highway Driveway/Other Permits:**

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

**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)

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