

Fee Schedule:

Accessory Structures Placement of pre-assembled sheds or structures (not for human occupancy)	\$50.00
Accessory Structures <u>built</u> less than 120 sq. ft. (not for human occupancy)	\$50.00
Accessory Structures built over 120 sq. ft.	\$100.00
Residential Development less than 120 sq. ft. i.e. Porch, Deck, Ramp	\$100.00
Residential Development over 120 sq. ft. i.e. New Home, Additions, Studio,	\$250.00
Modular Home and Manufactured Home placement with permanent foundation	\$150.00
Manufactured Home and Tiny House placement with non-permanent foundation (MHD or HUD Approval for Human Occupancy)	\$100.00
Authorization for Utility Service (\$50.00 charge with development permit)	\$100.00
Utility-Commercial / Multi Family – Development	\$200.00
Utility Service reconnect, upgrade or solar	\$50.00
Multi-Family Development i.e. Apt Complex, Condominiums	\$500.00
Commercial Development i.e. Retail Store, Class II Development	\$1,000.00
Business License	\$35.00
Home Occupation	\$50.00
Sign Permit - Per Sign	\$50.00
Conditional Use Permit – Small Scale	\$200.00
Special Use Permit – Large Scale	\$500.00
Temporary Use Affidavit	\$50.00
Dedication of Burial Ground	\$50.00
Film & Movie Production	Varies
Tower Permit	Varies

Where to get an Application:

To get a permit application, please visit one of our office locations listed on the front of this brochure, or visit the County website at: www.rio-arriba.org where you can also find information about:

- ❖ Public Notices
- ❖ The Comprehensive Plan
- ❖ P&Z Ordinances
- ❖ P&Z Meeting Agendas
- ❖ Survey Plat Forms/Application
- ❖ Development Permits
- ❖ Business License

Contact Agencies:

Construction Industries Division (CID)
Manufactured Housing Division (MHD)

Santa Fe: Toney Anaya Building
2550 Cerrillos Road, Third Floor
Ph: 505.476.4700 Fax: 505.476.4685
rldcid@state.nm.us

State Environment Office

Espanola: 712 La Joya Street
Ph: 505.753.7256 Fax: 505.753.1840
www.nmenv.state.nm.us

US Army Corps of Engineer ABQ Division

Albuquerque: 4101 Jefferson Plaza, NE
Ph: 505.342.3100
www.spa.usace.army.mil

NMDOT District 5 Office

Santa Fe: 7315 Cerrillos Road, PO Box 4127
Ph: 505.827.9500 Fax: 505.827.9509
(Toll Free) 1.800.388.6630

North Central Solid Waste

Espanola: 2016 North Riverside
Ph: 505.747.8459
Tierra Amarilla: 14 State Road 573 @ Ensenada
Ph: 505.588.0480

Office of the State Engineer (OSE)

Santa Fe: Concha Ortiz y Pino Building
130 South Capitol Street, P.O. Box 25102
Ph: 505.827.6091 Fax: 505.827.3806

www.ose.state.nm.us/water_info_rights_apps_forms.html

Jemez Mountains Electric Cooperative, Inc.

19365 State Rd. 84/285
Hernandez, NM 87537
PO Box 128 Espanola, NM 87537
Phone: 505-753-2105
Toll Free: 1-888-755-2105
Fax: 505-753-6958



PLANNING AND ZONING DEPARTMENT

Permits and Addressing

Staff:

Thomas Aragon --- Director
Michael Garcia---Assistant Director, CFM,CZO
Katrina Salazar ---Administrative Assistant
Berlinda Trujillo ---Assistant Planner
Freddie Cordova---Code Enforcement Officer
Jeanie Lopez---Code Enforcement Officer
Karen Baca---Code Enforcement Officer (TA)

Office Locations:

<u>Española Office</u>	<u>Tierra Amarilla Office</u>
1122 Industrial Park Rd	149 State Rd 162
Española, NM	Tierra Amarilla, NM
Ph: 505-753-7774	Ph: 575-588-7254

How to get a Permit:

All permits require the following information to be submitted, unless the requirement for a particular development is waived as not applicable. The P&Z Department will regulate Zoning, Setbacks, and Flood Zone requirements. A site visit will be scheduled for every permit issued. Allow 3-5 days for processing a development permit application. (No permit will be issued with pending violations for non-compliance with this ordinance)

Thank you for your cooperation....

1. Site Plan

A site plan that accurately depicts the following information including both existing and proposed items to be installed, constructed, or altered these measurements include:

- Measure the distance on the subject property of the proposed structures and their distance, measured in feet, from each other and the boundary lines of the property;
- The location of lawful access and egress into the property from the public roadway;
- The location of all existing and proposed well(s), liquid waste systems and septic systems;
- The dimensions and location of all waterways including, but not limited to rivers, streambeds, arroyos, acequias or springs located on the property;

2. Proof of a Liquid Waste Account with New Mexico Environmental Department (NMED)

A copy of an approved application for a new liquid waste permit or registration of an existing unpermitted system dated from within six (6) months from NMED.

3. Proof of Ownership

A warranty deed, real estate contract, or authorization from the property owner to build, place or modify on proposed property or structure.

4. Proof of Paid Taxes

A receipt of property taxes paid and current on the property, this form may be acquired from the County Treasurer's Office.

5. A Survey

A recorded survey that has been prepared in accordance with the standards of the American Land Title Association. All lots must have lawful access and egress from the property. In the condition that access is required by passage through an area of land under other ownership, an easement must be either created or proven to exist as recorded by a deed, or by a prescriptive use with a signed affidavit, or by express grant, or due equity. In the condition that access is required from a State Highway, a copy of the approved NMDOT 'Application for Permit to Construct an Access or Median Opening on Public Right of Way' must be submitted.

6. Two (2) Sets of Construction Drawings for all New Construction.

The Planning and Zoning Department does not issue building permits, NMCID will issue building permits and schedule inspections on the construction or installation of any structure that is greater than one-hundred and twenty square feet (120 sq. ft.) in area or fences and walls over six feet (6 ft.) in height. Plans must include two (2) sets of construction drawings depicting the following information:

- Site Plan/setbacks
- Floor Plan
- Roofing Plan
- Wall Section Details
- Grading and Drainage Plan
- Foundation Plan
- Completed NMCID Application/P&Z Approval

7. Proof of Service with North Central Solid Waste Authority

A account number will be issued by North Central Solid Waste Authority once a physical address is issued by the County with an approved development permit application. If service has already been established; a copy of a bill dated from within thirty (30) days is also acceptable

8. Proof of Water Availability

A copy of an approved application for ground water rights or well permit, acquired from the Office of the State Engineer (OSE) by the applicant, for individual or community water uses. A written confirmation of membership, or a receipt for service for membership within a mutual domestic water association is also acceptable.

9. Floodplain Permit

The Certified Floodplain Administrator will verify if proposed structure is located within a FEMA designated flood hazard area, which will require additional requirements for development. An elevation certificate is required for residential dwellings to determine the base flood elevation, with a final elevation certificate once structure is completed or placed.

10. Setbacks

Residential Setbacks:

25 Feet Front & Back Yards

10 Feet From Sides Yards

10 Feet Between Any Structure

Accessory Structure Setbacks:

10 Feet Front-Back & Sides

10 Feet Between Any Structure

Additional setbacks apply from rivers, streams, lakes, arroyos, acequias and steep banks.