

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 Licenses

Contact Agencies:

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

Santa Fe: Toney Anaya Building
2550 Cerrillos Road, Third Floor
Ph: 505.476.4700 or 505-476-4869 **Fax:** 505.476.4685
rldcid@state.nm.gov

State Environment Office - Septic

Espanola: 912 N. Railroad Ave STE B
Ph.: 505.753.7256 **Fax:** 505.753.1840
www.nmenv.state.nm.gov

Office of the State Engineer (OSE) - Water

Santa Fe: Concha Ortiz y Pino Building
130 South Capitol Street, P.O. Box 25102
Ph: 505.827.6120 **Fax:** 505.827.3806

North Central Solid Waste - Trash

Espanola: 1101 Industrial Park Suite C
Ph: 505.747.8459
Tierra Amarilla: 14 State Road 573 @ Ensenada
Ph: 575.588.0480

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

US Army Corps of Engineer ABO Division

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

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:

Director – Gabriel Boyle
Assistant Director – Angel Garcia
Assistant Planner – Gianna Hamilton
Assistant Planner – Eleanore Burress (TA)
Code Enforcement – Marcos Maestas
Administrative Assistant – Beatrice Pena

Office Locations:

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

How to get a Permit:

To obtain a permit, please submit the required information unless a specific requirement is waived for your development. The Planning and Zoning (P&Z) Department will handle zoning, setbacks, and flood zone matters. A site visit will be arranged for each permit issued. Processing time for development permit applications is 3-5 days. **Permits will not be issued if there are any outstanding violations of County Ordinances.**

1. Site Plan

Site plan must accurately depict the following information, including both existing and proposed items to be installed, constructed, or altered. The measurements required are:

- The distances between proposed structures on the property, as well as their distances from the property boundary lines, all measured in feet.
- The location of legal ingress and egress points to the property.
- The location of all existing and proposed wells, liquid waste systems, and septic systems.
- The dimensions and locations of all waterways on the property, including but not limited to rivers, streambeds, arroyos, acequias, or springs.

2. Proof of Ownership

Warranty deed, real estate contract, or authorization from the property owner permitting construction, placement, or modification on the proposed property or structure.

3. Proof of Paid Taxes

Receipt indicating that property taxes are paid and up-to-date. This form can be obtained from the County Treasurer's Office.

4. A Survey

Recorded survey prepared by a New Mexico licensed professional surveyor is required. All lots must have legal access. If access is needed from a State Highway, submit a copy of the approved NMDOT permit.

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

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

6. Proof of Water Availability

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

7. Contractor Information

Collect and provide the names and contact information for all contractors and subcontractors. The County must verify that all contractors and subcontractors hold a Rio Arriba County Business License.

After the address is established, the following will be required to obtain a permit.

8. Proof of Service with North Central Solid Waste Authority

Account number will be provided by the North Central Solid Waste Authority once the County issues a physical address with an approved development permit application. If service is already established, a copy of a bill dated within the last thirty (30) days is also acceptable.

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

Planning and Zoning Department does not issue building permits. Building permits and inspections for structures greater than 120 square feet or fences and walls over 6 feet in height are issued and scheduled by the New Mexico Construction Industries Division (NM CID). Plans must include two sets of construction drawings with the following information:

- Site Plan/setbacks
- Floor Plan
- Roofing Plan
- Wall Section Details
- Grading and Drainage Plan
- Foundation Plan

Completed NM CID Application for P&Z Approval

10. Floodplain Permit, if applicable

The Certified Floodplain Administrator will determine if the proposed structure is located within a FEMA-designated flood hazard area, which may impose additional development requirements. For dwellings, an elevation certificate is required to establish the base flood elevation, with a final elevation certificate needed once the structure is completed or installed.

11. Required Setbacks:

- **25 feet from the front and back yards**
- **10 feet from the side yards**
- **10 feet between any structures**

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