

### Fee Schedule:

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

### 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](http://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](mailto: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](http://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](http://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](http://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:

Planning & Zoning Director- Vacant  
Administrative Assistant- Angel Garcia  
Administrative Assistant- Gianna Hamilton  
Assistant Planner- Vacant  
Code Enforcement- Freddie Cordova

### Office Locations:

Española Office  
1122 Industrial Park Rd  
Española, NM  
**Ph:** 505-753-7774

Tierra Amarilla Office  
149 State Rd 162  
Tierra Amarilla, NM  
**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.**