



STATE OF NEW MEXICO
COUNTY OF LUNA
PLANNING DEPARTMENT
700 S. Silver Ave.
PO DRAWER 551 DEMING NEW MEXICO 88031-0551
(575) 543-6620 FAX (575) 544-3455

APPLICATION REQUIREMENTS FOR PERMIT TO INSTALL MANUFACTURED HOUSING IN LUNA COUNTY

The transportation, movement and installation of Manufactured Homes to a home site are regulated by the Luna County Planning Department.

To obtain an **installation permit** (MHIP), the following items must be submitted with a completed, signed application attached hereto. **On site utilities are a requirement of this application with no sharing of utilities.** If any of the items are not provided and checked off, please explain. Failure to provide the requested items may result in delay or denial of your application.

- 1. Proof of ownership on Mfg. Home: ex. Sales contract or Registered Title

- 2. Proof of property ownership: ex. Warranty Deed or Real Estate Contract

- 3. Copy of Tax Release obtained from Assessor's Office (Not required for new manufactured homes)

- 4. Copy of Domestic Water Well Permit: obtained from State Engineers District Office

- 5. Copy of Liquid Waste System Permit: obtained from New Mexico Environment Office

- 6. Electric Meter Pole on site: receipt or contract

- 7. Proof of NM Manufactured Housing Division Blocking Permit: 575-524-6320

If all on site utility requirements are met and there are no violations on the home site. An onsite inspection will be conducted by a Luna County Land Use Official. Upon approval of the application, a \$100 non-refundable administrative fee will be assessed. A \$35 addressing fee is assessed for all housing units installed in Luna County, if there is no address on site.

Manufactured homes are NOT to be moved without a permit from this office.



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Manufactured Housing
Installation
Permit Application

4/02

Registrar MH Owner:				Date:	
Registrar Property Owner:				Phone:	
Address:		City:	State:	Zip Code:	
Property Conveyance Type:		Permissible Use <input type="checkbox"/>	Sale Contract <input type="checkbox"/>	Deed <input type="checkbox"/>	Lease <input type="checkbox"/>
Conveyance Reception No.:		Survey Reception No.:			
Property Location:		Street Name:			
Subdivision:		Block:	Lot:	Section:	Township:
Well on site: Yes <input type="checkbox"/> No <input type="checkbox"/>		Septic on site: Yes <input type="checkbox"/> No <input type="checkbox"/>		Electric on site: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Year of MH:	Make:	Model:	Serial No.	Dimensions	H.U.D. No.
Moving Set-up Company: NM License No.					
Address:		City:	State:	Zip:	
Sales Price:		New: <input type="checkbox"/>	Used: <input type="checkbox"/>	Date manufactured home to be delivered to site:	

MH Moving From:

MH Moving To:

**I certify that the information stated herein is true to the best of my knowledge
and hereby agree to have skirting on the manufactured home within 30 days of placement.**

APPLICANT SIGNATURE

OFFICIAL USE ONLY

FLOOD ZONE DESIGNATION: This tract lies within zone: A AE AH AO X Panel No. _____

Certified Flood Manager: _____

This application has been reviewed by the Luna County Code Enforcement Division and Land Use Division and is _____ is not _____ approved for issuance of permit.

Department Inspector _____ Date _____



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**Manufactured Housing
Installation Site Plan**

4/02

Road Name _____

Road Name _____

Please sketch the site plan showing orientation and location of manufactured home in relation to property boundaries. Distances may be estimated. Also indicate the location of existing and proposed improvements. e.g. well, septic and leach field, electric pole, propane tank, garage, outbuildings, etc. Indicate driveway access from street to dwelling.

NOTE: For all Pre-owned Manufactured Homes not purchased through a licensed dealership, the following information is required and can be obtained at the County Assessor Office:

1. Copy of Tax Release