



PERMIT NO. _____

City of Belen
100 South Main Street
Belen, NM 87002
(505) 864-8221

APPLICATION FOR MOBILE HOME/MANUFACTURED HOME PERMIT

PERMIT FEE: \$250.00

APPLICANT: _____ DATE: _____
ADDRESS: _____
TELEPHONE: _____

APPLICATION REQUIREMENTS

- MUST BE A DOUBLE WIDE UNLESS ZONED FOR A SIGLE WIDE
- MUST BE A 1978 OR NEWER HUD APPROVED MANUFACTURED HOME
- MUST PROVIDE A COPY OF THE TITLE OR PURCHASE AGREEMENT FOR MANUFACTURED HOME
- MUST BE PLACED ON A PERMANENT FOUNDATION
- A COPY OF THE LEGAL DESCRIPTION OF THE PROPERTY
- PROVIDE A SITE PLAN-DRAWING OF WHERE HOME IS TO BE PLACED ON PROPERTY SHOWING SETBACKS FROM PROPERTY LINES
- MUST BE SKIRTED BEFORE MOVING IN
- MUST PROVIDE PROOF OF PROPER PERMITTING FROM THE STATE MANUFACTURED HOUSING DEPARMENT
- PROVIDE AN ELEVATION CERTIFICATE

NOTE: This application shall be submitted to the Planning and Zoning Officer at the City of Belen. A letter of validation that the property is a legal lot located within the City Limits will be provided to take to the State Manufactured Housing Division for State Permitting. A copy of the procedure to obtain a manufactured housing permit from the State Manufactured Housing Division will be provided to applicant. Failure to provide requirements and acquire proper permitting from the State is grounds for deferral or denial of this application.

Accompanying this application are the above listed requirements for the Manufactured Housing Permit. I have examined read this application and am familiar with the regulations for the placement of a manufactured home within the City Limits of Belen. I understand that the City of Belen will not assume any liability for a possible lack of understanding on my part.

Signature of applicant _____ Date: _____

PRESENT ZONING: _____

Flood Certificate Attached: Yes _____ No _____ Elevation _____ Tie-down _____
Final Inspection By: _____ Date: _____
Approved By: _____ Date: _____
Receipt: _____ Method of Payment: Check _____ Cash _____