



City of Belen
100 South Main Street
Belen, New Mexico 87002
505-966-2739

Permit #

Mobile Home/ Manufactured Home Application

Permit Fee: \$250.00

Name: _____

Address: _____

Phone Number: _____

Application Requirements

- MUST BE A DOUBLE WIDE UNLESS ZONED FOR A SINGLE 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 SET BACKS FROM PROPERTY LINES
- MUST BE SKIRTED BEFORE MOVING IN
- MUST PROVIDE PROOF OF PROPER PERMITTING FROM THE STATE MANUFACTURED HOUSING DEPARTMENT
- 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 I 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 _____

P&Z Signature: _____

Approved by: _____ Date: _____

Tie-Down: _____

Final Inspection by: _____ Date: _____