



PERMIT NO. _____

City of Belen
100 South Main Street
Belen, NM 87002
(505) 966-2730

APPLICATION FOR MODULAR STRUCTURE PLACEMENT PERMIT

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

APPLICATION REQUIREMENTS

- MUST PROVIDE A COPY OF THE TITLE OR PURCHASE AGREEMENT FOR MODULAR UNIT
- MUST BE PLACED ON A PERMANENT FOUNDATION
- A COPY OF THE LEGAL DESCRIPTION OF THE PROPERTY
- PROVIDE A SITE PLAN-DRAWING OF WHERE MODULAR UNIT IS TO BE PLACED ON THE PROPERTY
- MUST BE SKIRTED BEFORE MOVING IN
- MUST PROVIDE PROOF OF PROPER PERMITTING FROM THE STATE AGENCIES
- PROVIDE AN ELEVATION CERTIFICATE
- MUST PROVIDE WRITTEN COMMENTS FROM THE LOCAL POLICE DEPARTMENT, THE FIRE DEPARTMENT AND THE PUBLIC WORKS DEPARTMENT

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 for State Permitting. 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 Modular structure Permit. I have examined read this application and am familiar with the regulations for the placement of a modular structure 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 _____

Final Inspection By: _____ Date: _____

Approved By: _____ Date: _____

Receipt: _____ Method of Payment: Check _____ Cash _____