



Taos County Planning Department
105 Albright Street, Suite H
Taos, NM 87571
575-737-6440 Fax 575-737-6449
Residential Zoning Clearance
Permit Application

PRIOR TO ANY SITE VISIT, THE APPLICANT SHALL POST THE PHYSICAL ADDRESS PLACARD AND IDENTIFY CORNERS OR EDGES OF PROPOSED STRUCTURE WITH STAKING OR FLAGGING.

Application No. _____

Section I

NAME OF APPLICANT: _____ **Owner:** Yes or NO
ADDRESS: _____ (CITY) _____ (STATE) _____ (ZIP CODE) _____
PHONE: _____ (MAIN) _____ (ALTERNATE) **EMAIL:** _____

Section II

Physical Address of Project _____
Directions to Development Site: _____

Neighborhood Association Yes or No (If Yes, please list Name: _____)
 Letter of approval must be submitted.

Section III

Please Select Development Type: New Building Addition Alteration
Development Description: Residence Garage Carport Storage Deck
 Manufactured Home (must complete Section V below) Other _____
Square Footage of the development _____ **Proposed Height of development** _____
Slope of development of property _____ % **Grade of road/driveway to property** _____
Setbacks Front _____ Back _____ Sides _____ **Acequia** Yes No **If Yes, Acequia Set Back** _____
Fencing Proposed Yes No **Fence Site Triangle Required** Yes No

Section IV

Kit Carson Electric Approval: _____ **DATE** _____
Taos County Public Works Approval: _____ **DATE** _____
Taos County Solid Waste Department Approval: _____ **DATE** _____
Taos County Treasurer's Office Approval: _____ **DATE** _____
Taos County WUI Coordinator Approval: _____ **DATE** _____
 (WILDLAND URBAN INTERFACE DEFENSIBLE SPACE ASSESSMENT)

Section V (FOR MANUFACTURED HOMES ONLY)

Will the unit be placed in a mobile home park? Yes No (If yes, a copy of the lease must be submitted)
 Year _____ Make _____ Vin No. _____ Dimensions _____
Type of Unit: Double Wide Single Wide Modular Home (must submit a building permit for foundation)
 Other: _____ **Type of Placement:** Foundation Tie Down
Will the axels remain attached? Yes No
Is the unit currently placed within Taos County? Yes No (If yes, must submit approved Tax Release Form from the Taos County Assessor's Office)

Section VI

The following information and documentation are required with this application, additional documents may be required at the discretion of the Planning Department. Additional fees may be required:

- Recorded Warranty Deed or Real Estate Contract
- Copy of Tax Assessment
- Rural Addressing Verification (Please Attach Copy of Approved Application, Verification Letter, and Aerial Map)
- Flood Plain Permit/Wetlands Determination (Please Attach Copy of Approved Application)
- Wildland Urban Interface Approval (This is only required within High Areas)
- Well Permit
- Liquid Waste Permit
- Water & Sanitation District
- Site Plan including storm drainage and setbacks (Please refer to page 6 for example of an approved site plan)
- Outside Lighting Shielded per the Night Sky Ordinance

CERTIFICATION

If a permit is issued pursuant to this application, the terms and conditions of the permit shall be based on the information provided by the applicant. Changes in the use of the permitted activities that are not consistent with the terms and conditions of the permit or this application may be considered a violation of this permit. The applicant hereby declares that all the information provided on this application and any submitted attachments for the purposes of obtaining a permit, are correct and complete. The applicant acknowledges that providing false information to a governmental agency is punishable as perjury in the second degree, as well as being punishable under any other applicable State or Federal Laws. I authorize Taos County to conduct inspections on the property related to this permit.

Applicant Signature _____ Date _____

FOR OFFICE USE ONLY

THIS APPLICATION FOR ZONING CLEARANCE WAS REVIEWED BY:

(PRINT NAME) (DATE)

SITE ZONING INSPECTION VERIFICATION

Reviewed By: _____ Date: _____

Signature: _____ Approved Denied

Comments: _____

COUNTY OF TAOS
STATE OF NEW MEXICO

F.R. Bob Romero
Miguel Romero Jr.
Darlene Vigil
AnJanette Brush
Ronald Mascareñas

District I
District II
District III
District IV
District V

Brent Jaramillo

County Manager



RURAL ADDRESSING
PLANNING DEPARTMENT
105 Albright Street, Suite H Taos,
NM 87571
Office: (575) 737-6445
rural.addressing@taoscountynm.gov

REVIEW FEE \$10.00 ADDRESSING FEE \$35.00

RURAL ADDRESS APPLICATION

**THIS INFORMATION IS NECESSARY TO OBTAIN TELEPHONE AND POWER SERVICE.
THE INFORMATION IS USED BY EMERGENCY RESPONSE PERSONNEL VIA THE TAOS
COUNTY E-911 SYSTEM.**

PROPERTY CODE NUMBER _____ OWNER NUMBER _____

CURRENT PHONE NUMBER (_____) - _____ - _____

NAME _____
(Last) (First) (Initial)

(Last) (First) (Initial)

CURRENT MAILING ADDRESS:

(Street) (P.O. Box)

(City) (State) (Zip)

In order to properly process your request, a staff person will determine your address based on the road's official name in the E-911 database adjacent existing house numbers, and/or other relevant data, and the driveway's distance from the beginning of the road. (For example: 1.5 miles will be #150; 0.8 miles is #80.) All odd numbers will be assigned to one side of the road and all even numbers to the other. Please describe how we will find your driveway. (Begin with the closest named road.) Please use back of sheet or separate sheet of paper to draw a sketch if needed. If there is an existing address please provide it below:

OFFICE USE ONLY

	NUMBER	UNIT TYPE	UNIT	ZIP CODE
NEW ADDRESS \$35 <input type="checkbox"/>				
VERIFICATION \$10 <input type="checkbox"/>				
ELEC ONLY \$35 <input type="checkbox"/>	ROAD NAME		LOCAL COMM	
	WUI Y/N	ESN	SIGNATURE	DATE



FLOODPLAIN/WETLANDS DETERMINATION FORM

Date _____

Name of OWNER / CONTRACTOR (circle one)

Mailing Address:

Telephone _____

Physical address of proposed development:

Property Code Number _____ Owner Number _____

OFFICE USE ONLY

The above property is found on FIRM PANEL 35055C _____

Community: Taos County (350078)

Questa (350116)

Effective FIRM Date: 10/6/2010

PROPERTY IS LOCATED IN ZONE(S): A AE D X

THE PROJECT:

- IS NOT** located in a Special Flood Hazard Area. No further Floodplain review is necessary.
- IS** located in a Special Flood Hazard Area. **ADDITIONAL REVIEW AND A SITE VISIT MAY BE NECESSARY AND A FLOODPLAIN DEVELOPMENT PERMIT WILL BE REQUIRED FOR THIS PROJECT.**

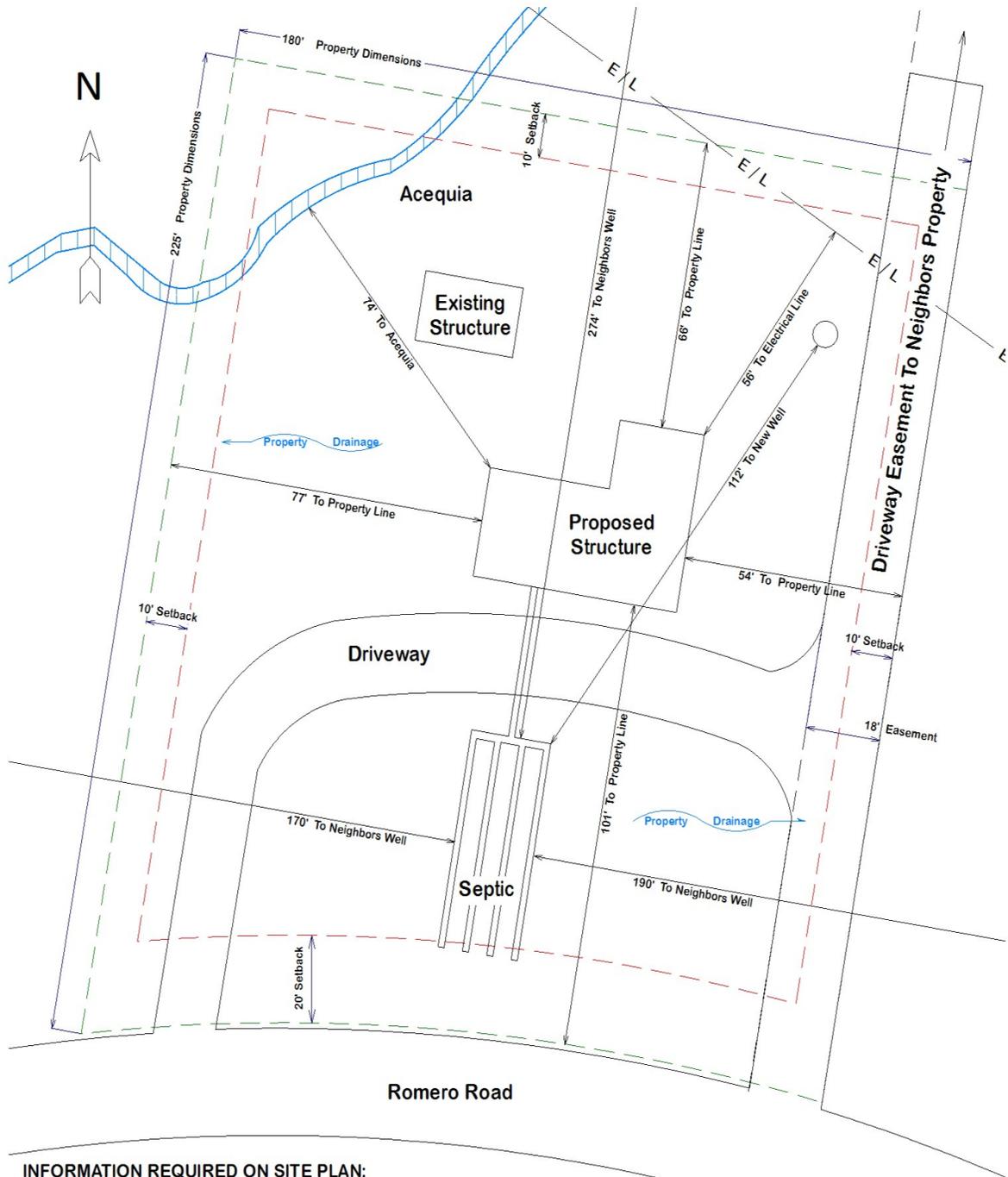
THE PROJECT:

- IS NOT** located in a Wetlands Area. No further Wetlands review is necessary.
- IS** located in a Wetlands Area. **ADDITIONAL REVIEW AND A SITE VISIT MAY BE NECESSARY AS REQUIRED BY THE UNITED STATES ARMY CORPS OF ENGINEERS.**

COUNTY ADMINISTRATOR OR DESIGNEE

Comments

Residential Zoning Clearance Site Plan Example



INFORMATION REQUIRED ON SITE PLAN:

- Name of Road, Driveway Location, Property Dimensions, Proposed and Existing Structures.
- Easements for Egress and Utilities. Property Setbacks **North Arrow**
- Location of Well and Septic System.
- Location of All Water Features (lakes, rivers, streams, irrigation ditches, ponds, and intermittent arroyos) on or adjacent to the property.
- Show Distances from All Structures to Property Boundaries
- Show Electrical Lines, either Buried or Overhead. Show Gas Lines. Show Direction of Property Drainage
- 1 site plan is required on 8 1/2" x 11" or 11"x17" paper

NOTE: THIS SITE PLAN DOES NOT HAVE TO BE TO SCALE.

BUT IT MUST BE A FAIRLY ACCURATE DESCRIPTION OF YOUR PROPOSAL.

INACCURATE SITE PLANS WILL BE REJECTED AND REQUIRED TO BE REVISED. DISTANCES TO PROPERTY LINES PLUS BUILDING LENGTH/WIDTH MUST EQUAL TOTAL LENGTH/WIDTH OF PROPERTY.



RESIDENTIAL ZONING CLEARANCE APPLICATION CHECKLIST

The following is required for all Residential Zoning Clearance Applications. Failure to completely fill out the application and provide all documentation and information will result in denial of this application and this application will be deemed incomplete.

- If the applicant is not the property owner, then the authorized agent, referenced herein, can sign as long as the bottom portion of page 3 is filled out, signed, and notarized by the property owner(s) (Owner Granting Permission for Individual to Act as Agent).
- If more than one person is named on the warranty deed, then all owners must sign the affidavit or a notarized letter from each additional owner must be submitted giving the person signing the application permission to apply for this Residential Zoning Clearance Permit.
- A letter of approval from Neighborhood Association when applicable i.e. Stagecoach, Upper Las Colonias, Golf Course, Vista Linda, Valle Escondido, Greater World. (Additional performance standards may need to be met)
- Square footage of development should be measured from outside wall to outside wall.
- The proposed height of development cannot exceed 27'. Please consult with a Planner for maximum height calculations for Gable, Hip or Gambrel Roofs. Structure heights within the Upper Las Colonias Neighborhood Association may vary per specific zone, please refer to Taos County Ordinance 2003-1, as amended, for performance criteria.
- Slope of development of property – If slope exceeds 20% then an Administrative Permit or Special Use Permit is required rather than a Residential Zoning Clearance Permit. Where there is uncertainty a licensed contractor or engineer can determine the slope. The Planning Department reserves the right to make the final determination on the slope of the property. Topographic maps are available in the Planning Department. Please contact a Planner at 575-737-6440 to schedule an appointment to begin the process of applying for an Administrative Permit or Special Use Permit.
- Grade of road/driveway to property - If slope exceeds 20% then an Administrative Permit or Special Use Permit is required rather than a Residential Zoning Clearance Permit. Where there is uncertainty a licensed contractor or engineer can determine the slope. The Planning Department reserves the right to make the final determination on the slope of the property. Topographic maps are available in the Planning Department. Please contact a Planner at 575-737-6440 to schedule an appointment to begin the process of applying for an Administrative Permit or Special Use Permit.
- A minimum setback of 20' from the front property line; 10' from the back and side property lines; 20' from any acequia; 40' from a river is required. Please speak with a building official (575-737-6440) for setback requirements from an arroyo or slope. See the Limits Table in the Taos County Land Use Regulations, Ordinance 2018-2, as amended.
- Is an acequia (ditch) running through or adjacent to the property being developed? If yes, what is the setback from the bank edge to the proposed structure? Must be at least 20', if the proposed setback is less than 20' from the nearest bank of an acequia, then a letter of approval must be obtained from the applicable Acequia Commission. Said approval must be submitted with the Residential Zoning Clearance Application. All acequias must remain open and uncovered, unless permission has been granted by the Acequia Commission. Acequias shall be readily accessible for use and maintenance, and be unobstructed from fences, culverts or other impediments.
- Is a fence going to be placed on the property? If yes, fences over 6' and up to 10' must obtain a building permit and must comply with the requirements for Site Triangle Areas. Fences over 10' are prohibited. Retaining walls in excess of 4" must obtain a building permit and require a licensed New Mexico Design Professional (Architect or Engineer) to seal the drawings.
- Site Triangle Areas – Any fence proposed where an intersecting street or driveway exists must comply. Within 20' from said intersection or driveways in both directions fencing cannot exceed 3' in height. See Appendix 6 – Schematics for Site Triangle Area in the Taos County Land Use Regulations, Ordinance 2018-2, as amended.
- Signature from Kit Carson Electric (575-751-9064) is required regardless of project (Signature is valid for up to 6 months prior to submittal)
- Signature from Taos County Public Works Department (575-737-6470) is required for all new homes, or when land is vacant or when otherwise required by Taos County Planning Department Staff. If property is located off a NM State Highway or US Highway, then an approved Access Permit will be required from the NM Department of Transportation (1-800-388-6630)



RESIDENTIAL ZONING CLEARANCE PERMIT APPLICATION CHECKLIST CONTINUED

- Signature from Taos County Solid Waste (575-737-6331) is required for all projects
- Signature from Taos County Treasurer's Office (575-737-6340) is required for all projects
- If property is within a High Wildland Urban Interface (WUI) area, the project must be approved by the WUI Coordinator (575-779-0914 or ensowfs@gmail.com), a copy of approval must be attached. Refer to the approved Rural Addressing Application to determine if the property is within a High WUI area. (Please note: Properties within a High Wildland Urban Interface Area may require an Administrative or Special Use Permit rather than a Residential Zoning Clearance Application. Please contact a Planner at 575-737-6440 to schedule an appointment to begin the process of applying for an Administrative Permit or Special Use Permit.)
- Copy of lease for the space acquired at the mobile home park must be submitted
- If a modular unit is proposed, a building permit must be applied for from Taos County for the construction of the permanent foundation. Said application must be included (with all required documentation) with submittal of this Residential Zoning Clearance Permit Application.
- If the manufactured home is currently in Taos County and is being moved to a new location within Taos County, then a Tax Release Certificate must be obtained from the Taos County Assessor's Office. (575-737-6360)
- Copy of recorded warranty deed or real estate contract must be submitted with all projects. If a Real Estate Contract is provided, then a notarized letter from the owner of record must be submitted giving permission to make improvements to the property. (Copies may be obtained from Taos County Clerk's Office 575-737-6380)
- Copy of Tax Assessment (Copies can be obtained from Taos County Assessor's Office 575-737-6360)
- Rural Addressing Application (Page 4) - please fill out and email to rural.addressing@taoscountynm.gov. A site plan as described below and the tax assessment or tax bill for the property must also be attached. Once these forms have been accepted and reviewed someone will email you back the approvals which must be included with your submittal package. Please note: Walk-ins are welcome, although emails are preferred. (575-737-6445)
- Flood Plain/Wetland Determination Form (Page 5) – Please email to rural.addressing@taoscountynm.gov with the Rural Addressing Application (mentioned above and all the requirements indicated above) Additional requirements, in accordance with the US Army Corp of Engineers, may need to be met if property is found to be within a Floodplain, or wetlands area. Final approval(s) must be obtained and submitted. The Addressing Technician who verifies your property will inform you of what additional items will be required.
- Copy of approved Well Permit from the State of New Mexico Engineer's Office (505-827-6120). If a catchment system is installed in lieu of a well then, the site plan must show where the tanks will be placed Including sizes of tank(s) and a letter from a water hauler (on company letterhead) indicating they will provide additional water to the home when needed (must have physical address in letter) must be included. This is required for all new homes, additions, remodels & renovations, when any plumbing work will be performed on any type of project, or when otherwise required by Taos County Planning Staff.
- Copy of approved Liquid Waste Permit from the New Mexico Environment Department (505-309-2490) must be submitted for all new homes, or when adding additional bedrooms, or when otherwise required by Taos County Planning Staff.
- A letter from the water & sanitation district indicating approval to connect (must have physical address) will be accepted in lieu of well permit and/or liquid waste permit.
- All outdoor lighting must comply with the Dark Skies Protection Ordinance 2006-9.
- Page 3 Affidavit must be signed and notarized by the property owner. If an agent is working on an application, then the property owner must sign the bottom portion of the page naming the individual and that individual (agent) must sign the top portion.
- A site plan must be submitted that is on 8 ½"x11" or 11"x17" paper attached which must contain all information required on page 6 of the application. Page 6 is a sample of a site plan.

APPLICATION SUBMITTAL:

1. Residential Zoning Clearance Permit Application filled out and completed as per the Residential Zoning Clearance Permit Application Checklist all documents required must be attached.
2. Building Permit Application Completed signed and notarized by homeowner for Homeowner Builder Permit or licensed contractor signature with copy of contract and 2 sets of plans.
3. Applications submitted must contain original signatures. Copies will not be accepted unless otherwise indicated in the Residential Zoning Clearance Permit Application Checklist.
4. As noted on the first page of the Residential Zoning Clearance Permit Application, the applicant shall post the physical address placard and identify corners or edges of the location of the proposed structure with staking or flagging, prior to submitting the Residential Zoning Clearance Application. Failure to post the physical address placard and identify corners or edges of the proposed structure with staking or flagging prior to submitting the Residential Zoning Clearance Application will result in an additional \$50.00 fee for each site inspection conducted after the first site inspection conducted.