MANUFACTURED HOME APPLICATION PACKET

www.rrnm.gov

www.codepublishing.com/NM/RioRancho/
Welcome!

All residential manufactured home submittals within the municipal boundaries of the City of Rio Rancho are required to have a heated area of at least 36 by 24 feet and at least 864 square feet. Residential dwelling units are required to:

- Dwelling units are required to be permanently affixed to a permanent foundation;
- Dwelling units shall have either an attached or detached private garage affixed to a permanent foundation. At the time of plan review submittal for the dwelling unit, a submittal is also required for the attached or detached garage;
- Dwelling units shall have a roof meeting the following minimum criteria:
  - A pitched roof with a minimum slope of one-half inches in every 12 inches and no less than six-inch overhangs; or
  - A flat roof with parapets at least six inches in height above the finished roof.
- The dwelling unit is required to face the address street or create a presence on the address street;
- Residential dwelling unit sites shall be prepared in such a manner that positive drainage of surface water is maintained and directed away from the dwelling unit as per State of New Mexico regulations;
- An all-weather driveway shall be constructed from the front property line to the private garage.
- Each residually developed property shall provide landscaping in the front yard which consists of a minimum of two trees, each of a minimum one and one-half inches in caliper or eight-foot high conifers and three five-gallon shrubs.
- Additional design criterial information is available at https://www.codepublishing.com/NM/RioRancho/#/RioRancho150/RioRancho154.html#154.60
- State of New Mexico approved foundation permit shall be obtained prior to submittal for the Manufactured Home.
- All new dwelling units being located within the municipal boundary of the City of Rio Rancho are assessed impact fees. Payment of the impact fees is required prior to issuance of the placement permit. https://www.rrnm.gov/DocumentCenter/View/70024/RIO-RANCHO-IMPACT-FEE-RATE-Schedule?bidId=

Please refer to the required documentation section of this packet to ensure a complete submittal. Submittal documents and applications can be made electronically to permits@rrnm.gov.
MANUFACTURED HOME
REQUIRED DOCUMENTS

- Copy of Data Plate* (the data plate is not to be removed from the dwelling unit, please take a digital photo and print a copy to be used with the submittal process)
- Copy of Approved State of NM Foundation Permit [http://www.rld.state.nm.us/construction/manufactured-housing.aspx](http://www.rld.state.nm.us/construction/manufactured-housing.aspx)
- Copy of Approved Liquid Waste Permit (if not connecting to City Wastewater) [https://www.env.nm.gov/liquid_waste/forms-3/](https://www.env.nm.gov/liquid_waste/forms-3/)
- Copy of Approved Well Permit (if not connecting to City Water) [https://www.ose.state.nm.us/WR/forms.php](https://www.ose.state.nm.us/WR/forms.php)
- Site Plan (which provides front, sides and rear setback measured from each property line to the proposed dwelling unit) Minimum landscape requirements of two trees each of a minimum one and one-half inches in caliper (deciduous trees) or eight foot tall conifers (evergreen trees) and three five-gallon shrubs to be identified on site plan.
- Elevation detail (this detail shall include: roof pitch, roof overhang, front steps to access the dwelling and exterior material).
- Floor Plan of dwelling
- Meter Application Residential (if City water and/or sewer is available) [https://www.rrnm.gov/2795/Forms](https://www.rrnm.gov/2795/Forms)
- Engineered Grading and Drainage Plan (as required per City Ordinance Chapter 153 – EROSION CONTROL; STORM DRAINAGE AND STORMWATER QUALITY) [https://www.codepublishing.com/NM/RioRancho/#/RioRancho150/RioRancho153.htm](https://www.codepublishing.com/NM/RioRancho/#/RioRancho150/RioRancho153.htm#153)
- After all reviews have been completed satisfactorily and prior to the issuance of the Manufactured Home Permit, you will be provided with a Residential Disclosure Statement. This document shall be recorded with Sandoval County, a copy of the recorded document (all pages) shall be provided to the City of Rio Rancho Development Services Department

PROVIDE ONE COMPLETE SET OF THE REQUIRED DOCUMENTS DIGITALLY TO permits@rrnm.gov.

*If a Data Plate is not available due to new construction, documentation that the structure will meet State requirements shall be submitted, but a copy of the Data Plate will be required prior to the house being set on the site.
I _______________________________ certify that I understand a dwelling unit must have

(print name)
either an attached or detached private garage structurally affixed to a permanent foundation
of sufficient size to at a minimum park automobiles and/or light trucks. The number of
parking spaces shall be in accordance with off-street parking requirements. I acknowledge,
understand and will comply with the garage meeting the minimum setback requirements of
the zoning district. The garage shall have an external appearance and finish treatment similar
to and consistent with the dwelling unit and shall be completed and issued a certificate of
occupancy no later than twelve months after occupation of the dwelling unit. My signature
below confirms my understanding and compliance with this requirement.

X ______________________________________________________________

Applicant Signature (MUST BE SIGNED BEFORE A NOTARY WITNESS)

NOTARY

Sworn to before me this _____________ of

_______________________________, 20__.  

__________________________________________
Notary witness signature

My Commission Expires: _______________________________
Roof pitch refers to the amount of rise a roof has compared to the horizontal measurement of the roof.

The picture at right shows the pitch of a 7-12 roof - which means that for 12" of horizontal measurement (roof run) the vertical measurement (roof rise) is 7".

Knowing your roof pitch is important. Cupolas have roof pitch limitations.

- 0/12 0 deg
- 2/12 9.46 deg
- 4/12 18.43 deg
- 6/12 26.57 deg
- 8/12 33.69 deg
- 10/12 39.81 deg
- 12/12 45 deg
- 3/12 14.04 deg
- 5/12 22.62 deg
- 7/12 30.26 deg
- 9/12 36.87 deg
- 11/12 42.51 deg
- 14/12 49.40 deg

X = UNACCEPTABLE
CONTACT RESOURCES

Manufactured Housing Division
Regulation and Licensing Dept
5500 San Antonio Dr NE
Albuquerque, NM 87109
(505) 365-3429
http://www.rld.state.nm.us/construction/homeowners.aspx

State Environment Department (Liquid Waste System)
4359 Jager Dr NE; Suite B
Rio Rancho, NM 87144
(505) 771-5980
https://www.env.nm.gov/liquid_waste/

State Engineers Office (Well)
5550 San Antonio Dr NE
Albuquerque, NM 87109
(505) 383-4000
https://www.ose.state.nm.us/WR/forms.php

PNM
(505) 241-2700
https://www.pnm.com/

NM GAS
(505) 697-3335
https://www.nmgco.com/

City of Rio Rancho Water Department
(505) 891-5019
https://rrnm.gov/172/Apply-for-Water-Account

City of Rio Rancho Planning and Zoning Division
(505) 891-5005
https://rrnm.gov/78/Planning-Zoning-Division