

**REQUIREMENTS TO OBTAIN A MANUFACTURED HOME PLACEMENT CERTIFICATE
IN RIO COMMUNITIES CITY LIMITS**

- _____ Obtain forms from Rio Communities
 - In person at City Hall – 360 Rio Communities Blvd. or
 - Print from website at riocommunities.net

- _____ Plat map of the property (**available at County Clerk's office**) or a plat of the mobile home park with lot highlighted

- _____ Deed or real estate contract (**available at County Clerk's office**) or lot rental contract if in mobile home park

- _____ For a **NEW** manufactured home – Purchase agreement, registration or title

- _____ For **USED** manufactured home – Registration, title or bill of sale, or lease if in a mobile home park

- _____ Address (**from Valencia County Certified Addressor**) or lot number if in mobile home park:

- _____ Copy of approved septic system permit (**available at NM State Environmental Department**) or proof of water and sewer system

- _____ Tax release (**available at County Assessor's office or from the dealer**)

- _____ If the property is in a flood zone, a Certificate of Elevation from a surveyor is required. Please bring a copy of the certificate to City Hall prior to having the home delivered to determine how high it must be blocked. Floor level **MUST** be a minimum of 32" above grade.

- _____ Site plan showing where the home will sit on the property and the setbacks

- _____ Direction to the property

- _____ Fee of \$75.00 payable by check or money order payable to City of Rio Communities or credit card

- _____ Moving permit (**available at County Treasurer's office**)

All the above must be provided before a Placement Certificate can be obtained. A Placement Certificate is required by Manufactured Housing before they will issue a foundation and/or setup permit.

- _____ A copy of the **APPROVED** foundation and/or setup permit must be provided before final inspection.

- _____ The home must be skirted within forty-five days after inspection.

- _____ A Certificate of Compliance will be issued upon completion of applicable requirements.

360 Rio Communities Blvd
Rio Communities, NM 87002
505.861.6803 Fax 505.861.6804

**City of Rio Communities
Code Enforcement Department**

Date: _____

Owner: _____

To: New Mexico Manufactured Housing Division

From: Rio Communities Code Enforcement Department

This is to certify that the property located at:

Unit: _____ Block: _____ Lot: _____ Subdivision: _____

Address: _____

is a legal lot and meets Rio Communities Zoning Regulations providing the applicant successfully obtains the following:

1. Setting Permit from the MHD (Manufactured Housing Division)
2. Permanent Foundation Permit from MHD.
3. Septic Tank Permit from Environment Department or Confirmation of Hookup to New Mexico Water Services sewer system
4. Rio Communities Setting Inspection Permit, for which the applicant has been supplied a list of City Requirements for City approval. This list can be obtained from Rio Communities Municipal Clerk.
5. Moving Permit from County Treasurer's Office.