



**Manufactured Home/ Recreational Vehicle Park License/ Tiny Homes  
APPLICATION/LICENSE RENEWAL FORM**

Application Review Fee: \$50.00 + \$15.00 per space

Annual License Fee: \$50.00

Michele Truby Tillen – Community Development Director

505-334-4719 – mtruby@sjcounty.net

APPLICANT/OWNER'S NAME	NAME OF PARK
RESIDENTIAL ADDRESS OF THE APPLIANT/OWNER	PARK ADDRESS (MAILING AND PHYSICAL)
PHONE NUMBER	E-MAIL ADDRESS

REGISTERED AGENT OF THE OPERATOR

BTIN/NM GRT #	NUMBER OF PARK SPACES	TYPE OF PARK <input type="checkbox"/> RECREATIONAL VEHICLE  <input type="checkbox"/> MANUFACTURED HOME  <input type="checkbox"/> TINY HOMES
SJC BUSINESS REG. #		
ACREAGE		

**LEGAL DESCRIPTON FOR THE SITE THAT IS THE SUBJECT OF THE LICENSE (PLEASE ATTACH)**

**APPLICATION REQUIREMENTS**

- Application and Fee
- Scaled Site Plan (two copies) Surveyor/Engineer preferred, but hand-drawn site plan may be acceptable. Multi-use oarks must included internal zoned areas.

<p>*New Parks- include</p> <ol style="list-style-type: none"> <li>1) Dimension of park spaces</li> <li>2) Setbacks</li> <li>3) 10 ft exterior buffer</li> <li>4) 45 ft roads with 30 ft surface of compacted road base</li> <li>5) Fire hydrant (s)</li> <li>6) Location of utilities</li> <li>7) Easements</li> <li>8) Septic systems(s)</li> </ol>	<p>*Existing Nonconforming Parks- include</p> <ol style="list-style-type: none"> <li>1) Existing dimensions of park spaces</li> <li>2) Setbacks</li> <li>3) Exterior buffer</li> <li>4) Roads</li> <li>5) Fire hydrant(s)</li> <li>6) Location of utilities</li> <li>7) Easements</li> <li>8) Septic system(s)</li> </ol>
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- Written approval/service commitment letter from any proposed water provider
- Written approval of the wastewater disposal plan (liquid waste permit) from NM Environment Dept.
- Address Verification (submit address application form(s))
- Floodplain Management Review (505-334-4719)

I/We, the applicant/owner, have read and agree to comply with San Juan County, New Mexico Ordinance No. 76 – Manufactured Home and Recreational Vehicle Parks Ordinance.  
I/We agree to obtain plumbing and electrical permits from the San Juan County Building Department.

APPLICANT/OWNER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_