



Project Property Address: \_\_\_\_\_

City Planning & Zoning Coordinator: Crystal R. Ball, CFM

Email- [cball@lovington.org](mailto:cball@lovington.org)

Phone: (575) 396-9301

## City Mobile/Manufactured Home Permit

The following check list provides additional requirements for your specific application. Please attach all of the requested documentation, sign, and date.

### Permit Requirements

- 1) Submit a completed Planning and Zoning Application. All fields must be completed and legible in order to process the application. This document provides the basic information required for all permitting applications.
- 2) Pay the Annual Mobile/Manufactured Home Permit processing fee \$ \_\_\_\_\_   
Date Paid \_\_\_\_\_
- 3) Provide proof of ownership or interest in the property. A deed with a legal description or property lease will meet this requirement. If the applicant is not the owner, an Affidavit by Property Owner(s) is required.
- 4) The property must be zoned for mobile or manufactured homes. Double-wide homes may be placed in zones A, B, or C, whereas single-wide homes are allowable in zones B or C.
- 5) Submit a Property Address for Lea County Enhanced 9-1-1 System.   
To obtain this information submit proof of ownership and legal description of property or known address to Lea County Emergency Management, Elisa Millan, Admin Coordinator  
Email- [emillan@leacounty.net](mailto:emillan@leacounty.net) Phone- (575) 391-2983 Fax- (575) 397-7413, Location- 1019 E Bender Blvd. Hobbs NM 88240
- 6) Submit a Floodplain Determination Letter.   
To obtain this letter submit the Lea County Enhanced 9-1-1 System letter to The City of Lovington Planning and Zoning Coordinator, Crystal R Ball, CFM Email- [cball@lovington.org](mailto:cball@lovington.org).  
Location 214 S Love, Lovington NM 88260.
- 7) Provide proof of the model year. Homes must be 1985 or newer. A copy of the title, DMV registration, other verifiable document, and pictures of the ANSI insignia will meet this requirement.
- 8) Submit a site plan. Site plans must show the property lines, lot area, lot dimensions, proposed buildings/structures, easements, building setbacks, road access points, and an approved water and sewer connection.
- 9) Submit Access permit from NM DOT if site is on a State-owned Highway or Road.

10) The home must meet the setback requirements for the proposed zone and use.

- Mobile home park:
  - i) Front – Fifteen (15) feet
  - ii) Rear – Fifteen (15) feet
  - iii) Side – Fifteen (15) feet
- Zones A, B, or C:
  - i) Front – Twenty-five (25) feet
  - ii) Rear – Thirty (30) feet or twenty percent (20%) of the lot depth, whichever is smaller
  - iii) Side – Five (5) feet
  - iv) Exceptions:
    - (1) Double frontage lots require a minimum twenty-five (25) feet setback for the front and rear yard.
    - (2) Corner lots require a minimum side yard setback of fifteen (15) feet.

11) The property must meet the minimum lot area requirements:

- Mobile homes under eighteen (18) feet wide – Four thousand (4,000) square feet
- Mobile homes over eighteen (18) feet wide – Five thousand (5,000) square feet
- Manufactured home – Five thousand (5,000) square feet

12) The property must meet the minimum lot dimension requirements:

- Mobile homes under eighteen (18) feet wide – Forty (40) feet wide by one hundred (100) feet deep
- Mobile homes over eighteen (18) feet wide – Fifty (50) feet wide by one hundred (100) feet deep
- Manufactured home – Fifty (50) feet wide by one hundred (100) feet deep

13) A final inspection is required after placement to ensure the home meets all of the regulations set forth above. The State permit must be visible on the mobile home at this inspection.

**Applicant Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_

**Preliminary Approval**

**Planning, Zoning, Code Staff Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Preliminary Inspection**

Planning, Zoning, Code Staff Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Final Inspection**

Planning, Zoning, Code Staff Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Notes or recommendations to applicant from Planning & Zoning or Code Enforcement.**

**MH Owner:**

**Phone number:**

**Site Address:**

**Mailing address if different:**

**Manufacture:**

**Year:**

**Model:**

**HUD #**

**Serial #**