



PERMIT AND CONTACT INFORMATION FOR DEVELOPMENT IN SAN JUAN COUNTY

Army Corps of Engineers: Development within U.S. Navigable Waters and Wetlands

<http://www.usace.army.mil/>

Development activity within any navigable waters of the United States (including arroyos that may only flow during flooding) and/or within a designated wetland requires a permit from the U.S. Army Corps of Engineers. Development activity includes the placement or removal of fill dirt.

City of Farmington Electric Department: All Electric Service Outside City Limits of Aztec

<http://www.fmtn.org/181/Electric-Utility>

New Service Representative Jonette Mansker 505-599-8310 or Angela Atencio 505-599-8312
101 N Browning Parkway, Farmington, NM 87401

Landowners outside the City Limits of Aztec must apply for electrical service through New Service Estimates and Connects with the City of Farmington Electrical Department.

Environmental Protection Agency: Construction General Permit

<http://cfpub.epa.gov/npdes/stormwater/cgp.cfm>

Development activity that includes disturbing a ground area larger than one acre requires the submission of a Notice of Intent to the EPA and requires that you (or your contractor) meet all requirements for mitigating storm water discharges resulting from development.

New Mexico Department of Transportation: Driveway Permits off of State and U.S. Highways

Paul Brasher, P.E., District 5 Traffic Engineer (505) 995-7700 (please call and he will email or mail application)

Landowners intending to develop a driveway off of a U.S. or State highway must apply for and acquire a driveway access permit from the New Mexico Department of Transportation.

New Mexico Environment Department: Septic System/Tank Permits

<http://www.nmenv.state.nm.us/fod/LiquidWaste/permit.app.html>

(505) 566-9741, 3400 E Messina Dr #5000., Farmington, NM 87402

The New Mexico Environment Department requires permits for the installation of all septic systems/tanks in the County (all land in municipalities, as well as in the unincorporated areas of the County). Additionally, San Juan County requires a minimum land area of 0.75 acres per septic system/tank.

New Mexico Historic Preservation Division: Maintenance and Renovation of Listed Properties

<http://www.nmhistoricpreservation.org/>

Properties listed on the State or National Register carry additional restrictions on the maintenance and renovation/remodel of such properties.

New Mexico Licensing and Regulation – Mobile Home Inspector: Permits and Inspections of Mobile Home Foundations

<http://www.rld.state.nm.us/construction/>

Mike Montoya (505) 269-6707

The State of New Mexico requires the inspection of all mobile homes set on permanent foundations. This inspection must be completed prior to the activation of utility services.

New Mexico One Call: Call Before You Dig!

811

<http://www.nm811.org/>

Prior to digging on your property you must complete a “one call” to ensure all existing utilities and underground lines are marked and flagged by the appropriate authority, this ensures your safety, as well as the safety of other landowners in your neighborhood. Utility lines, if struck during development, can cause tragic damage to property and lives so call before you dig.

San Juan County Assessor: Tax Valuations for Mobile Home Moving Permits

Becky McCraw (505) 334-4206

100 South Oliver Drive, Aztec, NM 87410

Persons wishing to move a mobile home onto any lot within the County (either in City limits or in the unincorporated area of the County) must acquire a Mobile Home Moving Permit, a tax valuation of the home is required in order to receive this permit. All current taxes on the mobile home must be paid at the San Juan County Treasurer’s office prior to the issuance of a Mobile Home Moving Permit.

San Juan County Building Department: Building Permits and Building Inspections

Ken Douglas (505) 334-3129

209 South Oliver, Aztec, NM 87410

The City of Aztec utilizes the San Juan County Building Department for all building permit and inspection services. Building permits are required for a variety of development activities (see Building Permit Checklist for a full list). A building permit will not be issued without verification of your E9-1-1 Physical Address. Verifications can be obtained from the San Juan County Rural Addressing Department.

San Juan County Floodplain Manager: Flood Plain Determinations and Permits

<http://www.sjcoem.com/floodplainmanagement.html>

Michele Truby-Tillen (505) 334-4719 or 334-1180

209 South Oliver Drive, Aztec, NM 87410

Flood Plain Determinations are required for all new addresses activated within San Juan County. Additionally, any development within a floodplain in the County requires a floodplain permit prior to beginning any development activity.

San Juan County Public Works: Driveway Permits off of County Maintained Roads

<http://www.sjcounty.net/departments/hthruz/public-works>

Dave Keck (505) 334-4520

305 South Oliver Drive, Aztec, NM 87410

Landowners intending to develop a driveway off of a County Road must apply for and acquire a driveway access permit from the County. No address will be issued for an access that requires construction within a maintained right-of-way without a driveway permit.

San Juan County Rural Addressing: Physical Addresses Outside City of Aztec Addressing Jurisdiction

*Nancy Smith 505-334-4314 OR Chris DeLaune (505) 334-4713
209 South Oliver Drive, Aztec, NM 87410*

Accurate addressing is vital to the Emergency 9-1-1 (E911) system. The activation of a physical address (versus mailing address) for emergency services is required before a building permit can be issued for a property and before new electrical service can be established. All new addresses that will have driveway access off of a County Maintained Road or a State or U.S. Highway must have a driveway access permit for construction of the driveway within a county, state or U.S. Right-of- Way before an E911 address can be issued.

San Juan County Subdivision Review Officer: All Subdivisions of Land in the County and Placement of Numerous Mobile Homes on Single Parcels

*David Barnett (505) 334-4248
209 South Oliver Drive, Aztec, NM 87410*

A subdivision of land is considered any legal separation of land parcels, including major subdivisions of four or more parcels, as well as alternate summary plats splitting one parcel into two parcels. The City of Aztec has a three mile Planning and Platting Jurisdiction in the County; this jurisdiction extends into the unincorporated area of the County three miles from Aztec City Limits. The subdivision of land within the City's Planning and Platting Jurisdiction requires approval from the City of Aztec, as well as approval from San Juan County.

NOTE: Placement of more than two mobile or manufactured homes on one parcel of land require review and approval by the San Juan County Subdivision Review Officer.

San Juan County Treasurer: Mobile Home Moving Permits

*Mark Duncan or Carol Taulbee (505) 334-9421
100 South Oliver Drive, Aztec, NM 87410*

Moving a Mobile Home over San Juan County Roads requires a "Permit to Move a Mobile Home". First, a valuation from the County Assessor for the mobile home that is to be moved must be obtained, then you apply for the moving permit at the San Juan County Treasurer's office after having paid the current taxes on the mobile home.