



# Torrance County

## Planning & Zoning

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### Planning & Zoning

*Steven Guetschow*  
Planning & Zoning Coordinator

*Leslie Olivas*  
Planning & Zoning Clerk

*Daniel DeCosta*  
Code/Environmental Enforcement

### Land Use Permit Resources

1. **Septic Permit** – Obtained from the State Environment Department located at 5500 San Antonio Dr. NE, Albuquerque (505) 222-9500
2. **Well Permit** – Obtained from State Engineer's Office located at 5550 San Antonio Dr. NE, Albuquerque, (505) 383-4000
3. **Mobile Home Information** – Registration/Title information available at Department of Motor Vehicles.
4. **Mobile Home Placement & Setup Permit** – Obtained from the State Manufactured Housing Authority located at 5200 Oakland NE, Albuquerque, (505) 222-9870
5. **Structure Permit** – We will need to approve a set of plans. Then you will take the approved set and a second copy to the Construction Industries Division for approval in Albuquerque at 5200 Oakland, NE, Albuquerque (505) 222-9800.
6. **Real Estate Contract or Warranty Deed** -- Obtained from the Torrance County Clerk's Office, if you don't already possess a copy. (505) 246-4735
7. **Estancia Valley Solid Waste Authority** – Evidence that arrangements have been made for trash (solid waste) obtained at the EVSWA office at 515 Allen, Estancia. (505) 384-4270
8. **Floodplain** – If the proposed development is within the 100 Year Floodplain, a Floodplain Development Permit application and Elevation Certificate must be complete and submitted in order for Torrance County to issue a permit.
9. **Road Department** – Questions regarding road building requirements, culverts for driveways, etc. contact the Torrance County Road Department at (505) 246-4763.
10. **The Permit Fee** – the fee for a permit (Structure - \$250.00, Mobile Home - \$150.00) can be paid by check, money order, or cash.
11. **Necessary Torrance County Department Approvals** – The Treasurer's Office and the Assessor's Office must sign off on the application before it can be approved. They can be reached respectively at Treasurer's (505) 246-4787 and Assessor's (505) 246-4727.
12. **Rural Address** – Rural Address will be issued as part of the permitting process. Rural Addressing can be reached at (505) 246-4768. Take your permit to your local Post Office to verify your physical address for the Postmaster.

We hope that this information is helpful to you in accomplishing your project. Please feel free to contact the Planning & Zoning Office if you need further assistance.

# Permitting Procedures for Torrance County

(Revised May 18, 2010)

This document outlines the steps necessary to obtain a Land Use/Development permit from Torrance County. The other side of this document contains the phone numbers and addresses for all of the agencies you might need in order to gather the required documentation. Remember, a Torrance County Land Use/Development permit is necessary before Central New Mexico Electric Cooperative will connect electrical power or EMW Gas will attach natural gas to the new structure.

In order to permit a building in Torrance County, a total of five documents are necessary. The first four are:

- Real Estate Contract or Warranty Deed (indicates ownership)
- Well Permit (indicates arrangements for water)
- Septic Permit (indicates arrangements for liquid waste)
- Estancia Valley Solid Waste Authority Payment Stub or similar account (indicates arrangements have been made for solid waste)

In order to acquire a State Building permit, Construction Industries Division for the State of New Mexico requires that the property has a physical address. In order to comply with this directive, the Torrance County permitting procedure has changes as of February 1, 2007. The party requesting the permit must bring the building plans, including a site plan, a completed copy of the NM Construction Industries Division permit application, and the four required documents listed above to my office in the Torrance County Courthouse to receive a land use/development permit. During that visit, they will visit the Assessor's Office to receive a parcel ID#, they will visit the Treasurer's Office to make sure that taxes are current on that property, and they will visit Rural Addressing to receive/confirm an address for that parcel. They will also be required to pay the permitting fee of \$250.00. While they are here, I will also sign off on the State permit application and approve the plans. The last step is to take the approved plans and the signed State application to CID to secure a State building permit. Once they have received that permit, a copy must be delivered to Torrance County Planning & Zoning either by fax (384-5294), in person, or by mail at the address on the other side of this document.

The only differences between permitting a mobile home and a building are:

1. Instead of a State Building permit, I need to see the title or the registration for the mobile home from the Department of Motor Vehicles, as well as the Mobile Home Placement & Setup permit from the Manufactured Housing Authority.
2. The fee for a mobile home permit is only \$150.00.
3. A Site Plan showing the location of the mobile home with dimensions to the property lines, the location of accessory building, well and septic system, utility services lines, the access road name, and legal description of the property.

These are all of the steps necessary to secure a Land Use/Development Permit in Torrance County. If you have any questions, feel free to call me at (505) 246-4761.