



CHAVES COUNTY APPLICATION ADDRESS REQUEST

FEE \$10

OWNER'S NAME: _____

APPLICANT'S NAME: _____

APPLICANT'S CURRENT ADDRESS: _____

CITY, STATE, ZIP: _____

CURRENT PHONE NO: _____

LEGAL DESCRIPTION: _____

MANUFACTURE HOME _____ SITE BUILT HOME _____ OTHER _____

RESIDENTIAL _____ COMMERCIAL _____ OTHER _____

SOURCE OF DRINKING WATER: PRIVATE (Well) PUBLIC _____

ELECTRIC COMPANY PROVIDING SERVICE: CVE Xcel Other _____

I understand that I am responsible for installing the post and address sign that I have received from the Planning and Zoning office and that I must call **1-800-321-ALERT** before placing the address post in front of my property, and

I understand that I must obtain a **Manufactured Home Placement Permit** before I place a manufactured home on this property; or obtain a Building Permit before I construct any building on this property.

Signature: _____ Date: _____

REQUIRED DOCUMENTS & SIGNATURES:

- (1) A COPY OF THE RECORDED DEED OR CONTRACT
- (2) A SITE PLAN
- (3) NMDOT PERMIT APPROVAL (When Applicable)

(For Departmental Use Only)

New Address: _____ Municipality: _____

Recording Info of Title: _____

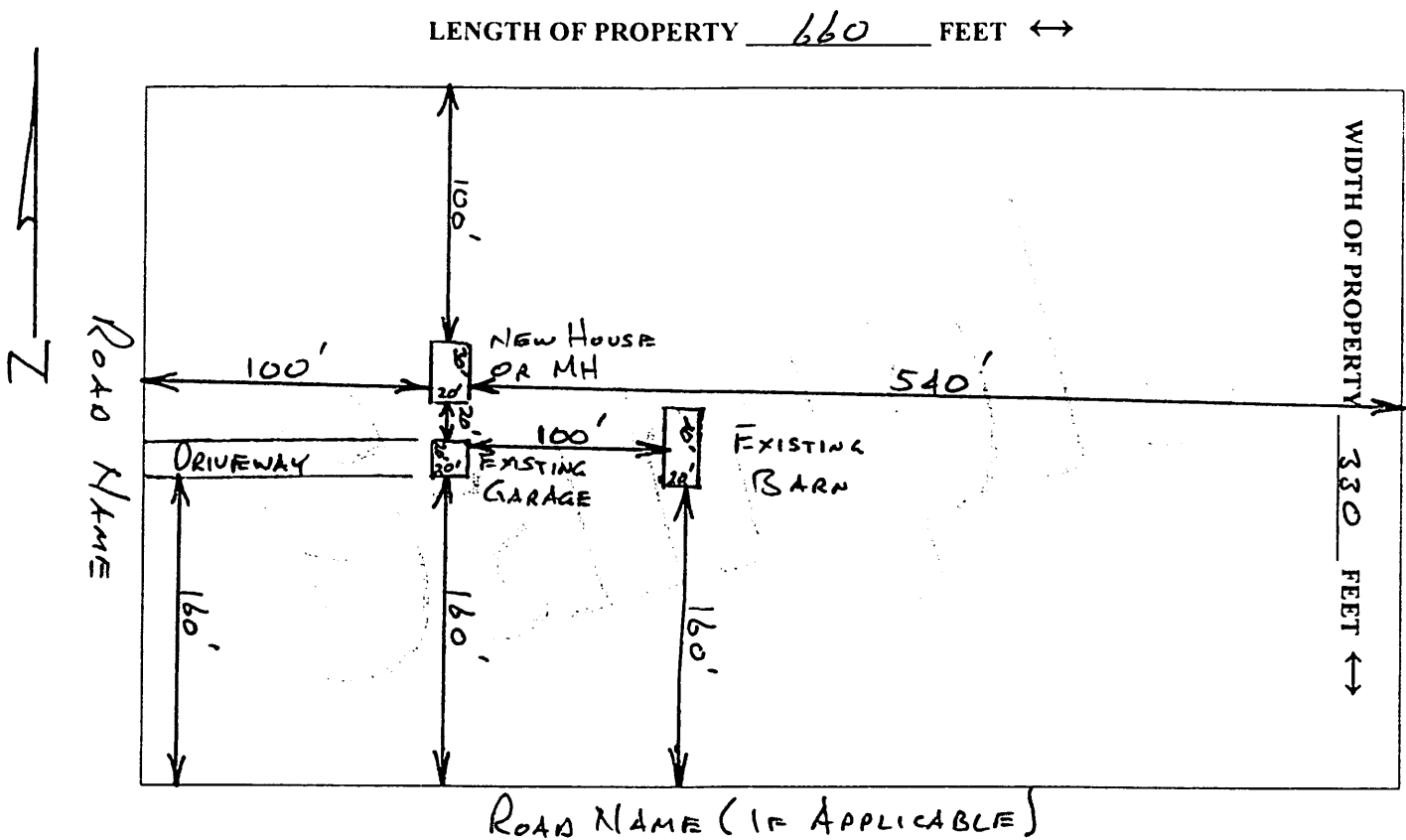
Parcel Number and Account Number: _____

DOCUMENTS NEEDED FOR BUILDING PERMITS, ADDRESS REQUEST FORMS, AND MANUFACTURED HOME PLACEMENT PERMITS

1. COPY OF THE DEED OR CONTRACT FOR THE PROPERTY THAT HAS BEEN RECORDED IN THE COUNTY CLERK'S OFFICE.
2. SITE OR PLOT PLAN (see sample)

THE FOLLOWING ITEMS MUST BE MARKED ON THE SITE PLAN:

- Length & width of the property
- Distance from ALL buildings to the property lines
- Length, width, and purpose of ALL buildings on the property
- Location of the driveway
- Distance from the driveway to the property line
- Name of all streets that border the property
- North arrow, pointing to the North



SAMPLE SITE PLAN ONLY

Use an 8½" x 11" paper for your site plan