

# Lea County Application Guide



**Environmental**

Office: (575) 391-2983

Fax: (575) 391-8764



**Road Department**

Office: (575) 391-2940

**Planning and Zoning**

Office: (575) 396-8696

---

**CONTENT**

- Lea County Application Form----- Page 2
- Site Plan Form----- Page 3
- Lea County Driveway Permit----- Pages 4-6
- Lea County Mobile Home Placement Permit-----Page 7
- Address Approval Letter Sample-----Page 8
- Sample of the State Application for Liquid Waste Permit or Registration-----Page 9



Lea County Application

Date Submitted: \_\_\_\_\_

Permit No. \_\_\_\_\_

APPLICANT INFORMATION

Property Owner

Contractor

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Number: \_\_\_\_\_

Number: \_\_\_\_\_

Fax: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Person Completing this form: \_\_\_\_\_ Signature: \_\_\_\_\_  
(PRINT)

PROPERTY INFORMATION

\*\*\* A copy of the Warranty Deed to the property or a letter from the property owner will be required to process the addressing portion of the application. \*\*\*

Existing Address  New Address  Secondary Address  Multiple Addresses  Non-Habitable

Request is for:  House  Mobile Home  Modular Home  RV Spaces  Power Pole  Water Well

Residential  Commercial  Other: \_\_\_\_\_ Bedrooms: \_\_\_\_\_ Lot Size: \_\_\_\_\_

Lea County Parcel No: \_\_\_\_\_ Owner No: \_\_\_\_\_

Coordinates of Structure: Longitude: \_\_\_\_\_ Latitude: \_\_\_\_\_

Parcel Located:  ETJ (Extra Territorial Jurisdiction)  Outside ETJ (Extra Territorial Jurisdiction)

Subdivision: \_\_\_\_\_ Roadway Name: \_\_\_\_\_

Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_  Private Road  County Maintained Road

FOR DEPARTMENT USE ONLY

Official 911 Address: \_\_\_\_\_ Flood Hazard Area: \_\_\_\_\_ Zone: \_\_\_\_\_

Addressing Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Planning/Zoning Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Floodplain Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Liquid Waste Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Driveway Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Mobile Home Movement/Placement Permit Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

IFC Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

*This process will require a minimum of 10 days to complete*

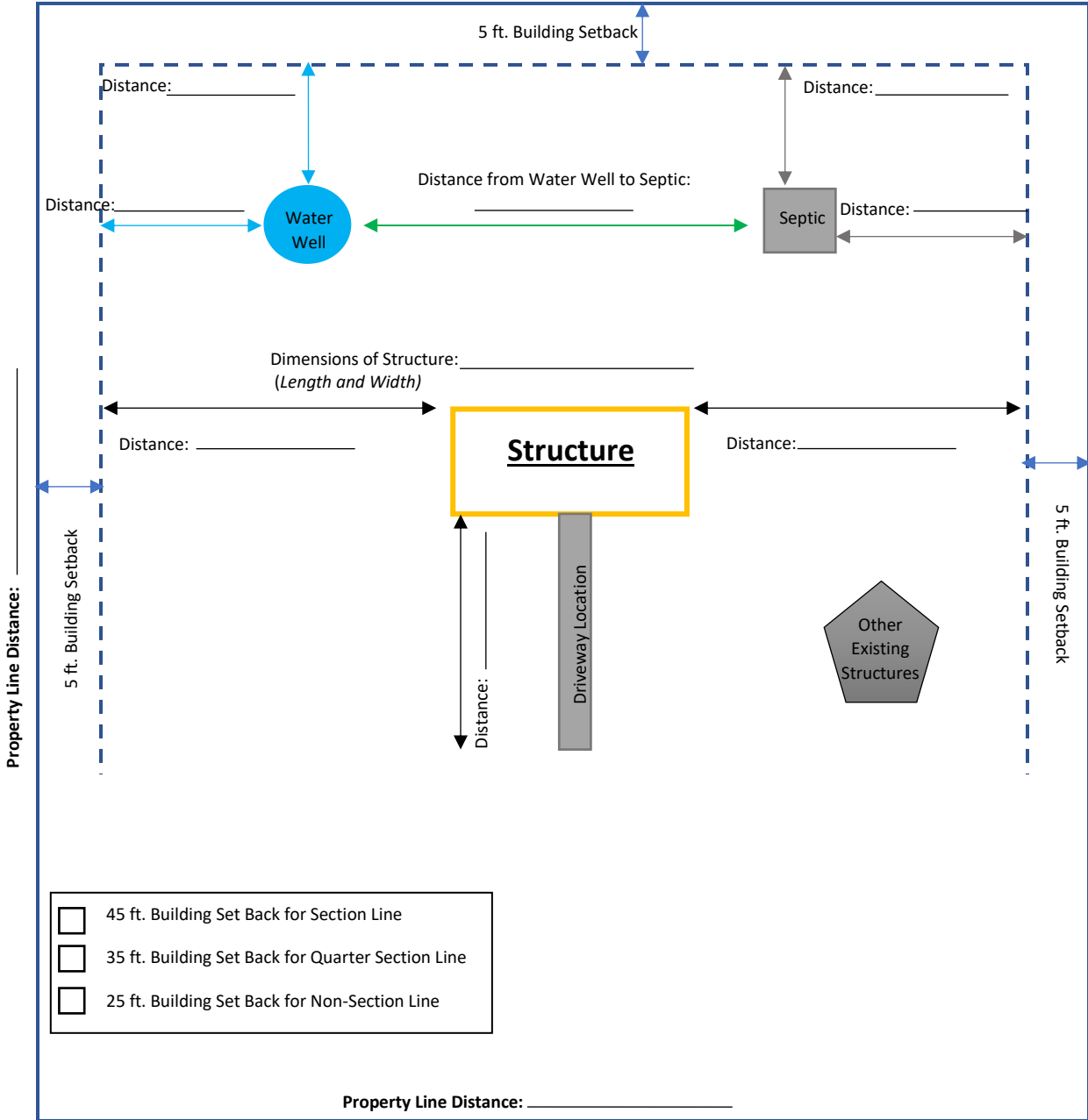
**LEGAL DESCRIPTION**

Subdivision: \_\_\_\_\_

Block: \_\_\_\_\_

Lot: \_\_\_\_\_

Property Line Distance: \_\_\_\_\_



- 45 ft. Building Set Back for Section Line
- 35 ft. Building Set Back for Quarter Section Line
- 25 ft. Building Set Back for Non-Section Line

Property Line Distance: \_\_\_\_\_

30 ft. from Roadway Centerline

Roadway Name: \_\_\_\_\_

*The setbacks listed vary from property line to right-of-way.*

**Environmental**

Office: (575) 391-2983

Fax: (575) 391-8764



**Road Department**

Office: (575) 391-2940

**Planning and Zoning**

Office: (575) 396-8696

**DRIVEWAY PERMIT**

**APPLICATION FOR PERMIT TO CONSTRUCT DRIVEWAY ON PUBLIC RIGHT-OF-WAY**

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

Permit No. \_\_\_\_\_

APPLICATION is hereby made by \_\_\_\_\_, for permission to construct driveway at the following described location:

Work will commence on or about \_\_\_\_\_, 20\_\_\_\_ and be completed on or about \_\_\_\_\_, 20\_\_\_\_\_.

Gate, Cattle guard, or additional fence will be required which applicant agrees to furnish and hereafter maintain in good repair and closed to livestock. If this permit is granted, the undersigned applicant agrees to comply with all conditions, restrictions, and regulations of the Lea County Board of Commissioners. Lea County Subdivision Regulations, Section 19-3, state the requirements for driveways constructed on public right-of-way.

By: \_\_\_\_\_

(Owner or Lessee)

Contact Name: \_\_\_\_\_

(Please Print)

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Recommended By: \_\_\_\_\_

Nick Marinovich  
Road Superintendent

### **Subsection 19-3. Requirement for Driveways**

- A. No driveway shall be constructed on any subdivision or other county road right-of-way until the subdivided or owner or lessee of parcel, or of any other area of land, has been granted a county permit. Application for permit to construct driveway on right-of-way shall be filed with the Lea County Manager from whom forms may be obtained. Before a permit may be granted, or any work begun, applicant shall agree to the following conditions:
1. The location, construction, and maintenance of driveways are under the supervision of the Board Of County Commissioners at all times, and that in granting such permit under these regulations the Commission waives none of its powers or rights to direct the removal, relocation and/or proper maintenance in the future of any driveway within the right-of-way of the dedicated road. Any permit granted will be construed as regulatory and not contractual. Such permits are revocable by the Board of County Commissioners whenever the use and presence of a driveway or approach interferes with the required use of that portion of the right-of-way occupied by the driveway or constitutes a hazard to traffic, or the driveways are not built in compliance with the permit issued under these regulations.
  2. The applicant shall perform all work in accordance with permit, and shall indemnify and save harmless the Lea County Board of Commissioners, its planning and zoning board, county officers, and employees from all liability, judgments, costs, expenses and claims growing out of damages, or alleged damages, of any nature whatsoever, to any person or property arising out of performance on non-performance of said work or the existence of said driveways, or for any other act by parcel owner or lessee within right-of-way included within parcel frontage.
  3. No part of the dedicated road right-of-way shall be used for servicing of vehicles, displays or the conduct of private business. The buffer area (the border area along the parcel frontage between the traveled way and the right-of-way line) is to be kept clear of buildings, sales exhibits, business signs, parking areas, service equipment and appurtenances thereto. Any grading and landscaping within the buffer area shall be only as approved by the Board of County Commissioners.
  4. No driveway shall be considered complete until surfaced as specified in the application. All driveways shall be surfaced with caliche (compacted to ninety-five (95) percent maximum density), crushed stone, gravel, bituminous material, concrete or other material meeting the approval of the Board of County Commissioners. No surfacing shall be placed upon a driveway until an inspection is made and the grading work approved by the County Road Superintendent. Drainage on roadside ditches shall not be altered or impeded, and applicant must provide such suitable and approved drainage structures as required by the county.
  5. Width of driveway at right-of-way line shall be not less than ten (10) feet nor more than twenty-two (22) feet on residential parcels and shall be not less than thirty (30) feet nor more than forty (40) feet on commercial parcels.
  6. All portions of the driveway shall be within the parcel boundary with minimum edge clearance of five (5) feet.
  7. Maximum of two (2) driveways shall be approved on any single parcel having a frontage of less than six hundred (600) feet.
  8. Combined driveways may be approved where it is impossible to properly locate driveways on adjacent properties ten (10) feet apart. Combined driveways shall not exceed two-thirds (2/3) the width of the total individual driveway maximums. Utility installations shall pre-empt use of space within the right-of-way in case of conflict for space.
  9. Driveway profile: (cut section)
    - a. From edge of traveled way to outer edge of shoulder, gradient to be same as shoulder pitch;
    - b. From outer edge of shoulder to low point at ditch line or over a culvert maximum downward gradient to be five (5) to eight (8) percent;

c. Beyond ditch line, maximum gradient to be five (5) to eight (8) percent for commercial driveways or ten (10) to fifteen (15) percent for others:

10. Driveway profile: (fill section)

a. Slope across shoulder, same as 9 (a) above;

b. Beyond outer edge of shoulder, maximum gradient to be five (5) to eight (8) percent for commercial driveways or ten (10) to fifteen (15) percent for others. Whenever culvert pipe is needed, corrugated metal pipe, or its equivalent, shall be of sufficient size that existing drainage is not interrupted.

11. Driveways should be so located as to result in no undue interference with or hazard to the free movement of normal traffic, and so that area of traffic congestion will not be created on subdivision roads. Driveways should be located where there are neither sharp curves nor steep grades, and where sight distance with the driveway access would be adequate for safe traffic operation. Locations that would interfere with the placement and proper functioning of road signs, signals, lighting, utility poles or guys, or other devices that affect traffic operation will not be permitted.

12. Single driveways should be positioned at right angles, or nearly so, to the roadway. Where two driveways are used on one frontage, and are to be used for access to and from both directions of travel on the roadway, they may be placed at an angle other than a right angle with the roadway edge, but the driveway angle should be no less than forty-five (45) degrees.

13. The curvature of driveway established by the radius of curvature shall not encroach upon a frontage boundary line, right-of-way line, or curvature of intersection corners. Radius of curvature for residential driveway at right angle to roadway shall be five (5) feet minimum and thirty (30) feet maximum. Radius of curvature for residential driveway at less than right angle to roadway shall be five (5) feet minimum and fifteen (15) feet maximum.

14. No person or entity shall remove, injure, tamper with, destroy, or deface in any way public property or property of a public utility lawfully placed in dedicated right-of-way or in any way interfere with the lawful use thereof by said utility without first having obtained the written consent of the appropriate public authority or public utility.

15. Commercial driveway shall be installed with 3" PMBP hot mix pavement or 6" concrete for distance of 30' min. from edge of traveled way.

**B.** Subdivided shall include in all disclosure statements the entire text of Subsection 19-3 A above.

**Environmental**

Office: (575) 391-2983

Fax: (575) 391-8764



**Road Department**

Office: (575) 391-2940

**Planning and Zoning**

Office: (575) 396-8696

---

## MOBILE HOME PLACEMENT PERMIT

Print Date: 06/05/2019

Address:	ETJ/City:
Parcel Number:	Owner Number:
Main Structure:	Accessory Structure:

NFIP Number: 35025	Panel Number:
Flood Zone:	SFHA:

NHPP Number:	Manufacturer:
Date of Issue:	Serial Number:
Date of Completion:	Year:
MH Size:	Agency:
MH Owner:	Land Owner:

<b>Restrictions:</b>
1:

Requirements met:

- 911 Address
- Environmental
- Floodplain
- Driveway

This certifies that the placement of the manufactured home at the address above conforms to the approved plans as per the application and the permit that was issued, and the requirements of Lea County Government. Permission is hereby granted for placement of the manufactured home. It is the responsibility of the property owner to notify the Environmental Department upon completion of this permit.

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

Final Inspection Signature: \_\_\_\_\_ Date: \_\_\_\_\_





## LEA COUNTY ENVIRONMENTAL SERVICES

*Elisa Millan, Addressing Coordinator  
1019 E. Bender Blvd.  
Hobbs, NM 88240*

*Phone (575) 391-2983  
Fax (575) 391-8764  
[emillan@leacounty.net](mailto:emillan@leacounty.net)*

TO: Mr./Ms. \_\_\_\_\_

RE: Parcel #

FR: Addressing Coordinator

Mr./Ms. \_\_\_\_\_,

Per our exchange on (DATE), in regards to the physical address located in \_\_\_\_\_, NM. According to the Lea County PSAP; E911 and the Lea County Addressing Department, the official physical address has been set for the property. The address configuration is as follows:

New Address: \_\_\_\_\_

I am writing this letter so you have official documentation from the E-911 Authority of your E-911 confirmation. The address to property was assigned on (DATE). Please make sure that all residents, utilities, phones, banks, post offices, et cetera are properly notified of the new addresses.

Should you have any further questions please call or email me.

Thank you,

\_\_\_\_\_  
Lea County Mapping and Addressing Department