



Torrance County

PO Box 48

205 9th Street

Estancia, NM 87016

(505) 246-4725 Main Line (505) 384-5294 Fax

www.torrancecountynm.org

Email: torrance@torrancecountynm.org

County Commission

Jim Frost
Chairman
District 1

Paul M. (Tito) Chavez
Commissioner
District 2

Lenny M. Canadaria
Commissioner
District 3

County Manager's Office

Bob Ayre
County Manager

Annette Ortiz
Executive Assistant

Cryssa Escobedo
Clerical Assistant

Finance Department

Maely Seales
Comptroller

Liz Lujan
Financial Analyst

Emergency Services

Stinley Whately
Emergency Services Director

Emergency Manager

Gary Kayser

Planning & Zoning

Louise Marquez
Planning & Zoning Director

Richera Leibel
Code Enforcement

Rural Addressing

Sandy Hart

Information Technology

Steffen Daugherty
Network Administrator

Nick L. Sedillo
Network Administrator

Land Use Permit Resources

1. **Septic Permit** – Obtained from the State Environment Department located at 5500 San Antonio NE, Albuquerque (505) 222-9500
2. **Well Permit** – Obtained from the State Engineer's Office located at 121 Tijeras NE, Suite 2000 in the Springer Square Building, Albuquerque (505) 764-3888
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. (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 completed 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 Dept. at (505) 246-4763.
10. **The Permit Fee** – The fee for a permit (Structure - \$250/Mobile Home - \$150) 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.

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.

**"It is one of the most beautiful compensations of life, which no man can sincerely try to help another without helping himself."
Ralph Waldo Emerson**

