

ARCHITECTURAL CONTROL COMMITTEE

Application for Miscellaneous Projects

Please note: You must obtain the approval of the ACC in writing prior to the start of any construction that alters the external appearance of your property.

Before you apply for approval of your project:

Read your covenant. There are approximately thirty-five (35) units in Sandia Heights and each one has its own covenant which may differ from all the others in various ways.

Read the ACC's Design Guidelines if your project involves a second story, free-standing walls or fences, roofing, landscaping, detached (from the primary residence) buildings, or solar collectors.

If your project involves construction of any kind in any of your property-line setback areas, please read the ACC's *Design Guideline for Setbacks & Limited Building Area Lots* and ACC, *SECTION V: VARIANCES TO COVENANT RESTRICTIONS*, and *SECTION V: BASIS FOR GRANTING*, and include a letter with your application requesting a variance, stating the need for it, and the basis upon which you believe that it should be granted.

(The above referenced documents can be picked up at the SHHA Office, 2-B San Rafael Ave., or at www.sandiahomeowners.org.)

Application Preparation and Submittal:

1. Please fill out all parts of the application. Mark any item that you feel does not apply with the notation "NA." Please be careful, failure to provide all pertinent information will require follow-up and will delay the processing of your application.
2. Provide *two copies* of your application and all attachments including cover letter (if required,) drawings, material samples, color samples, exterior lighting cut sheets etc.
3. Deliver or mail your application package to the SHHA Office, 2-B San Rafael Ave. NE, Albuquerque, NM 87122. Office hours are 9AM to 4PM Monday through Friday except for holidays. There is also an after-hours drop off box at the office. The Office can be reached at 505 797 7793.
4. If you have any questions or require more information, the SHHA Office staff will be happy to assist you.

ACC Deliberative Process:

1. A member of the Committee will discuss the project and walk the property with you to understand its physical context. ***Please be prepared to meet with the Committee member.*** Your application will not be considered complete until this meeting is completed to the satisfaction of the Committee.
2. The ACC may conduct a Neighborhood Review to inform your neighbors of your project and to receive their comments and concerns.
3. If there is enough interest, the ACC may conduct a Neighborhood Review Meeting at which the project and any changes made to achieve covenant compliance will be explained, and

discussed and comments and concerns will be heard. This meeting may also include a visit to the building site.

4. The ACC will deliberate and issue its decision in letter form to you.
5. This process can be expected to take up to 30 days from the date on which the ACC receives your complete application and meets with you for a walk-through of your property.

Application Fees:

There are no application fees for members of the Sandia Heights Homeowners Association (your monthly dues pay for this service.) Non-members rates are stated on the application form. You must provide payment with your application. (Make checks payable to Sandia Heights Homeowners Association.)

If you would like to join the Association and enjoy the many benefits of membership just tell the SHHA office staff and sign the statement in the Fee section of the application and ***your application fee will be waived.***

Application and Checklist for Miscellaneous Projects

Please respond to all of the items listed below. Completion of the review and approval process in an expeditious manner will depend upon receipt of all required information.

Note: *This application and all related plans, drawing, sketches, and other supporting documents must be submitted in **duplicate**.*

Date _____

Yes _____ I am a member of the SHHA No fee is required

No I am not a member. My application fee is attached \$_____ Fees are used to defray the costs of plan review, site visits, and office processing & expenses.

Sign me up! I agree to maintain my membership in the SHHA for at least twelve (12) months or until such time as my project is finished, whichever comes last. **I understand that by joining now my application fee(s) are waived.**

Signature

Date

Residential Projects*

Non-Member Fee Schedule

_____ Walls/Fences-New or Modifications	\$75.00
_____ Raise Height of Existing Wall or Fence	\$50.00
_____ Patios/Patio Shading Devices/Portals/Decks/Porches/Slabs	\$75.00
_____ Detached (from primary residence) buildings	\$75.00
_____ Swimming Pools	\$75.00
_____ Playground Equipment, including Basketball Backboards	\$50.00
_____ Replace Existing Windows/Doors	\$50.00
_____ Enlarge Existing/Add New Windows/Doors	\$75.00
_____ Solar Collectors/Heating or Cooling Equipment	\$75.00
_____ Landscaping (No fee if concurrent with house construction)	\$75.00
_____ Variance (Fee in Addition to Regular Fee)	\$100.00
_____ Other	(To be determined on individual basis)

Commercial Projects*

_____ Commercial Signs	\$100.00
_____ Commercial Lighting	\$100.00
_____ Commercial Building	(Fee as per applicable covenants)
_____ Multi-Family Construction	(Fee as per applicable covenants)
_____ Other	(To be determined on individual basis)

*This list is not intended to be exhaustive. Fees not listed will be determined on a case-by-case basis.

SECTION I – GENERAL INFORMATION

Street Address or Lot Number _____

Property Owner’s Name _____

Phone _____ Fax _____

Current Mailing Address _____

Zip _____

Property Owner’s E-mail Address _____

Builders' Name _____

Phone _____ Fax _____

Current Mailing Address _____

Zip _____

Estimated Start Date _____

Estimated Completion Date _____

Complete and detailed description of the proposed project:

SECTION II – REQUIRED DOCUMENTATION/CHECKLIST

Please be sure the plans and other information submitted with the application clearly and completely describe the proposed construction. Each drawing submitted should be signed and dated have a title and drawing number. Any revisions must also be signed and dated. Information submitted should include, as appropriate to the project, the following:

SECTION IIA – SITE PLANS

- _____ 1. Site plan (minimum scale 1” = 20' – 0”.)
- _____ 2. Footprints of all existing and proposed structures are shown.
- _____ 3. All proposed project elements are located accurately and to scale on the drawing.
- _____ 4. The proposed location of the project in relation to property boundaries and existing structures on the lot is shown.
- _____ 5. Distances from proposed construction to property boundaries is clearly indicated and stated in feet and inches on the site plan.

SECTION IIB – ELEVATION DRAWINGS & MATERIAL FINISHES

- _____ 1. Elevation drawings of each facade with maximum height dimensions of each facade in feet and inches are provided.
- _____ 2. Color and type of exterior finish (Brand, Color Name, and Catalogue Number). If color is to match existing, please so state, and include the brand, color name and number.

- _____ 3. Color sample is provided if brand is other than El Rey or Sto.
- _____ 4. Color and type of trim materials (Brand, Color Name, and Catalogue Number.)

- _____ 5. Color sample of trim is provided if brand is other than El Rey or Sto.
- _____ 6. Color of window frames. _____
- _____ 7. Color of vents, flues, canales, and other similar exterior metalwork _____
- _____ 8. Roofing type and material. (For example: "Flat, built-up, tar and gravel")

- _____ 9. Color of roofing material (Note: white will not be approved)

- _____ 10. Description of construction materials to be used:

- _____ 11. Have you applied for a Bernalillo County Building Permit? Yes _____ or
No _____ If no please explain _____

SECTION IIC - MISCELLANEOUS

- _____ 1. Size and proposed location of air conditioning and other exterior mechanical equipment shown is shown.

- _____ 2. Details of proposed screening for the preceding equipment is shown.
- _____ 3. Landscaping plans are drawn to an appropriate scale.
- _____ 4. Grading drawings show changes in finished grade of more than one foot from existing grades.
- _____ 5. Is a variance to covenant restrictions requested? Yes _____ No _____
Any covenant variance requests are stated in writing with the application including detailed reasons why a variance is believed to be justified.
- _____ 6. List below all other documents submitted with the application:

SECTION III - PROCEDURES

Submit completed applications along with required plans and all documentation, **in duplicate**, and a check for the appropriate amount (payable to: Sandia Heights Homeowners Association.) Applications may be submitted at the SHHA office, 2-B San Rafael, NE between 9M and 4PM Monday through Friday. There is also an after-hours drop off box at the office. If you prefer, you may mail this application and attached documents to: SHHA, 2-B San Rafael Ave. NE, Albuquerque, NM 87122. Please call the SHHA office at 797-7793 with all inquiries.

Construction for all projects must start within 12 months of approval from the Architectural Control Committee (ACC). If construction has not started within 12 months, a new application must be submitted. Construction of all projects must be completed within 12 months after start of construction.

Both owner and builder hereby acknowledge prior receipt and understanding of the Sandia Heights Declaration of Restrictions for the applicable unit and understand that no construction work on the site can proceed without the ACC's prior written approval.

Furthermore, the Property Owner and builder hereby acknowledge that the construction project requested by this application (check the appropriate item):

- _____ Is fully compliant with the Sandia Heights Declaration of Restrictions (Covenants) for the applicable unit.
- _____ Is not in accordance with the Sandia Heights Declaration of Restrictions (Covenants) for the applicable unit and a Request for Variance is submitted with this application.

This application and all supporting documents, drawings, request for variance (if required), etc. are hereby submitted in two complete sets, one set of which will remain in possession of the SHHA. The other set will be returned to the applicant, upon request, upon completion of construction.

Owner Signature

Date

Builder's Signature

Date