

# **ARCHITECTURAL CONTROL COMMITTEE**

## **Application for New Construction & Additions**

**Please note: You must obtain the approval of the ACC in writing prior to the start of any project to the exterior of your home or property. Before you apply for approval of your project:**

Read your covenants. Each unit in Sandia Heights has its own covenants which may differ from all the others in various ways. Some units have their own homeowner association with additional ACC guidelines and, as such, it is the homeowners' responsibility to obtain the approval of said association in order to proceed with a project.

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, 12700 San Rafael Ave., Ste 3, or at [www.sandiahomeowners.org](http://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 since 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 (digital copy required), material samples, color samples, exterior lighting cut sheets etc.
3. Deliver or mail your application package to the SHHA Office, 12700 San Rafael Ave. NE, Ste 3, Albuquerque, NM 87122. Office hours are 9 am to 4 pm Monday through Friday except holidays. You may also email your application package to: [shha@sandiahomeowners.org](mailto:shha@sandiahomeowners.org) or [sandiaheights@comcast.net](mailto:sandiaheights@comcast.net), rolled plans are still required. There is also an after-hours drop slot on the front door at the office. The office staff can be reached at (505) 797-7793. FAX: (505) 856-8544.
4. If you have any questions or require more information, the office staff will be happy to assist you.

### **ACC Deliberative Process:**

1. A member of the Committee will discuss the project and, if necessary, 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, if necessary, 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. In lieu of a Neighborhood Review, The ACC may elect to send a Courtesy Letter to your neighbors to inform them of the project.
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. Comments and concerns from neighbors 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 or via email 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, if required, 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 sign the statement in the Fee section of the application and ***your application fee will be waived.***

# Application and Checklist for New Construction and Additions

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, drawings, sketches, and other supporting documents must be submitted in **duplicate and a digital copy must be submitted for all drawings.***

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! \_\_\_\_\_  
**Signature** **Date**

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.**

Projects	Non-Member Fee Schedule
_____ New Residences and Additions	\$100.00
_____ Remodels to Existing Structures	\$100.00
_____ Variance Requests (in addition to construction fee)	\$100.00
_____ Landscaping (submitted at a later date)	\$ 75.00

## 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 and address, if known \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Estimated Start Date \_\_\_\_\_

Estimated Completion Date \_\_\_\_\_

Please provide a complete and detailed description of the proposed project:

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## **SECTION II – DOCUMENT 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 and have a title and drawing number. Any revisions must also be signed and dated. Information submitted should include, as a minimum, the following:

### **SECTION IIA – SITE PLANS**

- \_\_\_\_\_ 1. Site plan (minimum scale 1" = 20' - 0").
- \_\_\_\_\_ 2. All property lines including bearings, dimensions, angle points, curve radii, and lengths are shown.
- \_\_\_\_\_ 3. Footprints of all existing and proposed structures are shown.
- \_\_\_\_\_ 4. For new houses, the entire structure is located to scale and accurately on the drawing. For addition(s) to an existing structure or a detached structure, show the entire existing structure, together with the addition(s) (cross-hatched for identification.)
- \_\_\_\_\_ 5. All setback lines are shown on the site plan and measured along the shortest straight line that is perpendicular to the property line.
- \_\_\_\_\_ 6. Pre-construction lot elevation contour lines at a minimum of every two (2) feet are shown.
- \_\_\_\_\_ 7. The shortest distance from the front of the structure to the front property line is \_\_\_ feet \_\_\_ inches. This distance is shown on the site plan. (Note: The edge of the street is not a property line.)
- \_\_\_\_\_ 8. The shortest distance from the left side of the structure to the side property line is \_\_\_ feet \_\_\_ inches. This distance is shown on the site plan.
- \_\_\_\_\_ 9. The shortest distance from the right side of the structure to the side property line is \_\_\_ feet \_\_\_ inches. This distance is shown on the site plan.
- \_\_\_\_\_ 10. The shortest distance from the rear of the structure to the rear property line is \_\_\_ feet \_\_\_ inches. This distance is shown on the site plan.
- \_\_\_\_\_ 11. A site drainage and grading plan is included (minimum scale: 1" = 20' - 0".)
- \_\_\_\_\_ 12. All finished grade changes of more than one foot (1') from the original grade are shown.
- \_\_\_\_\_ 13. Does Bernalillo County require submittal for approval of a drainage and grading plan for this project? yes\_\_\_ no\_\_\_ (typically required by County when the plan footprint of the proposed structure is equal to or greater than 500 SF.
- \_\_\_\_\_ 14. If yes, is a copy of the County's approval letter enclosed with this application: yes\_\_\_no\_\_\_ If no, explain. \_\_\_\_\_
- \_\_\_\_\_ 15. The driveway location is shown.
- \_\_\_\_\_ 16. The driveway construction material is \_\_\_\_\_
- \_\_\_\_\_ 17. The locations of all patios/decks/porches are shown.
- \_\_\_\_\_ 18. The location of all existing transformers, etc. are shown.
- \_\_\_\_\_ 19. Outlines to scale and proposed locations of all exterior mechanical equipment, such as air conditioning/cooler units, pool equipment, satellite dishes, propane tanks, solar collection equipment, etc., along with details of the respective screening are shown on the site plans and also on the building elevations.
- \_\_\_\_\_ 20. Locations, minimum distances to property lines, grade separation heights, finish materials, and colors of all proposed retaining walls are shown.
- \_\_\_\_\_ 21. Locations, minimum distances to property lines, heights and finish materials of all other walls and fences are shown.
- \_\_\_\_\_ 22. Roof overhangs (where applicable) are indicated with dashed lines.

- \_\_\_\_\_ 23. Any covenant variance requests are stated in writing with the application including detailed reasons why a variance is believed to be justified.

**SECTION IIB – ELEVATION DRAWINGS**

- \_\_\_\_\_ 1. Architectural elevations of all four sides of the proposed structure(s) are shown (minimum scale: 3/16 inch = 1 foot.)
- \_\_\_\_\_ 2. Original and proposed final ground lines are clearly shown on each elevation.
- \_\_\_\_\_ 3. The maximum height dimension of each facade is shown, both from the original ground line and from the proposed final ground line (height of chimneys excluded.)
- \_\_\_\_\_ 4. Color and type of exterior finish are shown (Brand, Color Name, and Catalogue Number). If color is to match existing, please state so, and include the brand, color name and number. \_\_\_\_\_
- \_\_\_\_\_ 5. Color sample is provided.
- \_\_\_\_\_ 6. Color and type of trim materials (Brand, Color Name, and Catalogue Number.) \_\_\_\_\_
- \_\_\_\_\_ 7. Color sample of trim is provided.
- \_\_\_\_\_ 8. Color of window frames. \_\_\_\_\_
- \_\_\_\_\_ 9. Color of vents, flues, canales, and other similar exterior metalwork. \_\_\_\_\_
- \_\_\_\_\_ 10. Roofing type and material. (For example: "Flat, built-up, tar and gravel") \_\_\_\_\_
- \_\_\_\_\_ 11. Color of roofing material (Note: white will not be approved) \_\_\_\_\_
- \_\_\_\_\_ 12. Show outlines, to scale, and locations of all exterior mechanical equipment and methods for screening same from view. (See item 19, above.)

**SECTION IIC – ARCHTECTURAL FLOOR PLANS**

- \_\_\_\_\_ 1. Square footage of the proposed structure or addition:  
\_\_\_\_\_ ft<sup>2</sup> Upper Level Floor Area  
\_\_\_\_\_ ft<sup>2</sup> Portion of Lower Level open to the Upper Level.  
**NOTE:** Square footage of open areas from the lower level that are more than twelve (12') feet in height and open to the upper level must be shown separately.  
Gross area of upper level including open area from the lower level: \_\_\_\_\_ ft<sup>2</sup>  
\_\_\_\_\_ ft<sup>2</sup> Lower Level Floor Area (excluding unheated spaces.)  
\_\_\_\_\_ ft<sup>2</sup> Total Heated Area  
\_\_\_\_\_ ft<sup>2</sup> Total unheated spaces

Describe uses of unheated areas: \_\_\_\_\_

- \_\_\_\_\_ 2. Area of footprint on ground: \_\_\_\_\_ ft<sup>2</sup>
- \_\_\_\_\_ 3. Floor plans of all proposed building levels (minimum scale 3/16 inch = 1 foot.)
- \_\_\_\_\_ 4. All living, mechanical, storage and other areas are accurately dimensioned and labeled.
- \_\_\_\_\_ 5. Square footage of any detached structures is shown.

**SECTION IID – MISCELLANEOUS**

- \_\_\_\_\_ 1. Is any portion of the structure a prefabricated or modular home? yes \_\_\_\_\_  
no \_\_\_\_\_. If yes, explain: \_\_\_\_\_
- \_\_\_\_\_ 2. Is a landscaping plan included with this application? Yes \_\_\_\_\_ No \_\_\_\_\_.  
If no, state when the landscaping plan will be submitted \_\_\_\_\_  
(if project is new residence construction, not later than completion of  
construction)
- \_\_\_\_\_ 3. List below all 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, 12700 San Rafael, NE, Ste 3 between 9 am and 4 pm Monday through Friday. There is also an after-hours drop slot on the front door at the office. If you prefer, you may mail this application and attached documents to: SHHA, 12700 San Rafael Ave. NE Ste 3, Albuquerque, NM 87122. You may also email you application package to: [shha@sandiahomeowners.org](mailto:shha@sandiahomeowners.org) or sandiaheights@comcast.net, rolled plans/drawings are still required. Please call the office at (505) 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 of ACC approval, a new application must be submitted. Construction of all projects must be completed within 12 months after start of construction. If you anticipate the need for additional time to start or to finish your project, please notify the ACC at your earliest opportunity.

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):

Check here \_\_\_\_\_ if project is fully compliant with the Sandia Heights Declaration of Restrictions (Covenants) for the applicable unit.

Check here \_\_\_\_\_ if project 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, rolled plans/drawings, request for variance (if required), etc. are hereby submitted in two complete sets, one set of which is a digital copy. The rolled plans/drawings will be returned to the applicant, upon request. and upon completion of the project.

The ACC reserves the right to request proof of property ownership. In addition, the ACC reserves the right to obtain copies of any County-issued permits related to this project.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Builder's Signature (optional)

\_\_\_\_\_  
Date