

Angel Fire Environmental/Architectural Control Committee

Minor Projects Application

The Covenants and Restrictions for all the subdivisions in the Angel Fire Resort require that any and all improvements to any property, in the Resort be approved by the AFE/ACC first. This packet has been designed to simplify the process of applying for a permit for minor improvement projects.

You may use this simplified application for any of the following projects:

- Decks replacement (*not increasing the footprint*)
- Roof replacement (*not increasing the footprint*)
- Fences (*you must provide a plat map with the proposed fenced area, it CANNOT be on the property line.*)
- Siding/Material Changes
- Color Changes
- Retaining Walls
- Landscaping

-All other improvements and/or additions, such as sheds or other structures and/or any property footprint increase, will require the regular application. If you have any questions about which application to use, please call the AFE/ACC office prior to filling this out.

Important Notices:

No site work may be started until you receive your permit, other than tree clearing and staking, as required. You should review your Covenants and Restrictions, they can be viewed at www.aafpo.shuterlibrary.net OR www.aafpo.org

SUBMISSION REQUIREMENTS

1. Completed application packet, including Owner's signature.
2. The required permit fee of \$150.00 for fences/\$200.00 for all other projects.
3. The required refundable performance deposit fee (from the Property Owner) of \$300.00

The Committee meets on the 2nd and 4th Tuesday of each month. **The permit application must be submitted on or before noon on the preceding Friday.** After Committee approval, allow 5-7 working days for the permit to be issued.

PLEASE COMPLETE THE FOLLOWING:

Owners Name: _____ Date Submitted: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Home Phone: _____ Cell Phone: _____ Business Phone: _____

Lot Description: Subdivision: _____ Section/Block: _____ Lot Number: _____

Street Address: _____

General Contractor: _____ Company Name: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Cell Phone: _____ Business Phone: _____ License Number: _____

PROJECT DETAILS:

Describe your proposed project in detail -

Provide the following information about your project:

Materials to be used (*samples are required*) - (Note: the material must match or complement the existing structure)

Color (*samples are required*) – (Note: the color must match or complement the existing structure)

******Please note that piers cannot be left as concrete or wrapped in paper. They must be painted and/or stucco'd with a color submission.***

(For fences, landscaping and retaining walls you must submit a plot plan, showing the project's location, including measurements relative to the property line and any existing structures.)

INSPECTIONS:

1. For the 1st inspection all stakes must be in place, showing the exact/final location of the proposed project; the area needs to be grubbed and any necessary trees removed. *If site work has been done, the application will not be reviewed until an application for a variance has been submitted.* *If a change in location is made after the first inspection, a re-inspection will be required and the plans will need to be red-lined within 7 days of the change.*
2. The final inspection may require the presence of the Property Owner/Contractor/Builder, at the Inspector's discretion. The Inspector will be checking exterior colors, fencing, landscaping, site clean up, parking areas, etc. in accordance with the approved plans.

If an inspection is requested and the project is not ready, a non-refundable \$100.00 re-inspection fee will be deducted from the performance deposit for each additional inspection.

NOTE: NEITHER THE COMMITTEE'S INSPECTION, THIS APPROVAL, NOR THE PERMIT CONSTITUTES ANY ENVIRONMENTAL/ARCHITECTURAL CONTROL COMMITTEE, OR AAFPO, OR AGENTS, RESPONSIBILITY IN MATTERS OF IMPROVEMENT, LOCATION AND DESIGN, GOVERNMENTAL AGENCY REQUIREMENT COMPLIANCE, AND/OR PROPERTY OWNER RIGHTS WITH REGARD TO ENFORCEMENT OF THE RESTRICTIVE COVENANTS.

NOTE: Your signature on this document reflect that you have read and understand this building packet and will comply with the requirements contained herein.

Property Owner: _____ Date: _____

Contractor/Builder: _____ Date: _____

Application approval (This will be filled out after the Committee approves your application..)

Chairman's signature: _____ Date: _____

If the project is not completed as the approved application shows, this may result in the filing of a law suit and judgment on your property, creating a clouded-title.