

## **Angel Fire Environmental/Architectural Control Committee Property Improvement Permit Application**

The Angel Fire Environmental / Architectural Control Committee (AFE/ACC), acting as an agent and under the direction of the Association of Angel Fire Property Owners (AAFPO), and in coordination with the ownership of the Angel Fire Resort, is charged with establishing an application procedure and providing a review process in support of the declaration of Restrictive Covenants and the Supplemental thereto on behalf of all property owners. Therefore, the specific criteria listed below are consistent with the principles of the Covenants, the AAFPO Articles of Incorporation, its by-laws, and the Owners of The Angel Fire Resort. It is the intent of the AFE/ACC to approve plans that are consistent with the interest, welfare, aesthetics, and the mutual and reciprocal benefit of every Property Owner both current and future.

### ***Important Items:***

1. **Before beginning this application process please read the Covenants and Restrictions Applicable to your subdivision.**
2. The Property Owner/Contractor/Builder are responsible for their own conduct and/or failure to build, according to the requirements of the Covenants and the AFE/ACC permit.
3. The Owner and Contractor/Builder will need to initial or sign where indicated.
4. Please read the application carefully and become familiar with all the requirements and make a copy for yourself.
5. No site work (including tree clearing) may be started prior to permit approval.
6. You should be familiar with appropriate ordinances related to construction regarding such things as littering, transporting materials, and conduct of workers on the job.

### **TWO PERMITS MUST BE OBTAINED FOR ANY IMPROVEMENT ON ANY PROPERTY WITHIN THE ANGEL FIRE RESORT**

1. **ANGEL FIRE ENVIRONMENTAL / ARCHITECTURAL CONTROL COMMITTEE (AFE/ACC)**
  - A permit application may be obtained from the AFE/ACC office. A permit for minor improvements (not maintenance) will be issued for some projects. An abbreviated application process will be used for such minor improvements. You should call the office to determine which application you need to use. Repair and maintenance items such as replacing decking, repainting, (no change of color), roof repair (no change in materials or color), do not require a permit.
  - An AFE/ACC permit is required for any and all proposed improvements, including any external changes to existing structures on any property within the Angel Fire Resort.
  - **Review your Covenants and Restrictions for details, as they are different in each subdivision.**
  - The Committee meets on the 2<sup>nd</sup> and 4<sup>th</sup> 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.
2. **VILLAGE OF ANGEL FIRE**
  - Obtain a permit application from the Village of Angel Fire Community Development Department.

**The Covenants and Restrictions may be downloaded at:**

[www.aafpo.org](http://www.aafpo.org)

**If you have questions please contact the AFE/ACC office:**

**(575) 377-1135 office**

**PO Box 330 Angel Fire, NM 87710**

**Office hours: Tues, Thurs & Fri - 8am-noon**

[afeacc@yahoo.com](mailto:afeacc@yahoo.com)

## AFE/ACC GUIDANCE FOR PROPERTY IMPROVEMENTS:

**The Committee is required by the respective Covenants and Restrictions to approve only those improvement projects which conform to the Covenants. There are many specific requirements stated in the Covenants. In addition to those, the Committee is required to consider such things as the color of the structure, color of the roof, external materials, and style of construction.**

A. The respective Covenants specifically require the following. (However, other miscellaneous requirements are found in some Covenants. You are responsible for compliance with all requirements whether listed here or not.)

1. All improvements constructed or placed on any lot must use a substantial quantity of new material.
2. Only one single-family dwelling may be constructed per lot. Other building or structures customarily incidental to a single-family dwelling is permitted.
3. Set-back requirements of the specific subdivision Covenants must be observed.  
**(Refer to your specific Covenants for details.)**
4. One-story homes must have a minimum of 1200 square feet of living area or at least 1000 square feet on the first floor if it is a multiple story home.
5. Buildings or structures may not cover more than 55% of the lot area.
6. Outdoor lighting should be controlled to the extent that it is not offensive.
7. Every fuel storage tank must either be buried or screened from view.
8. Construction sites must be maintained so as to prevent them from becoming unsightly due to the accumulation of rubbish or debris.

B. The Committee is directed to determine whether all plans, specifications and details are in accordance with the Covenant Restrictions. In addition the Committee is directed to consider if the design or color scheme proposed is in harmony with the general surroundings and whether the plans, specifications or details are in the best interest, welfare, or rights of all or any part of the real property subject hereto, or the owners thereof. The following are items the committee must consider:

- **Construction materials**
- **Exterior color schemes**
- **Schemes for roofs.**
- **The design**
- **Proposed landscape (Valley of the Utes must submit a landscape plan.)**

## SUBMISSION REQUIREMENTS

1. A site plan, on a scale of not less than 1" = 20', showing surveyed lot boundaries, the topography at 5' intervals, setbacks, parking and traffic circulation (driveway) and the location of all improvements dimensioned to the property boundary and corners. Any part of the proposed improvement (driveway, enclosures for dumpsters or fuel tank) which encroaches upon plan easements or right-of-way must be clearly shown on the plot plan.
2. A copy of the invoice or the actual boundary survey, performed by a licensed surveyor within the last 12 months. All corners of the property must be clearly staked and on large lots there must be intermediate stakes placed on the boundary line close to the house site.
3. After the foundation/footers have been poured we would like a copy of the Foundation Location. (This is only for projects that are new builds or where there is an increase/change in the footprint, such as decks and additions.)
4. **Two (2)** complete sets of construction plans, submitted on 18" X 24" or 24" X 36" paper.
  - a. The plans must be drawn to scale, showing ground floor plan, second and third floor plans (if any), including square footage.
  - b. The plans must show four (4) exterior elevations, (north, south, east and west), direction notation, existing and finished grade levels, finished floor elevations, foundation and utility plans, building cross-section and exterior lighting plan.
5. A copy of the warranty deed, referencing the subdivision, the block, and lot number and to include, legally combined lots and any vacated easements

**Notice – once plans have been approved, any proposed deviation requires submission of a variance/change request and must be approved before the change is applied to the project.**

**Note:** There may be differences in the building standards between the AFE/ACC and the Village of Angel Fire (i.e. building setbacks). Where there are differences, the more restrictive standard will apply.

## SCHEDULE OF FEES AND DEPOSITS

(Please make separate checks for the application fee and performance deposit, payable to AFE/ACC.)

### FEES:

A non-refundable permit fee, paid by the **OWNER/CONTRACTOR/BUILDER**, and payable to AFE/ACC according to the following schedule:

- |   |                  |
|---|------------------|
| 1. For Multi-Family and Commercial Projects     | minimum \$550.00 |
| <b><u>(Subject to Committee discretion)</u></b> |                  |
| 2. Single Family Residence                      | \$550.00         |
| 3. For Additions and improvements               | \$300.00         |
| 4. Other-Decks & Sheds                          | \$200.00         |

### PERFORMANCE DEPOSIT:

A performance deposit, paid by the **Property Owner** is required. (We no longer except cashier checks or checks written by the Contractor/Builder.) The deposit will be refunded to the **Property Owner** after final inspection and approval by the Committee, showing that the permitted project has been completed in accordance with the approved building application.

The performance deposit, paid prior to issuance of a building permit, shall be as follows:

- |   |  |
|---|--|
| 1. Single Family Residence  | \$1500.00  |
| 2. Commercial / Multi-Family<br>Project & Additions               | TBD on scope and value<br>of each individual project |
| 3. Other – includes decks &<br>Sheds, etc. (120 sq. ft. or under) | \$150.00   |
| 4. Additions or major improvement:                                |  |
| Up to 399 Square Feet   | \$500.00   |
| 400 to 699 Square Feet  | \$1,000.00   |
| 700 + Square Feet   | \$1,500.00   |

**NOTE:** If the project, as approved, has not been completed within the time limits of the original permit, (1 year, from date of approval) 3 separate extensions may be requested (Extending the completion for 6 months per request). Each extension has to be approved by the Committee, during our bi-monthly meeting before it is applied to your permit completion date. If the scope of work is not complete at the end of the 3<sup>rd</sup> extension, the application process will have to start over, including all fee and deposits.

Should the project fail a requested final inspection, there will be additional inspection fees that maybe with held from the performance deposit.

**IF CONSTRUCTION IS NOT COMPLETED AS PERMITTED,  
ALL OR A PORTION OF THE PERFORMANCE DEPOSIT MAY BE FORFEITED.**

\_\_\_\_\_  
Owner                      Contractor

**APPLICATION FOR BUILDING/HOME IMPROVEMENT PERMIT**

(The following 2 pages must be completely filled out & initialed;  
when an item does not pertain to your project, please write, "N/A" in the space provided.)

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: \_\_\_\_\_

*\*\*In the event a variance or extension is needed, the Property Owner agrees and approves the Builder/Contractor can make such requests. (The Property Owner initials are required in either space.) YES \_\_\_\_\_ NO \_\_\_\_\_\*\*  
**Any or all variance requests/change requests, on this approved building application, must be submitted to the Committee, PRIOR to applying changes to the project.***

General Contractor: \_\_\_\_\_ Company Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Cell Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ License Number: \_\_\_\_\_

**NOTE:** If the plans and specifications are not in compliance with applicable Restrictive Covenants, a variance request is required with this application.

Beginning Construction Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

Type of Structure: Single Family Residence: \_\_\_\_\_ Condominium: \_\_\_\_\_ Townhouse: \_\_\_\_\_

Multi-Family or Commercial: \_\_\_\_\_ (Please describe): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other: (Improvement or addition): \_\_\_\_\_ (Please describe): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Owner Contractor

The Committee requests that you submit actual color and/or style samples/photos for each the following:

(An application without color samples will not get approved.)

Exterior Finish Material: \_\_\_\_\_

Exterior Color: \_\_\_\_\_

Roofing Material: \_\_\_\_\_

Roof Color: \_\_\_\_\_

Garage Door Color: \_\_\_\_\_

Stemwall Finish Material: \_\_\_\_\_

Stemwall Color: \_\_\_\_\_

Retaining Wall Material: \_\_\_\_\_

Retaining Wall Color: \_\_\_\_\_

Pier Finish Material: \_\_\_\_\_

Pier Color: \_\_\_\_\_

Percentage of total lot coverage, including pre-existing structures: \_\_\_\_\_

Total Square footage: \_\_\_\_\_

Main Floor: \_\_\_\_\_

Additional Floors: \_\_\_\_\_

Garage: \_\_\_\_\_

Decks/Porches/Patio: \_\_\_\_\_

Propane Tank: Buried below the surface: (required in some subdivisions, please read your covenants)

Yes: \_\_\_\_\_ No: (please fill out the follow) \_\_\_\_\_

Sided: \_\_\_\_\_ Material: \_\_\_\_\_ Color: \_\_\_\_\_

General Landscaping Plan (For Valley of the Utes only):

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Owner Contractor

## BUILDING INSPECTION AGREEMENT

The Angel Fire Environmental/Architectural Control Committee's (AFE/ACC) authorized Inspector is required to visit your project on 2 occasions, as listed below, however your project may require additional inspections.

*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.*

### **1<sup>st</sup> Inspection:**

For the 1<sup>st</sup> 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. NO DIGGING. \*If a change in location is made after the 1<sup>st</sup> inspection, a re-inspection will be required and the plans will need to be red-lined within 7 days of the change. \* **OWNER/BUILDER INITIALS:** \_\_\_\_\_

**\*\*After the foundation/footers have been poured please bring/email a copy of the Foundation Location to our office\*\***

### **Final Inspection:**

The final inspection may require the presence of the Property Owner/Contractor/Builder, at the Inspector's discretion. The Inspector will be checking that the exterior colors, fencing, landscaping, site clean up, and parking areas (in Valley of Utes only) are in accordance with the approved plans.

**It may not be possible to conduct a final inspection during periods of heavy snow coverage.**

**NOTE:** It is the responsibility of the Property Owner/Contractor/Builder to notify the Inspector when you are ready for the final inspection. We recommend you notify the Inspector two (2) days in advance to insure no delays in your building progress. To schedule an inspection please call our Inspector, Jeff Weeks at 505-603-7311. (You will need to schedule an inspection time and day directly with the Inspector.) If any questions arise between inspections, you may contact the Inspector or the AFE/ACC office for assistance.

By signing this application, the Property Owner/Contractor/Builder acknowledge that they have read and understand the Restrictions and Covenants that govern the property concerned and agree to comply with applicable building requirements and Covenants. Any infraction(s) of the above agreement will be examined by the AFE/ACC. The Committee will in turn make the violator aware of the violation. Should the violator refuse to correct the violation, appropriate action will follow.

*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.*

**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 and initials through out 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: \_\_\_\_\_