

Angel Fire Environmental/Architectural Control Committee Minor Projects 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 Supplemental Declaration of Restrictive Covenants 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.

ANGEL FIRE ENVIRONMENTAL / ARCHITECTURAL CONTROL COMMITTEE (AFE/ACC)

“Post office Building” at 3369 Mountain View Blvd (Hwy 434), Suite B10

PO Box 330, Angel Fire, NM 87710

Phone: (575) 377-1135 or email: afeacc@yahoo.com

- A permit application may be obtained on our website at <http://aafpo.org/angel-fire-environmental-and-architectural-control-committee-afeacc/> from the AFE/ACC office. If you are unsure of which permit to use, please call or e-mail us.
- An AFE/ACC permit is required for 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.** (covenants and organizational documents can be found at <http://aafpo.org/covenants-and-organizational-documents/>)
- 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 Thursday.**
- **Permit applications must be complete.** If there are any missing items, the permit will be discussed at a future meeting once all items are submitted.
 - Please complete the checklist to make sure your submission is complete.
- Permits will be approved or disapproved within 30 days of receipt of complete submissions.

VILLAGE OF ANGEL FIRE

- A permit may also be required by the Village of Angel Fire Planning and Zoning Department. Call 575-377-1389 if you have questions.

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**)
- Siding Changes
- Color Changes
- Retaining Walls*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 out.

No site work may be started until you receive your permit, other than tree clearing and staking, as required.

SUBMISSION REQUIREMENTS - CHECKLIST

- _____ Completed application
- _____ Application is initialed on each page required by Owner and Contractor
- _____ Application is signed and dated by Owner and Contractor
- _____ Plot plan showing the minor project location relative to the property line and existing structures
- _____ Pictures of existing property prior to start of minor project
- _____ Color samples for materials to be used
- _____ Performance Deposit – from Owner (check payable to AFE/ACC)
- _____ Permit Fee – from Contractor or Owner (check payable to AFE/ACC)
- _____ A copy of the warranty deed
- _____ A copy of contractor license (if using a contractor)
- _____ A copy of Village of Angel Fire or State of New Mexico permit (if applicable)

SCHEDULE OF FEES AND DEPOSITS

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

Fences	\$150.00
Deck Replacement	\$200.00
Roof Replacement	\$200.00
Siding and Color Changes	\$200.00
Retaining Walls	\$200.00

PERFORMANCE DEPOSIT: A performance deposit of \$300, paid by the Property Owner is required. The deposit will be refunded to the Property Owner after inspection and approval by the Committee, showing the project has been completed in accordance with the approved building application. Permits are good for one year from the date of approval. Two separate six month extensions may be requested. If a project fails a requested final inspection, there will be additional inspection fees withheld from the performance deposit. If construction is not completed as permitted, all or a portion of the performance deposit may be forfeited.

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Permit applications must be complete. If there are any missing items, the permit will be discussed at a future meeting once all items are submitted.

Please complete the checklist to make sure your submission is complete.

Permits will be approved or disapproved within 30 days of receipt of complete submissions.

_____ _____
 Owner Contractor

APPLICATION FOR MINOR PROJECT PERMIT

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: _____

Contractor License#: _____ State of Issuance: _____ Expiration Date: _____

Email Address: _____

Cell Phone: _____ Business Phone: _____

Construction Start Date: _____ Estimated Completion Date: _____

PROJECT DETAILS:

Describe your proposed project in detail:

Provide the following information about your project:

Materials to be used: (must match or complement the existing structure)

Color: (must match or complement the existing structure)

Owner

Contractor

BUILDING INSPECTION AGREEMENT

The Angel Fire Environmental/Architectural Control Committee's (AFE/ACC) authorized Inspector is required to visit your project on **Two** 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.

First Inspection:

For the first 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 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. *

**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 completed in accordance with the approved plans.

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

**It is the responsibility of the Property Owner/Contractor/Builder to call and schedule the final inspection with the Inspector. We recommend you notify the Inspector seven days in advance to insure no delays in your building progress. To schedule an inspection please call Tim Bertucci, the Inspector at (918) 399-6149. 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 Covenants and Restrictions that govern the property concerned and agree to comply with applicable building requirements and Covenants and Restrictions.

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.

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.

Your signature and initials throughout 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: _____

Owner Contractor