







## SUBMISSION REQUIREMENTS

1. A site plan, on a scale of not less than 1" = 20', showing staked 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 lot stake, 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. A copy of the Foundation Location Report after the foundation/footers have been poured. Required for new builds or an increase or change in the footprint, such as decks and additions.
4. Two (2) complete sets of construction plans, submitted digitally or on 18" X 24" or 24" X 36" paper.
  - a. The plans must be drawn to scale, showing plans for all floors, 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. Pictures of any existing structures (for addition structures)
6. A copy of the warranty deed (including any easement removal or lot combination if applicable)
7. A copy of the Village of Angel Fire or State of New Mexico building permit
8. A copy of contractor license

## SCHEDULE OF FEES AND DEPOSITS

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

For Multi-Family and Commercial Projects	Minimum \$550.00 (determined by AFE/ACC)
Single Family Residence	\$550.00
For Additions and improvements	\$300.00
Other-Decks & Sheds	\$200.00

**PERFORMANCE DEPOSIT:** A performance deposit, paid by the **Property Owner**, is required. The deposit, less an Inspection Fee of \$100, will be refunded to the **Property Owner** after a final inspection showing the project has been completed in accordance with the approved building application and after receiving final approval by the Committee. If a project fails a requested final inspection, or the inspector is called out for any additional inspections, there will be an additional \$100 inspection fee per occurrence (other than the First and Final inspection) withheld from the performance deposit. If construction is not completed as permitted, all or part of the performance deposit may be forfeited as determined by the Committee. Permits are good for 2 year from the date of approval. Two separate six-month extensions may be requested at no additional fee(s).

Performance deposits are determined by the total square footage of the entire project to include the main floor, additional floors, garages, porches/patios/decks and linear footage for fences as follows:

Single Family Residence	\$1 per sq ft for total sq ft, plus \$100 Inspection fee
Commercial/Multi-Family	TBD on scope and value, plus \$100 Inspection fee
Additions or improvements	\$1 per sq ft for total sq ft, plus \$100 Inspection fee

***Any proposed deviation from approved plans requires submission of a Change Request before the change is made.***

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Contractor

## APPLICATION FOR BUILDING/HOME IMPROVEMENT 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: \_\_\_\_\_

***The Property Owner authorizes the Builder/Contractor to request an extension or variance if needed once the initial permit is approved. Yes \_\_\_\_\_ No \_\_\_\_\_***

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: \_\_\_\_\_

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 samples for each the following:  
(An application without color samples will not be approved.)**

Main Floor sq ft: \_\_\_\_\_

Additional Floors sq ft: \_\_\_\_\_

Garage/Shed/Storage sq ft: \_\_\_\_\_

Decks/Porches/Patio sq ft: \_\_\_\_\_

Fences linear feet: \_\_\_\_\_

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

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

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

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

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

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

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

Stem wall Finish Material: \_\_\_\_\_

Stem wall Color: \_\_\_\_\_

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

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

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

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

Propane Tank: Buried below the surface: Yes: \_\_\_\_\_ No: (please fill out the following) \_\_\_\_\_

Will the tank be screened: \_\_\_\_\_ Material: \_\_\_\_\_ Color: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
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 the AFE/ACC Inspector, Matt Billingsley, at 575-751-6444.** 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 lawsuit and judgment on your property, creating a cloud on 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