

## **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)**

"Angel Fire Resort Real Estate and Land Co Building" at 10 North Angel Fire Road, 2nd Floor

PO Box 330, Angel Fire, NM 87710

Phone: (575) 377-1135 or email: [angelfirearchitectural@gmail.com](mailto:angelfirearchitectural@gmail.com)

- A permit application may be obtained on our website at <http://aafpo.org/angel-fire-environmental-and-architectural-control-committee-afeacc/> or 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 2<sup>nd</sup> and 4<sup>th</sup> Thursday of each month. **The permit application must be submitted on or before noon of 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:

- Deck 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 Building application. If you have any questions about which application to use, please contact 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

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

### SCHEDULE OF FEES AND DEPOSITS

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

Fences	\$200.00
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, 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 application and after final approval by the Committee. The Performance Deposit for Fences covers the first 300 linear feet, additional linear feet will be assessed at \$1 per linear foot. 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 one year from the date of approval. Two separate six-month extensions may be requested at no additional fee.

The Committee meets on the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of each month. **The permit application must be submitted on or before noon of 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.

\_\_\_\_\_ 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:

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

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Color: (must match or complement the existing structure)

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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 **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. We recommend you request an Inspection seven days in advance to insure no delays in your building progress. **To schedule an inspection please email the AFE/ACC office at [angelfirearchitectural@gmail.com](mailto:angelfirearchitectural@gmail.com) or call 575-377-1135. If any questions arise between inspections, you may contact 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