

## **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 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.

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

#### **1. ANGEL FIRE ENVIRONMENTAL / ARCHITECTURAL CONTROL COMMITTEE (AFE/ACC)**

“Post Office Building” at 3469 Mountain View Blvd site B11

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/> 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 Friday.**
- **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.

#### **2. VILLAGE OF ANGEL FIRE**

- a. Obtain a permit application from the Village of Angel Fire Planning and Zoning Department. Call 575-377-1389 if you have questions.

# BUILDING PERMIT 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
- Building plans- (include exterior lighting plan) -Digital Preferred
- Lot Stake (invoice) or Boundary Survey (copy)
- Warranty Deed
- Copy of the permit from Village of Angel Fire (prior to first inspection)
- Copy of Contractor's License (if using a contractor)
- Color samples/pictures of materials & outdoor lights
- Photos of existing structures (for addition structures only)
- Performance Deposit – from Owner (check payable to AFE/ACC)
- Permit Fee – From Contractor or Owner (check payable to AFE/ACC)

## 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. Most Covenants require the following.
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 buildings or structures customarily incidental to a single-family dwelling may be allowed.
  3. Set-back requirements of the specific subdivision Covenants must be observed.
  4. One-story homes must have a minimum of 1200 square feet of living area or at least 1000 square feet of living area 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 to prevent them from becoming unsightly due to the accumulation of rubbish or debris.
  9. Some subdivisions have requirements specific to that subdivision. You are responsible for compliance with all requirements whether listed here or not.
  10. 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.
- 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 whether the design or color scheme proposed is in harmony with the general surroundings.

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.)**

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Contractor

## 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. A complete set of construction plans submitted digitally (preferred) 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 (prior to the first inspection)
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. Single Family New Home Building Permits are good for two years from the date of approval. All other permits are good for one year. 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 or minimum \$300

***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. We recommend you request an inspection seven days in advance to ensure there are 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