

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

- A permit application may be obtained on our website at <http://aafpo.org/committees/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 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 575-377-3232 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: please include an exterior lighting plan (digital plans preferred)
- ☐ Lot Stake (invoice) or Boundary Survey (copy)
- ☐ Warranty Deed
- ☐ Copy of Contractor's License (if using a contractor)
- ☐ Color samples/pictures of materials & outdoor light fixtures (dark sky compliant)
- ☐ Photos of existing structures (for additional structures only)
- ☐ Performance Deposit – from the Owner (check payable to AFE/ACC)
- ☐ Permit Fee – from the Contractor or Owner (check payable to AFE/ACC)

After Approval:

- ☐ Signed Copy of the Village of Angel Fire Permit (prior to first inspection).
- ☐ **First Inspection:** No work may be started on any project until the first inspection is completed and/or a proposed foundation location report is provided (*location report required on new builds). Please stake the exact location of the proposed project so measurements to the setback may be taken. The area should be grubbed, and any trees removed.
(*If a change in location is made after the first inspection, a change request and a re-inspection will be required)
- ☐ **Foundation Location Report:** After the foundation/footers have been poured, provide a copy of the Foundation Location Report (FLR) to our office (*required on new builds).
- ☐ **Final Inspection:** This inspection may require the presence of the Property Owner/Contractor/Builder, at the Inspector's discretion. The Inspector will be checking exterior colors, fencing, site clean-up, landscaping, and parking areas (if applicable in your subdivision) in accordance with the approved plans. Please make sure the property is clean of all extra building material and debris prior to scheduling.

Owner

Contractor

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 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 1,200 square feet of living area or at least 1,000 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 additional structures).
6. A copy of the warranty deed (including any easement removal or lot combination if applicable).
7. 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 than the 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 from 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 the 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

☐ Stick-built ☐ Modular/Kit ☐ Manufactured/Mobile *MVD Title

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 provide a copy of the Foundation Location Report 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 check 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 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