

ARCHITECTURAL CONTROL COMMITTEE

Application for Miscellaneous Projects

Please note: You must obtain the approval of the ACC in writing prior to the start of any project for the exterior of your home or property. Before you apply for approval of your project:

Read your covenants. Each unit in Sandia Heights has its own covenants which may differ from all the others in various ways. Some units have their own homeowner association with additional ACC guidelines and, as such, it is the homeowners' responsibility to obtain the approval of said association in order to proceed with a project.

Read the ACC's Design Guidelines if your project involves a second story, free-standing walls or fences, roofing, landscaping, detached (from the primary residence) buildings, or solar collectors.

If your project involves construction of any kind in any of your property-line setback areas, please read the ACC's *Design Guideline for Setbacks & Limited Building Area Lots* and include a letter with your application requesting a variance, stating the need for it, and the basis upon which you believe that it should be granted. The above referenced documents can be picked up at the SHHA Office, 12700 San Rafael Ave., Ste 3 or at www.sandiahomeowners.org.

Application Preparation and Submittal:

1. Please fill out all parts of the application. Mark any item that you feel does not apply with the notation "NA." Please be careful since failure to provide all pertinent information will require follow-up and will delay the processing of your application.
2. Provide **one copy** of your application and all attachments including cover letter (if required,) and drawings (digital copy is required), material samples, color samples, exterior lighting cut sheets etc.
3. Deliver or mail your application package to the SHHA Office, 12700 San Rafael Ave. NE, Ste 3, Albuquerque, NM 87122. Office hours are 9 am to 4 pm Monday through Friday except for holidays. You may also email your application package to: shha@sandiahomeowners.org or sandiaheights@comcast.net. There is also an after-hours drop slot on the front door at the office. The office staff can be reached at (505) 797-7793. FAX: (505) 856-8544.
4. If you have any questions or require more information, the office staff will be happy to assist you.

ACC Deliberative Process:

1. A member of the Committee will discuss the project and, if necessary, walk the property with you to understand its physical context. ***Please be prepared to meet with the Committee member.*** Your application will not be considered complete until this meeting, if required, is completed to the satisfaction of the Committee.
2. The ACC may conduct a Neighborhood Review to inform your neighbors of your project and to solicit their comments and concerns. In lieu of a formal Neighborhood Review, the ACC may elect to send a Courtesy Letter to your neighbors to inform them of the project.
3. If there is enough interest, the ACC may conduct a Neighborhood Review Meeting where the project and any changes made to achieve covenant compliance will be explained and discussed. In addition, all comments and concerns of neighbors attending this meeting will be discussed. This meeting may also include a visit to the building site.
4. The ACC will deliberate and issue its decision in letter form or via email to you.
5. This process can be expected to take up to 30 days from the date on which the ACC receives your complete application and, if necessary, meets with you for a walk-through of your property.

Application Fees: There are no application fees for members of SHHA (your monthly dues pay for this service.) Non-member rates are stated on the application form. You must provide payment with your application. Make checks payable to Sandia Heights Homeowners Association. If you would like to join the Association and enjoy the many benefits of membership, just sign the statement in the Fee section of the application and ***your application fee will be waived.***

Application and Checklist for Miscellaneous Projects

Please respond to all of the items listed below. Completion of the review and approval process in an expeditious manner will depend upon receipt of all required information.

Note: Please submit a copy of this application and of all related plans, drawings, sketches, and other supporting documents.

Date _____ Yes _____ I am a member of the SHHA, no fee is required

No I am not a member. My application fee is attached \$_____ Fees are used to defray the costs of plan review, site visits, and office processing and expenses.

Sign me up! _____
Signature **Date**

I agree to maintain my membership in the SHHA for at least twelve (12) months or until such time as my project is finished, whichever comes last. **I understand that by joining now my application fee(s) are waived.**

Residential Projects*	Non-Member Fee Schedule
_____ Walls/Fences-New or Existing and Modifications	\$75.00
_____ Patios/Patio Shading Devices/Portals/Decks/Porches/Slabs	\$75.00
_____ Swimming Pools	\$75.00
_____ Playground Equipment, including Basketball Backboards	\$50.00
_____ Windows/Doors Replacement	\$50.00
_____ Enlarge Existing/Add New Windows/Doors	\$75.00
_____ Solar Collectors/Photovoltaic Panels	\$75.00
_____ Heating or Cooling Equipment	\$75.00
_____ Landscaping (No fee if concurrent with house construction)	\$75.00
_____ Variance (Fee in Addition to Regular Fee)	\$100.00
_____ Other	(To be determined on individual basis)

*This list is not intended to be exhaustive. Fees not listed will be determined on a case-by-case basis.

SECTION I – GENERAL INFORMATION

Street Address or Lot Number _____

Property Owner's Name _____

Phone _____ Fax _____

Current Mailing Address _____ Zip _____

Property Owner's E-mail Address _____

Builders' Name, if known _____

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-
- _____ 3. Color sample is provided.
- _____ 4. Color and type of trim materials (Brand, Color Name, and Catalogue Number.)
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- _____ 5. Color sample of trim is provided.
- _____ 6. Color of window frames. _____
- _____ 7. Color of vents, flues, canals, and other similar exterior metalwork _____
- _____ 8. Roofing type and material. (For example: "Flat, built-up, tar and gravel")
-
- _____ 9. Color of roofing material (Note: white will not be approved)
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- _____ 10. Description of construction materials to be used:
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-
- _____ 11. Have you applied for a Bernalillo County Building Permit? Yes ___ or No ___
 If no, please explain _____
 NOTE: The ACC reserves the right to request a copy of all County-issued permits related to this project.

SECTION IIC - MISCELLANEOUS

- _____ 1. Size and proposed location of air conditioning and other exterior mechanical equipment is shown.
- _____ 2. Details of proposed screening for the preceding equipment is shown.
- _____ 3. Landscaping plans are drawn to an appropriate scale.
- _____ 4. Grading drawings show changes in finished grade of more than one foot from existing grades.
- _____ 5. Is a variance to covenant restrictions requested? Yes _____ No _____
 Any covenant variance requests are stated in writing with the application including detailed reasons why a variance is believed to be justified.
- _____ 6. List below all other documents submitted with the application:
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SECTION III - PROCEDURES

Submit the completed application along with required plans and all documentation, and a check for the appropriate amount (payable to: Sandia Heights Homeowners Association.). Applications may be submitted at the SHHA office, 12700, NE. Ste 3 between 9 am and 4 pm Monday through Friday. There is also an after-hours drop slot on the front door at the office. If you prefer, you may mail this application and attached documents to: SHHA, 12700 San Rafael Ave. NE, Ste 3,

Albuquerque, NM 87122. You may also email your application and documents to: shha@sandiahomeowners.org or sandiaheights@comcast.net . Please call the SHHA office at 797-7793 with all inquiries.

Construction for all projects must start within 12 months of approval from the Architectural Control Committee (ACC). If construction has not started within 12 months, a new application must be submitted. Construction of all projects must be completed within 12 months after start of construction. Please notify SHHA if you need additional time to either start your project or to complete it within the above timelines.

Both owner and builder hereby acknowledge prior receipt and understanding of the Sandia Heights Declaration of Restrictions for the applicable unit and understand that no construction work on the site can proceed without the ACC's prior written approval.

Furthermore, the Property Owner and builder hereby acknowledge that the project requested by this application (check the appropriate item):

Check here _____ if project is fully compliant with the Sandia Heights Declaration of Restrictions (Covenants) for the applicable unit.

Check here _____ if project is **not** in accordance with the Sandia Heights Declaration of Restrictions (Covenants) for the applicable unit and a Request for Variance is submitted with this application.

This application, and all supporting documents, rolled plans/drawings, request for variance (if required), etc. are hereby submitted in two complete sets, one set of which is a digital copy. The rolled plans/drawings will be returned to the applicant, upon request.

Owner Signature

Date

Builder's Signature (optional)

Date