Overlook Homeowners Association

Architectural Control Committee (A.C.C.)

Request for Design Approval

Construction or re-construction of site improvements, landscaping, retaining walls, fencing, roadwork, structures, alterations to structures, and building additions shall be submitted to the Overlook A.C.C.

Drawings should include plans and elevations of proposed buildings and/or additions, and a site plan showing the location of the house, retaining walls, fencing, driveway, septic and drainage system, landscaping, proposed power, water, and communications routings, setbacks and other proposed work.

All required State of New Mexico and Sandoval County permits and A.C.C. approvals must be obtained prior to the commencement of construction. All work must conform with requirements set forth in the HOA CC&R documents, including relevant Amendments. We strongly encourage the Owner to contact the A.C.C. with questions and requests for clarifications prior to submitting construction documents for County and State approvals. The A.C.C. will submit questions and comments to the Owner via email and/or mail. Please respond within 2 weeks.

All formal communications will be conducted via email and/or mail.

For work consisting of new buildings, building alterations, or additions that require electrical, plumbing, mechanical, or structural permitting, a review fee of $150.00 is required. If the A.C.C. determines that a fee is not required for minor work, the fee will be remitted to the Owner.

In addition, the Contractor is required to submit a $500.00 deposit to ensure that all construction debris and trash is cleaned up daily, and not allowed to spread into the neighborhood. The A.C.C. will return the unused portion of the deposit upon satisfactory completion of the project.

Please submit this completed and signed form, three (3) sets of approved Permit Documents and other supporting materials, and fee to:

Overlook Homeowners Association

Attention: A.C.C.

P.O. Box 332

Placitas, NM 87043

Date:_____ Lot Number:_____

Owner Name:_____

Telephone Number:_____Email Address:_____

Owner Address:_____

Type of Construction: New_____ Remodel_____

Construction Documents Submitted:_____

Architect or Engineer:_____

Address:_____

Telephone Number:_____Email Address:_____

General Contractor:_____

Address:_____

Telephone Number:_____Email Address:_____

Submittal Checklist (Please complete all applicable portions)

Construction Documents:_____Site Plan:_____

Setbacks: 10 feet minimum to property lines, 75 feet minimum to structures on adjacent lots

Building Style:_____Heated Area (square feet):_____Maximum Height:_____

Roof Type:_____ Color:_____

Exterior Material:_____ Color:_____

Garage Door Material:_____ Color:_____

The following items must be concealed from view: Heating/Ventilating Air Conditioning (HVAC) units, butane tank, garbage and recycling bins, satellite dishes, radio antennas.

Outbuilding:_____Exterior Dimensions:_____Materials:_____

Landscaping: (reasonable restoration of disturbed and removed plant life is required. Xeric planting is strongly encouraged).

Owner Signature:_____Date:_____

Owner Comments:

A.C.C. Comments:

Approved:_____

Rejected:_____

Date:_____

(2 initials required)

A.C.C. Chair:_____

A.C.C. Member:_____

A.C.C. Member:_____

A.C.C. Member:_____