



**ALDEA DE SANTA FE HOMEOWNERS' ASSOCIATION  
REQUEST FOR HOME IMPROVEMENT APPROVAL**

In an effort to provide and protect each individual homeowner's rights and values, it is required that any homeowner or group of owners considering improvements and/or change of their deed property, must submit a REQUEST FOR HOME IMPROVEMENT APPROVAL FORM to the Architectural Review Committee (ARC) for planned improvements and/or changes. If any change is made that has not been approved, the Committee has the right to require the homeowner to remove the improvement and/or change from the property. **PLEASE COMPLETE THIS FORM IN DETAIL TO AVOID DELAYS IN PROCESSING.** An incomplete form or a request with insufficient information will be returned to the owner. **Please print all information clearly to avoid delays in processing your request.**

NAME OF OWNER \_\_\_\_\_ HOME PHONE \_\_\_\_\_  
PROPERTY ADDRESS \_\_\_\_\_ WORK PHONE \_\_\_\_\_  
CONTACT EMAIL ADDRESS: \_\_\_\_\_@\_\_\_\_\_.com  
LOT # \_\_\_\_\_

**PLAN APPROVAL:**

No terrain on a Lot may be altered, no buildings or other improvements of any nature whatsoever shall be constructed on any Lot, and no Lot may be modified unless the plans and specifications for such building or other improvements have been approved by the ARC.

**ARCHITECTURAL REVIEW SUBMITTALS:**

- Please confirm all submittal requirements with the community manager.
- Only full submittals will be reviewed.
- A copy of a current contractor's license, worker's compensation insurance, and builder's risk insurance are required to be provided for all construction work.

NAME OF CONTRACTOR & LICENSE NUMBER \_\_\_\_\_

CONTRACTORS INSURANCE INFORMATION \_\_\_\_\_

1. Briefly describe the improvement/change proposed: (include dimensions – length, width, height)

Attach additional information and detailed plans, as necessary.

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2. Who will do the actual work?

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3. Location of improvement (check applicable areas).

**ATTACH A LOT SURVEY OR SCALE DRAWING TO SHOW LOCATION OF IMPROVEMENT IF APPLICABLE.**

(Include distances from walls and houses)

\_\_\_\_\_ front of house \_\_\_\_\_ back of house \_\_\_\_\_ side of house

\_\_\_\_\_ roof \_\_\_\_\_ patio \_\_\_\_\_ garage other: \_\_\_\_\_

4. Material necessary for proposed improvement/change (check and identify types and colors:

**ATTACH THREE (3) PAINT/STAIN SAMPLES OF EACH COLOR.**

**MATERIAL TYPE/COLOR**

\_\_\_\_\_ Paint \_\_\_\_\_

\_\_\_\_\_ Stain \_\_\_\_\_

\_\_\_\_\_ Lumber \_\_\_\_\_

\_\_\_\_\_ Brick \_\_\_\_\_

\_\_\_\_\_ Screen \_\_\_\_\_

\_\_\_\_\_ Shingles \_\_\_\_\_

\_\_\_\_\_ Pipe \_\_\_\_\_

\_\_\_\_\_ Electrical \_\_\_\_\_

\_\_\_\_\_ Fence \_\_\_\_\_

\_\_\_\_\_ Other: \_\_\_\_\_

**All ARC Submittals for BUILDING ADDITIONS AND RENOVATIONS must contain the following:**

- 1) Application form – include names, addresses, phone numbers and emails of owner and contractor
- 2) Site Plan – all property lines, existing building and site improvements, dimensions to proposed addition from property lines
- 3) Tree removal/relocation plan
- 4) Grading and Drainage Plan - existing and proposed contours, new drainage flows, identifying all changes to existing stormwater conveyance systems.
- 5) Floor Plan – existing footprint, plus the added space, walls, windows, doors, dimensions
- 6) Elevations – of added construction, all new exterior openings, indications for all parapets, roofs, grades, finish floors
- 7) Building Sections – important vertical elements and dimensions
- 8) Typical Wall Sections – key materials of construction, window setback detail
- 9) Exterior Finishes, colors and light fixtures

**All ARC Submittals for NEW LANDSCAPING AND SITE WORK must contain the following:**

- 1) Application form – include names, addresses, phone numbers and emails of owner and contractor
- 2) Site Plan – all property lines, locations of existing building and existing site improvements, locations of all proposed new improvements
- 3) Grading and Drainage Plan - existing and proposed contours, drainage flows, all stormwater conveyance systems.
- 4) Irrigation Plan
- 5) Plant List

**All ARC Submittals for NEW EXTERIOR MECHANICAL EQUIPMENT must contain the following:**

- 1) Application form – include names, addresses, phone numbers and emails of owner and contractor
- 2) Roof Plan – showing location of proposed equipment
- 3) Section Detail – showing height of equipment including curb, and existing or new surrounding parapets
- 4) Cut sheets of proposed equipment

**All ARC Submittals for NEW EXTERIOR COLORS must contain the following:**

- 1) Application form – include names, addresses, phone numbers and emails of owner and contractor
- 2) Color swatch – of proposed colors
- 3) Written description – of proposed work

**All ARC Submittals for ALL OTHER EXTERIOR WORK:**

- 1) Application form – include names, addresses, phone numbers and emails of owner and contractor
- 2) Please confirm submittal requirements with the community manager.

**BASIS FOR DECISION:**

The ARC reviews submittals based upon compliance with the provisions of the Design Code and overall quality of design of exterior construction or construction that is visible from outside of any structures constructed on the Lot. Approval by the ARC of an application *shall not* constitute a basis for any liability of the Town Architect, the Founder, or members of the ARC, members of the Neighborhood Association Board, the Neighborhood Association, members of the Village Center Board, or the Village Center Association for failure of the plans to conform to any applicable building codes or inadequacy or deficiency in the plans resulting in defects in the improvements, or for the performance or quality of work of any contractor or architect approved by it, or for non-compatible or unstable soil conditions or soil erosion, or any other condition of the property.

*The following is a list of some reasons for which the ARC may deny approval of a specific submission. This list is not intended to be an exhaustive list, but sets forth several reasons that may be the basis for denial:*

- 1) The owner or has unresolved violations on their lot, or the builder has not met all ARC conditions on previous projects in Aldea.
- 2) The submittal is incomplete.
- 3) The submittal does not meet the requirements of the Design Code.
- 4) The submittal does not match the design characteristics of Aldea as a whole or the specific design characteristics of the surrounding homes.

The approval of the ARC of a specific design and/or home does not mean that the ARC will approve such design in the future, or that the ARC will approve such design in a different location within Aldea. There are various sections of the community that were built with different design concepts in mind. The ARC will take those different design concepts into account when considering whether to approve a specific submittal.

**Owner's Affidavit:**

- 1. To my knowledge, nothing in the proposed improvement/alteration is in violation of the Aldea de Santa Fe governing documents as applicable to the subject lot.
- 2. I represent and warrant that the proposed improvement/alteration will be completed in strict compliance with the governing documents and in accordance with the approval, if granted. Any change to such approval requires additional review by the ARC. I agree that members of the ARC may inspect the progress of an approved improvement with appropriate prior notice.
- 3. I represent and warrant that the proposed improvement/alteration will be in conformity and harmony of external design and location to the surrounding structures and topography, and that the quality of workmanship and materials involved will be in conformity with that of the existing structure.
- 4. I understand that it is my responsibility to conform to any city, county, state, federal, or other agency building codes and ordinances that may apply to this improvement/alteration and that approval by the ARC shall in no way be construed as a waiver as such.
- 5. I agree that no construction or other work on this improvement/alteration shall commence until I have received the written approval from the Architectural Review Committee. I understand that the ARC will act on this request as quickly as possible, and I will receive written confirmation of their decision.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

RETURN  
TO:

**ALDEA DE SANTA FE  
HOMEOWNERS' ASSOCIATION  
3 Nuevo Milenio  
Santa Fe, New Mexico 87507  
Cmunday@HOAMCO.com**

**OFFICIAL USE ONLY**

**Date Application:**

**Date Application Received / by:** \_\_\_\_\_ - \_\_\_\_\_

**Date Application sent to Arc:**

**Arc Response:**

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**Notice from Architect or Approval Date:**

**Notice to Owner on:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Additional actions or comments:**