



the tanoan community east association, inc.

ARCHITECTURAL PLANNING COMMITTEE

REQUEST FOR DESIGN APPROVAL

(for all additions, exterior modifications, color changes, landscape modifications, temporary equipment placement, etc.)

Request # _____ (to be assigned by the committee)

(Please Print Clearly)

Owner Name _____ **Date:** _____

Property Address _____

Home Phone _____ **Work Phone** _____ **Cell Phone** _____

E-mail Address _____

Description of Proposed Modification (Provide as much detail as possible. Use separate sheet if necessary): _____

Check one: New Construction Landscape Change Stucco/Paint Roof Satellite Dish Pool Wall Other

Estimated start date _____ **Estimated completion date** _____

**THE COMMITTEE HAS UP TO THIRTY (30) DAYS TO RESPOND TO ANY REQUEST.
NO WORK MAY COMMENCE UNTIL HOMEOWNER RECEIVES WRITTEN APPROVAL.**

Required Documents & Items for All Submittals: *To expedite the review and approval process, proper documentation is required. Please include **ALL** of the following: (Additional drawings, photos, or clarifications may be requested by the APC.)*

- Copy of your property plat, location plan, or site plan clearly showing the whole property, the location of the home and existing structures on the lot, the location of the modification, and outline of required setbacks and easements – giving measurements and distance from property lines. Photos may be submitted in addition, but they will NOT substitute for required location and site plans. (Plat or site plan not required if you are only repainting or applying new stucco).
- For additions and remodeling, provide drafted floor plan, elevations, sections with requisite notes addressing **color, materials, dimensions** (heights, depths, etc.) showing relative location to existing structures.
- If applicable, provide actual color samples of stucco, paint, colored concrete, etc. For stucco, please submit a minimum 6" x 6" sample. Provide only your final color choice – not several possibilities.
- Signed Waiver of Liability by homeowner
- Signatures of all adjacent homeowners (page 2)
- **REDUCE ALL ITEMS - PLANS, DRAWINGS, DOCUMENTS, ETC. - TO 8½" x 11"** (all items submitted must be scanned, therefore the **maximum size accepted is 8½" x 11"**).

For all Landscaping modifications, in addition to the items above, please also include:

- The existing landscaping and proposed changes marked on the plat (in relation to the home), and square footage of landscape elements. Photos may be submitted in addition, but they will NOT substitute for required location and site plans.
- A calculation of front yard turf grass as a percentage of plantable area that will exist after the modification (see Plantable Area Calculation example and current Landscape Guidelines on the website – www.tanoaneastnews.com).
- List all plants, materials, sizes, gravel color and size, and locations

In addition to the Master Restrictions, each neighborhood has its own subdivision planning rules. Before submitting any request to the Architectural Planning Committee, owners should review these design guidelines at www.tanoaneastnews.com

Notes (PLEASE READ CAREFULLY):

1. The owner understands and agrees that no work in this request shall commence until he/she receives written approval by the Tanoan Community East Architectural Planning Committee. **The Committee has up to thirty (30) days to respond to any request.**
2. Certain requests may require that the Committee employ the services of external engineering or other professional consultants for proper evaluation. In those cases, the requestor will be provided with an estimate of the charges for such services and must agree to pay those charges before the evaluation of the request can proceed.
3. Once approved, the project must be completed in a way that does not unreasonably interfere with neighboring properties.
4. Applicant has responsibility for removal, in a timely manner, of all debris resulting from construction.
5. Construction must meet all zoning, building codes, and City and County laws. For further information regarding zoning, call (505) 924-3850. For information on building permits, call (505) 924-3963. Further, nothing herein contained shall be construed as a waiver or modification of any such code or law.
6. Where applicable, utility easements are to be marked before excavation is started. This service is provided free of charge by New Mexico One Call. For location of underground communication, cable TV, electric, gas, water, and sewers, call New Mexico One Call at (505) 260-1990 no later than two full business days before the day you plan to dig. Please note that there may be a FINE if underground cables or conduits are severed.
7. It is recommended that the applicant consult the Tanoan Community East Planning Committee Rules. www.tanoaneastnews.com
8. Misrepresentation of any items in this request, either oral or written, may void any approval by the Tanoan Community East Architectural Planning Committee.

The undersigned HOMEOWNERS of all adjacent properties have reviewed the proposed changes. Their signature indicates only an acknowledgement that you have a request before the APC.

(Signature) Address _____

(Signature) Address _____

(Signature) Address _____

(Signature) Address _____

HOMEOWNER SIGNATURE _____ DATE _____

E-mail to: Austin@HOAMCO.com
Hand Deliver: (hours M-F 9:00 a.m. to 4:00 p.m.)
Tanoan Community East Association Inc.
11005 Spain N.E., Suite 16
(Northeast corner of Spain and Juan Tabo)

Mail to:
Tanoan Community East Association Inc.
Architectural Planning Committee
P.O. Box 67590
Albuquerque, New Mexico 87193-7590

DO NOT LEAVE IN DROP BOX AT THE GATE

Waiver of Liability

We / I understand and will comply with the following:

1. If the modification is not completed as approved, said approval can be revoked and the modification will be required to be removed by the Homeowner at the Homeowner's expense.
2. Homeowner(s) is required to advise all contractors that common areas are not to be used as work or storage areas. Contractors will also be held responsible for thorough cleanup of common areas, sidewalks, and streets.
3. Homeowner(s) is required to pay for and repair all damage to the common areas as result of construction or contractor negligence.
4. Homeowner(s) agrees to adhere to all applicable state, county, and city building codes and to obtain all necessary permits.
5. Homeowner(s) agrees to abide by the decision, terms, and conditions of the APC.
6. If the modification is not approved, or does not comply with all applicable CC&R's, the homeowner(s) may be subject to court action by the Association and shall be responsible for all reasonable attorneys' fees, costs and expenses in connection with such litigation.
7. Homeowner(s) agrees to maintain the improvement if approved by the Board of Directors or their duly appointed representative. If in the view of the Board of Directors, the improvement is not being maintained, the Association has the right to remove or maintain the improvement with the Homeowner bearing all costs.
8. Applications from tenants **will not** be accepted without the written consent and signature by the Homeowner of the Request for Design Approval.

This Waiver of Liability is hereby signed on this _____ day of _____ 20_____.

Homeowner

Date

Homeowner

Date