

APPENDIX IV

ESTANCIA PRIMERA
ARCHITECTURAL REVIEW BOARD
APPLICATION/CHECKLIST

ARCHITECTURAL REVIEW BOARD (ARB)
of the Estancia Primera Community Services Association (EPCSA)

Application/Checklist

Date _____

Please respond to all pertinent questions on the application/checklist and submit it with two (2) sets of your construction plans to the ARB for review and approval prior to application for a City of Santa Fe building permit. One set of the plans will be returned upon approval, the second set will be retained in the ARB files.

If this application/checklist *is* not complete, your application for the ARB review will be deferred. No plans will be approved by the ARB until all the information requested and the deposit check is furnished. The undersigned understand that construction CANNOT start without the ARB's full approval of all plans and elevations or a penalty described herein shall be levied.

Any and all revisions or modifications except interior modifications made after the initial approval by the ARB must also be reviewed and approved by the ARB.

GENERAL INFORMATION

SECTION: 1

- a. Subdivision/Tract _____ b. Lot # _____
c. Street Address _____
d. Applicant's name _____ e. Phone _____
f. Current mailing address _____
g. General Contractor _____ h. Phone _____
i. Architect/designer _____ j. Phone _____
k. Est. start date _____ i. Est. finish date _____
m. Lender _____
n. Lender's address _____ o. Phone _____
p. Project type: **1.** Single Family Unit__ **2.** Multi-development __ **3.** Wall __ **4.** Fence __
5. Landscaping __ **6.** Other__ (specify) _____
q. Type of request: **1.** Concept approval _____ **2.** Final approval _____ **3.** Other _____
r. Performance Deposit (see Appendix II). . . . **\$1,500.00 Enclosed**

Owner, architect and builder hereby acknowledge prior receipt of:

- 1. Conditions of Ordinance 1981-3
- 2. Declaration of Covenants & restrictions for EPCSA and Tract
- 3. Bylaws for EPCSA and Tract _____
- 4. Architectural Guidelines for EPCSA and Tract

The ARB will meet as necessary to facilitate timely review of all applications submitted.

Owner's signature

Architect's signature

Builder's signature

All drawings shall include but not necessarily be limited to the following:

SECTION 2: SITE PLAN CHECKLIST

- _____ a. Submit a site plan drawn at a minimum 1" = 50'- 0", or as required for clarity of information for a cluster; or minimum 1" = 20'- 0" for single family detached structures.
- _____ b. Indicate all property line bearings, dimensions, angle points, curve radii and lengths, etc. and indicate all topography contours at 2-foot intervals.
- _____ c. Indicate the footprints of all proposed structures.
- _____ d. Indicate, where applicable, roof overhangs by means of short dashed line.
- _____ e. At corner lots, indicate which street is going to be indicated as the front:
- _____ f. Required minimum front yard setback _____ Shown? _____
- _____ g. Required minimum rear yard setback _____ Shown? _____
- _____ h. Required minimum right side yard setback _____ Shown? _____
- _____ i. Required minimum left side yard setback _____ Shown? _____
- _____ j. Indicate all setbacks on your site plan by measuring along the shortest straight line that is perpendicular to the property line.
- _____ k. Indicate all public, private and Association sidewalk locations, width and materials.
- _____ l. Indicate leadwalk locations and materials.
- _____ m. Indicate driveway locations, width and materials.
- _____ n. Indicate the location, dimensions and materials of all patios, concrete slabs, decks, stoops and porches (portals).
- _____ o. Indicate the location of existing light poles, phone pedestal, power transformer, CATV, sewer, water and other utilities.
- _____ p. Indicate the location, height, width, construction materials and finishes of all patio walls and decks.
- _____ q. Indicate the location, grade separation heights, construction materials and finishes of all retaining walls.
- _____ r. Indicate the locations of all yard access gates, their heights, construction materials, finish and color.
- _____ s. Indicate the original grade elevations at all property corners and the proposed changes in grade elevations.
- _____ t. Indicate all proposed finish floor elevations.
- _____ u. Indicate all proposed methods to retain site drainage, direction of flow, construction materials, etc.
- _____ v. Indicate proposed landscaping on site plan.
- _____ w. Show original (existing) contours and altered (final) contours related to a subdivision datum or individual bench mark. All slab or foundation elevations should be relative to this datum or bench mark.

SECTION 3: BUILDING ELEVATIONS

- _____ a. Submit elevations of each facade on the structure at 1/8" or 1/4" scale.
- _____ b. Elevations must identify all materials, finishes and colors; including all trim and roof

materials. Exterior color: Buckskin ____ Driftwood ____ Fawn ____ Adobe ____
Other (specify) _____

- ____ c. Samples or color swatches showing colors are required. Indicate which are attached:
____ Stucco
____ Wood stain
____ Trim paint (including colors for clad windows and doors)
____ Roof material color, if other than conventional built-up roof covered with gravel.
- ____ d. Indicate the maximum height of each facade to existing grade and final grade.

SECTION 4: FLOOR PLANS

- ____ a. Submit an architectural floor plan of all proposed floor levels at 1/8" or 1/4" to match elevation drawings and scale.
- ____ b. Identify all proposed living, mechanical, garage, storage areas etc. on floor plan(s) including dimensions of each room.
- ____ c. Indicate on plans the square footage totals for heated areas and support area.
- ____ d. Indicate required minimum heated area for subdivision ____ Amt. in plan _____

SECTION 5: MISCELLANEOUS INFORMATION

- ____ a. Indicate on the site plan the mounting location, number of, and screening of all air conditioners, solar collectors, mechanical units, etc.
- ____ b. Submit an architectural detail of all proposed screening methods.
- ____ c. Submit detailed information about mounting, location and screening of any other exterior equipment.
- ____ d. Submit any other presentation information that may more fully clarify the project, i.e., renderings, a model etc.
- ____ e. Unless main access road is asphalt, all impervious materials used for driveways, walkways, patios or other outdoor spaces shall be earth-tone in color. Variations must be reviewed by the ARB on a case by case basis.
- ____ f. Provide a \$1500.00 deposit as a performance deposit, for architectural review and to employ a surveyor to verify foundation location and vertical elevations if contractor does not submit them to the ARB in ten (10) working days of when required. Any Portion of the deposit not used by the ARB or Tract ARB will be returned after final approval has been granted., except that deposit is forfeit if a final inspection is not requested within 12 months of preliminary approval. Note: Any extension must be requested by the builder. Builder is responsible for all costs in excess of the damage deposit and is required to return EPCSA roads to pre-construction condition.
- ____ g. An owner shall pay reasonable expenses to the ARB and Tract Association or Tract ARB for the examination and approval or disapproval of plans and specifications submitted for structures or improvements to be erected, or changes or alterations in existing structures or improvements. The ARB and Tract Association or Tract ARB may, at its option, waive its right to such expenses in any particular instance.
- ____ h. Identify satellite dish location for approval.

SECTION 6: INSTRUCTIONS/REQUIREMENTS FOR BUILDERS

1. Radios and other Audio Equipment playing on construction sites at Estancia Primera are not Permitted.
2. No pets may be brought into Estancia Primera by construction personnel.
3. Daily working hours for each construction site shall be from 7:00 AM to 7:00 PM Monday through Saturday. Any exceptions must be approved by the ARB.
4. Each Builder shall be responsible for providing adequate sanitary facilities for his construction workers. Portable toilets shall be located only within the Building Envelope of each site. In the event of multiple projects being undertaken on adjoining lots, toilet facilities are not necessary for each lot.
5. Each Builder shall be responsible for providing an enclosed means of collecting and retaining all trash, rubbish and building materials on the site.
6. Each Builder shall be responsible for seeing that all roads are returned to their original condition no more than thirty (30) days after completion of the project. Any violation will subject the Builder to forfeiture of the road damage deposit or the amount of the repairs, whichever is greater.
7. Private and construction vehicles and machinery shall be parked only within the building envelope, if possible. All vehicles shall be parked so as not to inhibit traffic or block driveways. Each Builder shall be responsible for its subcontractors and suppliers obeying the speed limits posted within Estancia Primera.
8. All excess excavation materials must be hauled away from Estancia Primera. All rubbish, trash and waste shall be removed from the building site on a regular basis and hauled away from Estancia Primera.
9. In the event blasting is necessary on any construction site, the Estancia Primera ARB must be informed far enough in advance to make certain that the applicant has obtained the advice of expert consultants that the blasting may be accomplished safely. It is also the Builder's responsibility to see that all residents in the area are alerted that blasting is to occur.
10. There shall be no exterior fires on the construction site.
11. Nothing should be done to or placed on the construction site which shall become a nuisance, including without limitation, dumping of rubbish, trash or waste which causes drainage problems or erosion on either the construction site or neighboring property.
12. In order to enforce the above requirements, the EPCSA, or Estancia Primera ARB or the tract ARB shall have the right to contact authorities to impound the pets, to refuse to permit the Builder or subcontractor involved in any violation to continue to work on the project, or to take such other action as described above as may be permitted by law. The failure of the Builder to comply with any of these requirements may subject the Builder to monetary penalties and/or forfeiture of deposit.

ESTANCIA PRIMERA, Tract _____, Lot _____ _____
(Name of applicant)

ARB approval does not constitute or imply City of Santa Fe approval.

ARB approval is contingent upon receiving Certification by a licensed surveyor provided to the Estancia Primera ARB in fifteen (15) working days as noted below for:

1. Setback distances of perimeter foundation at completion of stem walls measured along the shortest straight lines perpendicular to all lot lines. Highest natural undisturbed ground level on the building site and the lowest undisturbed ground level measured along the perimeter at the foundation also are to be registered at this time.
2. Verification that the building roofline for each dwelling unit does not exceed twenty (20) vertical feet above the original natural ground surface at any point along the building foundation and the finished floor elevation at any point does not exceed five (5) vertical feet above the original grade below that point: to be determined at the time of the City of Santa Fe's framing inspection.

ARB COMMITTEE ACTION:

Denied _____ Date _____ Signature _____

Concept Approval _____ Date _____ Signature _____

Conditional Approval _____ Date _____ Signature _____

Final Approval _____ Date _____ Signature _____

NOTICE: A penalty of not less than \$1000.00 will be levied against Contractor or Owner in the event construction commences prior to ARB conditional approval or the Project.

Changes or modifications to approved plans except as to the interior also must have AR.B approval!