



Community Association Manager
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**MAJOR PROJECT – SUBMITTAL CHECKLIST
 PRELIMINARY/FINAL APPROVAL**

The 30-day review period begins when all items are **received by the ACC and deemed complete**, including the fees, this form, all required drawings, related documents, and color and material samples. The lot owner will receive acknowledgment when the submittal is complete. Please contact the community association manager, as referenced above, with any questions about forms or procedures, and to arrange the **Pre-Design Site Meeting** (at least 48 hours prior). **NOTE:** Information herein is in addition to the Design Guidelines and Restrictions.

The fees for all projects are due prior to review. To obtain a copy of the current fee schedule contact the Community Association Manager or the schedule is available on the Creek web site www.sanpedrocreek.org. All payments should be payable to the San Pedro Creek Estates Homeowners' Association referencing lot and phase number and delivered, with all other documents, to the Community Association Manager. **NOTE:** Consult the Plan Review Agreement for additional information about the steps required for the plan review process.

Before proceeding, the **lot owner must affirm** they have obtained, thoroughly read the SPCE Design Guidelines, By-laws and Restrictions pertaining thereto: _____
 (Owner's Signature/s)

Respond to all applicable items:

PART I- GENERAL INFORMATION:

Date: _____ Lot Number: _____ Phase Number: _____

Submittal (check one) Preliminary Final Date of any previous approval(s) _____

Project Type (Residence, Addition, Barn, etc.): _____ Review Fee Pd. Const. Deposit Pd.

Architectural style _____ Heated SF _____ (min. 1,800 heated)

Owner's Name(s) _____ email _____ Phone: _____

Owner's Current Mailing Address: _____

(NOTE: The Owner is responsible to keep all contact information current.)

Builder's Name: _____ Ph: _____

Estimated Start Date: _____ Estimated Completion Date: _____

PART II - REQUIRED DOCUMENTATION: (check if shown and complete as applicable):

1. SITE PLANS (with slopes analysis in %):

A. Scale 1"=100' or 1"=200' (or other: _____ for max. drawing size 30"x42")

_____ 100' setbacks _____ Site grading at 1' intervals with **existing** and **proposed** contours

_____ Finish floor elevations of all structures and all adjacent areas, terraces, and patios _____ Residence location

Other structures or facilities:

_____ Guest house/casita _____ SF (between 900 - 1800 SF; max. 2/3 main house)

_____ Barn _____ SF (max. 4 horses)

_____ Corral _____ SF (max. 10000 SF)

_____ Driveway Gate (**section 3.2**)

_____ Pool (**section 2.11**)

_____ Tennis Court (**section 2.10**)

_____ Basketball Court (**section 2.12**)

_____ Garage (no commercial vehicles or activities, except in standard sized garages)

_____ Detached Yes / No Color and material: _____ # doors: _____

_____ Driveway Material: _____ Concrete color _____

_____ Parking Areas

_____ Patios

_____ All walls and/or fencing (**sections 3.2 and 2.8**)

_____ Utilities (routes and/or locations):

_____ electric _____ telephone _____ septic tank & leach field
_____ well _____ propane tank _____ buried or _____ screened with walls

_____ Other, describe _____ SF: _____

_____ Mechanical Equipment (**section 2.26 and 2.28**)

_____ Cisterns _____ buried or _____ screened with walls

B. Scale 1"=20' or 1/16"=1' (or other: _____ for max. drawing size 30"x42") This plan should show all improvements near the house, including walls and landscaping used for screening as noted above, utilities, & parking areas. **Note:** should include: finish materials and colors to be used for driveways, walls, and patios also include height of all walls and fences.

C. Lot Survey with topography and slopes analysis, stamped, signed and dated: _____

2. EXTERIOR ELEVATIONS: Scale 1/8"=1' or 1/4"=1'

_____ Showing **existing (natural)** and **proposed (finished)** grades

_____ Indicating maximum parapet or ridge height above lowest natural grade

_____ Mechanical equipment and screening provided

3. ROOF PLANS: Scale 1/8"=1' _____ or 1/4"=1' _____

_____ Flat roof and/or _____ Pitched roof

_____ Skylight location with sizes noted (see **section 3.10**)

_____ Mechanical equipment, including solar collectors

4. HEIGHTS AND GRADES (check one of the following as described in **section 3.1**):

_____ The building is sited on grades less than 15%, and the height as noted on the elevations does not exceed 26' from lowest natural (existing) grade to the highest point on the parapet or ridge of pitched roof, exclusive of chimneys. (**sketch A, illustration #2**)

_____ The building is sited on grades over 15%, and the height as noted on the elevations does not exceed a skyplane of 19' above and parallel to the natural grade. (**sketch B, illustration #2**)

_____ The building is sited on a crowned-hill or ridgeline, and the owner has met with the ACC representative or the Architectural Consultant, if contracted by the Board of Directors for this specific project, and has reviewed **section 3.1** regarding the special conditions and constraints of building on this type of site. The drawings indicate how the building complies with these criteria, including the proposed heights above natural grades on all elevations.

5. ADDRESS IDENTIFICATION AND MAILBOX (sections 2.13 and 2.27):

_____ Drawings submitted; Materials (to be same as house) _____

_____ Mailbox is incorporated into address ID device

_____ Black or dark green mounted on natural wood post

PART III - SAMPLES, CUT SHEETS, SPECIFICATIONS: (section 3.5 and 3.6):

Include information on all exterior finish materials, colors, window types /colors, glazing, accent items, etc.

1. STUCCO: Manufacturer _____; Color (incl. # if possible): _____

LRV of 35% or less: _____ Sample submitted _____ (if not one of SPCE approved colors)

2. WINDOWS: Manufacturer: _____ Frame Color: _____ LRV 45% or less

3. OTHER EXTERIOR MATERIALS (e.g., stone, stabilized adobe, rammed earth):

Description _____

LRV of 35% or less: _____ Color: _____ Sample(s) submitted: _____

4. EXTERIOR TRIM (windows, doors, columns, lintels, gates, etc Section 3.8):

LRV of 35% or less: _____ Sample(s) submitted: _____

Paint or stain manufacturer: _____ Color: _____

5. ROOFING:

LRV of 40% or less: _____ Sample(s) submitted: _____

Flat roofing materials: _____ Manufacturer: _____

Roofing Color: _____ Gravel color (if used): _____

Pitched roofing materials: _____ Manufacturer: _____ Roofing Color: _____

6. SKYLIGHTS (sizes must be indicated on framing, floor, or roof plans, section 3.10):

Type 1 (dome, sloped, curb): _____ Glazing color: _____

Quantity: _____ Material: _____ Mfr. cutsheet: _____

Type 2 (dome, sloped, curb): _____ Glazing color: _____

Quantity: _____ Material: _____ Mfr. cut sheet: _____

7. EXTERIOR LIGHTING DESIGN: (section 2.14)

_____ Drawings include a complete Lighting Plan (including site lighting)

_____ Catalog cut sheets for proposed fixtures

_____ Fixtures not selected yet. **Fixture must be submitted for review once selection has been made and prior to installation.**

8. SOLAR APPLICATIONS: (section 3.12)

Type - Photovoltaic _____ Solar Thermal _____ Location - Roof _____ Ground _____

Roof Mounted - Provide roof placement plan 1/8" = 1' _____ or 1/4" = 1' _____

- Existing Roof - Flat _____ (Array must be no higher than parapet)
- Sloped _____ (Array must be installed parallel to roof)
- Panel thickness _____ Existing Roof Color _____

Ground Mounted – Site plan provided 1" = 100' _____ or 1" = 200' _____ or Other 1" = _____'

- Array drawing provided _____
- Screened with walls _____, or landscaping _____

Exposed Electrical Boxes/Conduit - (Must be consistent in color with adjacent surfaces) _____

Frames and Panels - LRV 35 or less required Panel color _____ / LRV _____
Frame Material _____ Frame color _____ / LRV _____

Panel Array - Mfg. and model _____ Total Size _____' X _____' or Sq. Ft. _____

OWNER'S SIGNATURE _____ DATE: _____