



Community Association Manager
 Joseph Nastav
 9798 Coors Blvd NW Bldg A
 PO Box 67590
 Albuquerque, NM 87193
 (505) 888-4479 ext. 32 (505) 888-4483 Fax
 Toll free 800-908-4479 joseph@hoamco.com

**MINOR ADDITIONS, REMODELS, AND MODIFICATIONS – SUBMITTAL CHECKLIST
 PRELIMINARY/FINAL APPROVAL**

Minor structures and exterior modifications including but not limited to the following: change of stucco, paint color, gates, walls, landscaping with hardscape.

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 and/or procedures. **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)

Respond to all applicable items:

PART I- GENERAL INFORMATION:

Date _____ Lot Number _____ Phase Number _____ Architectural style _____

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

Project Type (Addition, Barn, Gate, Sheds etc.) _____ SF _____

Square Footage of Residence _____ Review Fee Pd. _____ Construction Deposit Pd. _____

Owner's Name(s) _____ email address _____ Ph _____

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. PLANS:

A. Site-plan and other necessary drawings thoroughly describing the type of modification, dimensions, location(s) of all proposed structure(s) or improvement(s)

B. Lot Survey with topography, stamped, signed, and dated _____
(Pre-existing survey ok and only required where new structures with foundations are proposed)

2. EXTERIOR ELEVATIONS or PHOTOS (for all structures): 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, if any

_____ Address Identification structure (indicate if it includes mailbox)

PART III - SAMPLES, CUTSHEETS, SPECIFICATIONS

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 _____
(Match house color(s) or an approved color list is available from the Community Association Manger or on the Creek Web site)

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

3. EXTERIOR MATERIALS (e.g., wood, gates, fences, paint, stone, stabilized adobe, rammed earth):

Description _____

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

Materials (manufacturer specs, photos, etc.): _____

4. ROOFING:

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

Roofing materials: _____ Roofing Color: _____ Manufacturer: _____

5. EXTERIOR LIGHTING DESIGN: (section 2.14)

_____ 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.**

6. 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: _____