

Joint Permit Application Form

It is the applicant's sole responsibility to comply with all requirements of the Restrictive Covenants, ALG&CC Bylaws, ACC Policy, and Zoning Ordinance.

Applications must be submitted by 3pm the Friday before meetings. This permit becomes null and void if work or construction authorized is not commenced within six months, or if construction or work is suspended or abandoned for a period of six months at a time after work is started. Incomplete applications will not be put on the agenda. See Joint Permit Application Handbook for detailed information in filling out this form.

Date Filed _____

Next meeting Date _____

Application Deadline _____

*ACC and ALSZD meetings are every
1st and 3rd Thursday at 9:00am*

Property Data:

Date of Survey: _____

Legal	Subd:		Unit:		Block:		Lot/Tract:		
Address									

Property Owner:

Name:								
Address:								
Phone:				Email:				

Contractor who will perform the work Check here if **OWNER**

Name:						License#			
Address:									
Phone:				Email:					

As the Contractor for work on this project, I am aware that I could be barred from doing work in the Alto Lakes Subdivisions if I fail to obtain the required permits and properly display the permits before starting any project.

Initial: _____

Village Permit: If a Village Permit is required, it must be submitted before ACC/ALSZD permit will be issued.

Required Not required: *Village Signature may be required as confirmation for some projects.*

Signature _____ Date _____

Description of work to be done. Supporting documentation is required. This includes, where applicable, a plat with setbacks, grade, and scale footprint of structures and drawings of all proposed work, including excavation, colors, height, manufacturer, square footage, reflectivity, etc.

Sqft.	Material:	Color(s):	Height:
Roof Reflectivity:	Plat included: Y N	6'x6' Deck Posts Y N	Driveway 6" Base Course: Y N

Setbacks and Zoning

Zoned:	<input type="checkbox"/> R-1 Single family res.	<input type="checkbox"/> R-2 Multi-family res.	<input type="checkbox"/> C-N Neighborhood Comm.	<input type="checkbox"/> C-CC Country Club Comm.	<input type="checkbox"/> CS Community Services
Existing Setbacks	Front		Rear		Sides
Proposed Setbacks	Front		Rear		Sides

ACC		ACC Permit #
Approved	As heard and decided by the ACC on this _____ day of _____, _____.	
Denied	Approved by _____	

ALSZD		ALSZD Permit #
Approved	As heard and decided by the ALSZD on this _____ day of _____, _____.	
Denied	Approved by _____	

ACC Permit Fee Schedule

Owner: _____

New Mexico Gross Receipts Tax (NMGR) is required to be collected for all Non-Refundable fees.

Plan Review Fees for Remodel and Additions by Square foot	Fees	Cost
<input type="checkbox"/> 50 to 400		\$100
<input type="checkbox"/> 401 to 1000		\$150
<input type="checkbox"/> 1001 to 3000+		\$250
Plan Review Fees for New Home Construction		
<input type="checkbox"/> New Construction		\$250
<input type="checkbox"/> First six month extension for New Construction		\$250
Plan Review Fees		
Over the Desk		
<input type="checkbox"/> Repaint, restucco same color as existing		\$0
<input type="checkbox"/> Limited landscaping (no irrigation)		\$25
<input type="checkbox"/> Re-asphalt driveway (tear out and redo)		\$50
<input type="checkbox"/> Replacements of ancillary construction (no change in coverage or color)		\$50
<input type="checkbox"/> Reroof, no change in coverage (copy of Village permit required)		\$50
<input type="checkbox"/> Replace decking, no change in coverage		\$50
Requires ACC Meeting		
<input type="checkbox"/> Plan Review for all other projects		\$50
<input type="checkbox"/> First six month extension for projects other than new construction		\$50
Variance Request		
<input type="checkbox"/> Approved Variance Structural		\$500
<input type="checkbox"/> Approved Variance Non-structural		\$250
Fines for non-compliance		
<input type="checkbox"/> Construction without ACC Approval		\$500
<input type="checkbox"/> Failure to respond to Violation Notification	\$250	+\$25 day
<input type="checkbox"/> Violations of CCR's or Design Guidelines	\$250	+\$25 day
<input type="checkbox"/> Inspection fee for work done without a permit		\$100
<input type="checkbox"/> Re-inspection Fee		\$50
<input type="checkbox"/> Failure to pick up permit		\$50
<input type="checkbox"/> Failure to display permit during construction		\$50
<input type="checkbox"/> Failure to request final inspection		\$50
<input type="checkbox"/> Failure to return permit before expiration		\$50
<input type="checkbox"/> Failure to request extension before permit expiration		\$50
		Total

ACC Fees and fines are billed to your member account.

A deposit of \$500 for new construction and \$250 for all other projects will be charged to the member's account and forfeited upon failure to clean entire lot after inspection and notification, or refunded at project completion if lot is clean upon inspection of entire lot.

Inspections to be initiated by reports from members as well as inspections in the normal course of duties (see Inspections below). Upon the first inspection, if cleanup is required, the owner will be notified. Upon all subsequent inspections, if cleanup is required, the owner will be notified and \$50 will be deducted from the deposit. Cleanup must be performed within one business day (not including holidays or weekends). *Policy approved in the ACC Minutes of 4-19-18, ratified by the Board of Directors on 5-22-18*

ALSZD Permit Fees

Owner: _____

Application Fees

	Fees	Cost
<input type="checkbox"/> Filing Fee – Request for a change in zoning	\$300 plus notice	\$ _____
<input type="checkbox"/> Filing Fee – Variance	\$300 plus notice	\$ _____
<input type="checkbox"/> Filing Fee – Conditional Use Permit	\$200 plus notice	\$ _____
<input type="checkbox"/> Short-term Residential Rental Permit, Two year term	\$900 2 year term	\$ _____
<input type="checkbox"/> Short-term Rental Compliance Inspection	\$150 per year	\$ _____
<input type="checkbox"/> Filing Fee – Notice of appeal of change in zoning	\$150 plus notices	\$ _____
<input type="checkbox"/> Filing Fee – Appeal of Variance or Conditional Use Permit	\$150 plus notices	\$ _____

Permit Fees

No Zoning District Permit shall be required for: interior work, exterior painting, stucco recolor, deck repairs that do not change original deck footprint, non-irrigated/watering/sprinkler landscaping that does not encroach into setbacks, nor will Zoning hear issues regarding complaints such as: dogs on a leash, motorhome/camper parking, and forest health. Refer to ALG&CC.

Enclosed Buildings and Ancillary Structures		<i>Description</i>	<i>Sq Ft</i>	<i>Fee</i>	<i>Cost</i>
<input type="checkbox"/>	New construction, including additions to existing buildings, accessory buildings, roof expansion, and enclosure of space already under roof. Fee is inclusive of all work permitted, except landscaping and irrigation, under a single site plan. One permit is required for each dwelling unit or commercial area intended to be occupied by a single business.	SF heated	_____	\$150 + x \$0.10	\$ _____
		SF Unheated ¹	_____	x \$0.10	\$ _____
<input type="checkbox"/>		New ancillary construction, including decks, walks, patios, courtyards, dog runs, walls, pools, tennis courts, driveway, parking, paving, landscaping, irrigation and all other exterior improvements. Fee is inclusive of all work permitted under a single site plan. One permit is required for each dwelling unit or commercial area intended to be occupied by a single business.			\$50
<input type="checkbox"/>	Zoning District Permit for demolition	Primary Structure		\$125	\$ _____
		Secondary Structure		\$50	

Existing Structures, driveways, and landscaping		<i>Fee</i>	<i>Cost</i>
<input type="checkbox"/>	Replacement of the following, with no additions or change in coverage, but with a change of material: Roofing, exterior wall covering Walls, irrigation, dog runs, driveway/parking/paving(including "topping") decks, walkways, patios, courtyards, pools, tennis courts	\$25	\$ _____

Routine Maintenance & Repair		<i>Fee</i>	<i>Cost</i>
<input type="checkbox"/>	Maintenance or repair of the following, with no additions or change in coverage or material: Roofing (minimal), Walks, patios, courtyards, Dog runs, Decks, Exterior walls (minimal), Driveway (sealcoat)	\$25	\$ _____

Penalties (Penalty fees are cumulative)		<i>Fee</i>	<i>Cost</i>
<input type="checkbox"/>	Violation resolved after notification (Ret tag or letter)	\$0	\$ _____
<input type="checkbox"/>	Violation resolved after 1 st Violation letter	\$100	\$ _____
<input type="checkbox"/>	Violation resolved after 2 nd Violation letter	\$500	\$ _____
<input type="checkbox"/>	Failure to respond – In addition to outstanding permit fees and cumulative fines (above), filing of Violation Notice with Lincoln County Clerk	\$2600 + fees + permit revoked for 1 year (12 months)	
	Failure to Respond: FOREST HEALTH VIOLATIONS (<i>Referred to ACC</i>)		Referred to ACC for resolution

Total fees (non-taxable) submit check payable to ALSZD for this amount: \$ _____

¹“Unheated” includes all unheated square footage under roof including covered decks, porches, garages and carports

ALSZD DOES NOT BILL MEMBER ACCOUNTS. PAYMENT OF CASH OR CHECK, PAYABLE TO ALSZD, IS DUE WHEN PERMIT IS ISSUED AT MEETINGS.