

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.

Property Data:

Date Filed:

Date Heard:

<i>Legal</i>	<i>Subd:</i>	<i>Unit:</i>	<i>Block:</i>	<i>Lot/Tract:</i>
<i>Address</i>				

Property Owner:

<i>Name:</i>				
<i>Address:</i>				
<i>Phone:</i>		<i>Email:</i>		

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

<i>Name:</i>		<i>License#</i>	
<i>Address:</i>			
<i>Phone:</i>		<i>Email:</i>	

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.

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

Setbacks and Zoning

<i>Zoned:</i>	<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
<i>Existing Setbacks</i>	<i>Front</i>	<i>Rear</i>	<i>Sides</i>		
<i>Proposed Setbacks</i>	<i>Front</i>	<i>Rear</i>	<i>Sides</i>		

ACC

ACC Permit #

<i>Approved</i>	As heard and decided by the ACC on this _____ day of _____, _____.	
<i>Denied</i>		<i>Approved by</i> _____

ALSZD

ALSZD Permit #

<i>Approved</i>	As heard and decided by the ALSZD on this _____ day of _____, _____.	
<i>Denied</i>		<i>Approved by</i> _____

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	\$1,000	\$ _____
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

Date Filed:		Date heard:	
Legal:	Subdivision	Unit	
	Block	Lot/Tract	
Address			
Owner(s)			
Owner mail			
Owner phone		Email:	

Check left column for fees that apply ¹ provide square feet where requested, extend amounts, and total

Zoning Applications and Fees		
Permits		
Application Fees		
Filing Fee — Request for a change in zoning	\$300 plus notices by applicant	\$
Filing Fee — Variance	\$300 plus notices by applicant	\$
Filing Fee — Conditional Use Permit	\$200 plus notices by applicant	\$
Short-term Residential Rental Permit	\$300 Two-year term	\$
Zoning Certificate of Compliance, upon request	\$75	\$
Filing Fee — Notice of appeal of change in zoning	\$150 plus notices by applicant	\$
Filing Fee— Appeal of Variance or Conditional Use Permit	\$150 plus notices by applicant	\$
Permit Fees - No Zoning District Permit shall be required for interior work or for exterior painting		
Enclosed Buildings and Ancilla Structures		
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	\$150 + \$0.10 square foot all square footage under roof, both heated and unheated. SF heated: _____ SF unheated: _____	\$
New exterior construction, including decks, walks, patios, courtyards, fences, 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	
Zoning District Permit for demolition	\$125 Primary Structure \$50 Secondary Structure	\$
Existing structures, driveways, and landscaping		
Replacement of the following, with no additions or change in coverage, but with a change of material: Roofing Exterior wall covering Walls Irrigation Do runs	Driveway/parking/paving (including "topping") Decks, walks, patios, courtyards Pools Tennis courts	\$25

Routine Repair & Maintenance		
Maintenance or repair of the following, with no additions or change in coverage or material.		
Roofing (minimal)	Deck (minimal, i.e., board replacement)	\$25 (fee may be waived)
Exterior walls (minimal)	Walks, patios, courtyards	
Lot clearing/tree removal	Dog runs	
Pipe Chase	Driveway (i.e., sealcoat)	
Penalties		
Violation resolved after notification (Red tag or letter)		\$50
Violation resolved after 1st Violation letter		\$100
Violation resolved after 2 ND Violation letter		\$200
Failure to respond - In addition to outstanding permit fees and cumulative fines (above), filing of Violation Notice with Lincoln County Clerk		\$300
Failure to respond: FOREST HEALTH VIOLATIONS		Referred to ACC for resolution
TOTAL FEES (non-taxable — submit check payable to ALSZD for this amount:		

Permit Application Checklist

Name: _____

Date: _____

Courtyard	Dog Run	Repaint, Restucco, Residing	New Construction
Complete permit app with signatures	Complete permit app with signatures	Complete permit app with signatures	Complete permit app with signatures
Survey Plat showing plan including:	Survey Plat showing plan including:	Material _____	All addendums w/signatures
Courtyard _____ Setback lines _____	Dog run _____ Setback lines _____	Manufacturer _____	Survey Plat showing plan including:
Dimensional plans, drawing of construction	Dimensional plans, drawing of construction	Color _____	Construction _____ Setback lines _____
Sqft _____	Sqft _____	Paint _____ Stain _____ Sample Provided _____	Dimensional plans, drawing of construction
Maximum 2,000 sqft _____	Maximum 500 sqft _____	Same as existing color?	Subdivision Plat/Map _____
Attached to building at both ends	Attached to building at both ends	_____	Copy of county road permit _____
Solid _____ Fully enclosed outdoor space _____	Solid _____ Fully enclosed outdoor space _____	Roofs	Rural Addressing Form _____
Same material and color as building	Some material and color as building	Complete permit app with signatures	NMED Septic Permit _____
Material _____	Material _____	Survey Plat showing plan including:	Copy of Village Permit required _____
Color _____	Color _____	House _____ Setback lines _____	Foundation Survey (10 days of pour) _____
Paint _____ Stain _____ Sample Provided _____	Paint _____ Stain _____ Sample Provided _____	Manufacturer _____	Complete construction specifications _____
Height (must be 3' to 5')	Height (must be 3' to 5')	Color _____	1st Floor Unheated _____
OPTIONAL INSERTS:	No Inserts (Requires variance)	RV (Max 30%) _____	1st Floor Heated _____
Vertical wrought iron between pillars	No Paving Required	Copy of Village Permit required	Total Sqft _____
Max 8' length	Driveway		Natural _____ Propane _____
Max 60% vertical height _____ Solid below _____	Complete permit app with signatures	Variance	Utilities Underground _____
Max 30% total area with inserts	Complete permit app with signatures	Complete permit app with signatures	Two car garage _____
50% Non-growing material:	Survey Plat showing plan including:	Survey Plat showing plan including:	Off street parking 3 vehicles _____
Sqft Concrete _____	Driveway _____ House _____	House _____ Setback lines _____	Combination/Replat? _____
Sqft Gravel _____	6" compacted base course _____	Dimensional plans, drawing of construction	Chemical Toilet _____
Sqft Flagstone _____	14' Wide Minimum _____	Unique, special, or adverse circumstances	Roll-off Dumpster _____
Sqft Pavers _____	Copy of county road permit _____	Certified mail notice 200ft of property _____	Review checklists for: (as applicable)
Sqft Artificial Grass _____	Crushed rock _____ Asphalt _____ Concrete _____	Affidavit of publication in Lincoln County _____	Driveway _____ Roofs _____ Paint _____
Deck	Brick _____ Other _____	Proof of pub/notice 15 days prior hearing _____	Courtyard _____ Dog run _____ Decks _____
Complete permit app with signatures	Landscaping	Additions	Landscaping-Irrigation _____ Variance _____
Survey Plat showing plan including:	Complete permit app with signatures	Complete permit app with signatures	
Deck(s) _____ Setback lines _____	Landscaping addendum if planting _____	Survey Plat showing plan including:	
Dimensional plans, drawing of construction	Survey Plat showing plan including:	Survey Plat showing plan including:	
6"x6' posts _____	Plantings _____ Irrigation _____	Additions _____ Setback lines _____	
Sqft _____	Drainage _____ Rock, gravel, dirt work _____	Sqft _____	
Material _____	No Railroad ties _____	Dimensional plans, drawing of construction	
Manufacturer _____	Drip Irrigation only (No broadcast) _____	Copy of Village Permit required _____	
Color _____	Max 1,200 cool season sod/lawn _____	Attached to residence _____	
Paint _____ Stain _____ Sample Provided _____	Irrigation		
Copy of Village Permit required _____	Outside system shutoff mounted outdoors _____		
	Automatic rain sensor mounted outdoors _____		
	Compliance with Fed, State, Water District _____		