

Alto Lakes Special Zoning District ALG&CC Architectural Control Commission
Permit Application Form

Date Filed		Date heard:	
------------	--	-------------	--

Property Data

Legal	Subdivision		Unit	
	Block		Lot/Tract	
Address				

Property Owner

Owner(s)	
Owner mail	
Owner phone	

ACC/Zoning

Zone	<input type="checkbox"/> R-1	<input type="checkbox"/> R-2	<input type="checkbox"/> C-N	<input type="checkbox"/> C-CC	<input type="checkbox"/> CS
	R-1=Single Family Residential	R-2=Multi-Family Residential C-N=Neighborhood Comm.	C-CC=Country Club Commercial	CS=Community Services	
Existing Setbacks	Front	Left	Rear	Right	
Setbacks (proposed)	Front	Left	Rear	Right	
Sq. Footage	Minimum Main Floor Heated		Minimum Total Heated		
Proposed Sq. Footage	Main Floor Heated		Total Heated	Unheated (all unheated under roof)	

Zoning only

Height	Maximum Height	
Proposed Height	Where the front footings will be located <u>above the road</u> , the height shall be measured from the average of the original grade along the <u>rear footings</u> of the dwelling. Where front footings will be located below the road, the height shall be measured from the average of the original grade along the front footings of the dwelling.	Height

Contractor who will perform work (indicate "owner" if owner will perform work):

Name	
Address:	
Phone:	

Appointment of Owner's Representative (optional):

Name	
Address:	
Phone:	

Initial below for *each* organization for which you are appointing Owner's Representative:

	ALG&CC Architectural Control Commission: I acknowledge that I have read the ACC Construction Packet and information, as well as the applicable restrictive covenants, and will comply with same. I appoint the individual or firm named below to appear, speak, and act on my (our) behalf with respect to matters involving the ALG&CC Restrictive Covenants and ACC Construction Packet. These matters shall include: ACC Permits and Variances. This appointment shall expire in one year or earlier by notice to the ACC.
	Alto Lakes Special Zoning District: I appoint the individual or firm named below to appear, speak, and act on my (our) behalf with respect to matters involving the ALSZD Comprehensive Zoning and Land Use Ordinance. These matters shall include: Zoning Permits, Variances, and Conditional Use Permits. This appointment shall expire in one year, or earlier by notice to the ALSZD at PO Box 578, Alto, NM 88312. Notice shall be sent by certified mail, return receipt requested.

Property owner(s) hereby certify, under penalty of law, that 1) survey and/or plat submitted with this application show all improvements which are existing or to be constructed or installed under this permit and 2) that no improvements other than those specifically described above will be constructed.

Signature of Property Owner(s): _____

Signature of Property Owner(s): _____

Affidavit is required for appointment of Owner's Representative:

Country: _____)

State: _____)

County: _____)

This instrument was acknowledged before me on this _____ day of _____.

(seal) _____

Notary public (or other official signature guarantor)

ALSZD Disposition:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
--------------------	-----------------------------------	---------------------------------

As heard and decided by the Alto Lakes Special Zoning District Board of Commissioners on this _____ day of _____, year _____.

Approved by: _____ Date: _____

ACC Disposition:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
------------------	-----------------------------------	---------------------------------

As heard and decided by the ALG&CC Architectural Control Commission on this _____ day of _____, year _____.

Approved by: _____ Date: _____

Permits - Submittals and Attachments

Table of required submittals

Type	Permit Application Form	Fee Submittal	New Construction Addendum	Landscape Addendum	Drainage Plan/TOPO	Survey Improvement Plat	Building Plan	Color Samples	Foundation Survey	Contractor License	Rural Addresser Address Form	Lincoln County Road Permit	NMED Permit for Septic	Certificate of Survey	Variance Application
New Structure	R	R	R			P	P	R	R	Z	R	R	R		
Expand Structure	R	R	R			P	P	R	R	Z					
Accessory Structure	R	R	R			P ⁽¹⁾ P ⁽⁴⁾	P ⁽⁴⁾	R	R	Z					
Pool/Tennis	R	Z				P		R							
Deck/Patio	R	Z				P ⁽¹⁾	NP	R							
Drive/Parking	R	Z				P ⁽¹⁾									
Courtyard/Dog run	R	Z				P ⁽¹⁾	NP ⁽³⁾	R							
Landscape/Irrigation	R	Z		R		P ⁽¹⁾	NP ⁽³⁾								
Excavation	R	Z			R	R									
Paint (Exterior)	R							R							
Repairs/Replace	R	Z						R							
Variances		Z				P ⁽¹⁾								R	R

Notes for Table:

R=Required,

P=Required, Professional Standards, generally by a surveyor, architect, designer, or engineer

NP=Required, Non-Professional Standards, by property owner or contractor as long as it is clear and complete

Z=Required for Zoning

(1) A property survey showing the location of all existing improvements is required. The survey need not be current; however it must accurately reflect all existing improvements. Where construction is to take place proximate to setback lines, easements, or lot lines, the Commission may require a current survey and/or a footing survey

(2) A property survey showing the location of all improvements is optional. The survey need not be current; however it must accurately reflect all existing improvements. If a property survey is not submitted with the initial application, no Zoning Certificate of Compliance will be issued upon completion of the work.

(3) Rough plats and plans must be scaled, must include all dimensions, and must be provided in a form that is satisfactory to the Commission.

(4) The Commission may, at its sole discretion, reduce or waive requirements for Accessory Structures.

Date: _____

Signature: _____

Alto Lakes Special Zoning District

Application and Permit Fee Submittal

Date Filed		Date heard:	
------------	--	-------------	--

Legal	Subdivision		Unit
	Block		Lot/Tract

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

Application Fees	Fee	Extension
Filing Fee – Request for a change in zoning	\$300 plus notice	\$ _____
Filing Fee – Variance	\$300 plus notice	\$ _____
Filing Fee – Conditional Use Permit	\$300 plus notice	\$ _____
Zoning Certificate of Compliance, upon request	\$75	\$ _____
Filing Fee – Notice of appeal of change in zoning	\$150 plus notice	\$ _____
Filing Fee – Appeal of Variance or Conditional Use Permit	\$150 plus notice	\$ _____

Permit Fees	Description	Sq. Feet	Fee	Extension
-------------	-------------	----------	-----	-----------

Zoning Permit – Enclosed Buildings and Structures				
	No Zoning District Permit shall be required for interior work or for minor exterior repairs or for exterior painting.			
	Zoning Permit (includes new construction, 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.	Permit SF heated SF unheated ⁽¹⁾	\$150 _____ \$0.10 _____ \$0.10	\$ _____ \$ _____ \$ _____
	Zoning District Permit for replacement (with no change in coverage) of roof or exterior wall covering.	Permit	\$50	\$ _____
	Zoning District Permit for demolition	Primary Structure Secondary Structure	\$125 \$50	\$ _____ \$ _____

Zoning Permit – Exterior structures, driveways, and landscaping				
	Zoning Permit (includes decks, walks, patios, courtyards, dog runs, walls, pools, tennis courts, driveway, parking, 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.	Permit SF deck, patio, walk, and artificial turf	\$50 _____ \$0.05	\$ _____ \$ _____
	Zoning Permit for replacement (with no change in coverage) of decks, walks, patios, courtyards, dog runs, driveway, and parking. Does not include landscaping. For all permits except those listed below: Paving	Permit SF deck, patio, walk Permit	\$25 _____ \$0.05 \$50	\$ _____ \$ _____ \$ _____

Zoning Permit – Penalties		
	Construction without Permit – resolved after 1 st notice	Add 1 times Permit fee (minimum \$50)
	Construction without Permit – resolved after 2 nd notice	Add 2 times Permit fee (minimum \$100)
	Construction without Permit – resolved after 3 rd (or later) notice	Add 5 times Permit fee (minimum \$200)

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

Total fees (non-taxable - submit check payable to ALSZD for this amount

\$ _____

Architectural Control Commission (ACC) Fees:

New Construction Fees

- A non-refundable review fee paid by **check payable to ALG&CC**, consisting of Review Fee of \$250.00 + NM Gross Receipts Tax of \$13.44 \$263.44
- and
- A refundable deposit* is required (exclusive of the NM Gross Receipts Tax) by **check payable to the ACC** \$250.00

*At the completion of construction and upon receipt of an approved final inspection by the ACC Inspector, this deposit is refundable in full **up to one year** from the date the permit was issued by the ACC if there are no assessments made against it. **The member is responsible for obtaining the ACC Inspector for final inspection.** If completion of construction is likely to extend beyond the one-year time frame, a request for an extension must be presented to and approved by the Committee within one month from the date of expiration. If an extension is submitted and approved, another \$250 refundable deposit will be required and the original refundable deposit will be forfeit. If still another time extension is requested, the second refundable deposit in the amount of \$250 will be forfeit and another refundable deposit in the amount of \$500 will be levied. **A Re-inspection fee of \$30.00 will be imposed for properties that do not pass final inspection.**

Remodel/Addition Fees.

A non-refundable Remodel/Addition Review Fee by **check payable to ALG&CC** based on the additional square footage + NM Gross Receipts Tax.

- | | | | |
|--------------------------|-----------------------|----------------------------|----------|
| <input type="checkbox"/> | 50 - 400 sq. ft. | \$ 60.00 + \$ 3.23 (NMGRT) | \$ 63.23 |
| <input type="checkbox"/> | 401 - 1,000 sq. ft. | \$125.00 + \$ 6.72 (NMGRT) | \$131.72 |
| <input type="checkbox"/> | 1,001 - 3,000 sq. ft. | \$250.00 + \$13.44 (NMGRT) | \$263.44 |

and,

A refundable deposit is required by **check payable to the ACC** based on additional square footage, exclusive of the NM Gross Receipts Tax:*

- | | | |
|--------------------------|-----------------------|----------|
| <input type="checkbox"/> | 50 - 400 sq. ft. | \$ 60.00 |
| <input type="checkbox"/> | 401 - 1,000 sq. ft. | \$125.00 |
| <input type="checkbox"/> | 1,001 - 3,000 sq. ft. | \$250.00 |

*At the completion of construction and upon receipt of an approved final inspection by the ACC Inspector, this deposit is refundable in full **up to one year** from the date the permit was issued by the ACC if there are no assessments made against it. **The member is responsible for obtaining the ACC Inspector for final inspection.** If completion of construction is likely to extend beyond the one-year time frame, a request for an extension must be presented to and approved by the Committee within one month from the date of expiration. If an extension is submitted and approved, another \$250 refundable deposit will be required and the original refundable deposit will be forfeit. If still another time extension is requested, the second refundable deposit in the amount of \$250 will be forfeit and another refundable deposit in the amount of \$500 will be levied. **A Re-inspection fee of \$30.00 will be imposed for properties that do not pass final inspection.**