



PLANNING COMMITTEE REQUEST FOR DESIGN APPROVAL

(for all additions, exterior modifications, color changes, landscape modifications, temporary equipment placement, etc.)

Request # _____ (to be assigned by the committee) **Application Received** _____
For Office Use Only

(Please Print Clearly)

Property Owner Name _____ **Date:** _____

Property Address _____

Home Phone _____ **Work Phone** _____ **Cell Phone** _____

E-mail Address (required) _____ **We will be communicating with you by e-mail, so please check it regularly**

Description of Proposed Modification (Provide as much detail as possible. Use separate sheet if necessary):

Check One: New Construction Landscaping Stucco/Paint Roof Satellite Dish Pool Wall Dumpster in Driveway Other

Estimated start date _____ **Estimated completion date** _____

FAILURE TO CAREFULLY READ AND FOLLOW ALL INSTRUCTIONS WILL DELAY YOUR APPLICATION

THE COMMITTEE HAS THIRTY (30) DAYS TO RESPOND TO ANY REQUEST.

THE 30 DAYS START WHEN ALL ITEMS REQUESTED HAVE BEEN RECEIVED.

NO WORK MAY COMMENCE UNTIL HOMEOWNER RECEIVES WRITTEN APPROVAL.

Required Documents & Items for All Submittals: *To expedite the review and approval process, proper documentation is required. Please include ALL of the following: (Additional drawings, photos, or clarifications may be requested by the Planning Comm.)*

- Copy of your property plat, location plan, or site plan clearly showing the whole property, the location of the home and existing structures on the lot, the location of the modification, and outline of required setbacks and easements – giving measurements and distance from property lines. Photos may be submitted in addition, but they will NOT substitute for required location and site plans. **(A plat or site plan is not required if you are only repainting, applying new stucco, or placing a dumpster in your driveway. – Dumpsters are not allowed in the street).**
- For additions and remodeling, provide drafted floor plan, elevations, sections with requisite notes addressing **color, materials, dimensions** (heights, depths, etc.) showing relative location to existing structures.
- If applicable, provide actual color samples of stucco, paint, roof tiles, colored concrete, etc. For stucco, please submit a minimum 6" x 6" sample. Provide only your final color choice – not several possibilities.
- Signatures of all adjacent homeowners (page 2)
- Signed Waiver of Liability by homeowner (page 3)

REVISED 08-19-22

● **REDUCE ALL ITEMS - PLANS, DRAWINGS, DOCUMENTS, ETC. - TO 8½" x 11"** (Items submitted must be scanned to a pdf file, therefore the **maximum size accepted is 8½" x 11"**. **SAMPLES, ITEMS, AND DOCUMENTS SUBMITTED WILL NOT BE RETURNED. If you are going to e-mail your application, documents must be scanned and submitted in .pdf format – NO PHOTOGRAPHS of the documents or .jpeg – only pdfs.**

For all Landscaping modifications, in addition to the items above, please also include:

- The existing landscaping and proposed changes marked on the plat (in relation to the home), and square footage of landscape elements. Photos may be submitted, but they will NOT substitute for required site plans.
- A calculation of front yard turf grass as a percentage of plantable area that will exist after the modification (see Plantable Area Calculation example and current Landscape Guidelines on the website – www.tanoaneastnews.com).
- List all plants, materials, sizes, gravel color and size, and locations

In addition to the Master Restrictions, each neighborhood has its own subdivision planning rules. Before submitting any request to the Planning Committee, owners should review these design guidelines at www.tanoaneastnews.com

Notes (PLEASE READ CAREFULLY):

1. The owner understands and agrees that no work in this request shall commence until he/she receives written approval by the Tanoan Community East Planning Committee. **The Committee has up to thirty (30) days to respond to any request, so please plan ahead to allow enough time for a decision.**
2. Certain requests may require that the Committee employ the services of external engineering or other professional consultants for proper evaluation. If required, applicant will be provided with an estimate of the charges for such services and must agree to pay those before the evaluation of the request can proceed.
3. Once approved, the project must be completed so that it does not unreasonably interfere with neighboring properties.
4. Applicant has responsibility for removal, in a timely manner, of all debris resulting from construction.
5. Construction must meet all zoning, building codes, and City and County laws. For further information regarding zoning and building permits, call the City of Albuquerque Planning Department at (505) 924-3860. Nothing herein contained shall be construed as a waiver or modification of any such code or law.
6. Where applicable, utility easements are to be marked before excavation is started. This service is provided free of charge by New Mexico 811. For location of underground communication, cable TV, electric, gas, water, and sewers, call **811** or visit www.NM811.org no later than two full business days before the day you plan to dig. Please note that there may be a FINE if any underground utilities are severed or disturbed.
7. Consult Tanoan Community East Planning Committee Rules for your neighborhood - www.tanoaneastnews.com
8. Misrepresentation of any items in this request, either oral or written, may void any approval.

The undersigned HOMEOWNERS of all adjacent properties have reviewed the proposed changes. Their signature indicates only an acknowledgement that you have a request before the PC – not that they approve of the modification. Their knowledge of the modification gives them the opportunity to submit an objection to the Planning Committee. (Adjacent properties are those on either side, behind, and across from your home).

X _____ Address _____
(Signature of Adjacent Property Owner)

X _____ Address _____
(Signature of Adjacent Property Owner)

X _____ Address _____
(Signature of Adjacent Property Owner)

HOMEOWNER SIGNATURE X _____ DATE _____

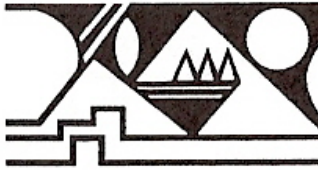
SCAN ALL ITEMS IN ONE PDF FILE AND E-MAIL TO: ACosten@HOAMCO.com

or Hand Deliver:

Tanoan Community East Association Inc.
10555 Montgomery Blvd N.E., Building 1, Suite 100
(mail slot in door)

DO NOT LEAVE AT THE GATE

or Mail to: Tanoan Community East Association.
Planning Committee
10555 Montgomery Blvd N.E., Bldg. 1, Suite 100,
Albuquerque, NM 87111



Agreement and Waiver of Liability

We / I understand and will comply with the following:

1. If the modification is not completed as approved, said approval can be revoked and the modification will be required to be removed by the Homeowner at the Homeowner’s expense.
2. Homeowner(s) is required to advise all contractors that common areas are not to be used as work or storage areas. Contractors will also be held responsible for thorough cleanup of common areas, sidewalks, gutters, and streets.
3. Contractors may only work onsite between 7:00 a.m. and 9:00 p.m., seven days a week.
4. Homeowner(s) is required to pay for and repair all damage to the common areas as result of construction or contractor negligence.
5. Homeowner(s) agrees to adhere to all applicable state, county, and city building codes and to obtain all necessary permits.
6. Homeowner(s) agrees to abide by the decision, terms, and conditions of the Planning Committee.
7. If the modification is not approved or does not comply with all applicable CC&R’s, the homeowner(s) may be subject to court action by the Association and shall be responsible for all reasonable attorneys’ fees, costs and expenses in connection with such litigation.
8. Homeowner(s) agrees to maintain the improvement if approved by the Board of Directors or their duly appointed representative. If in the view of the Board of Directors, the improvement is not being maintained, the Association has the right to remove or maintain the improvement with the Homeowner bearing all costs.
9. Applications from tenants **will not** be accepted without the written consent and signature by the Homeowner on this Request for Design Approval.
10. I UNDERSTAND THAT THE COMMITTEE HAS **THIRTY (30) DAYS** TO RESPOND TO MY APPLICATION. MY APPLICATION WILL BE REVIEWED TO MAKE SURE ALL REQUIRED INFORMATION IS INCLUDED, AND MORE DOCUMENTATION MAY BE REQUESTED. **THE THIRTY DAYS START WHEN ALL ITEMS REQUESTED HAVE BEEN RECEIVED BY THE COMMITTEE. I UNDERSTAND THAT NO WORK MAY COMMENCE UNTIL I RECEIVE WRITTEN APPROVAL.** I UNDERSTAND THAT I WILL BE NOTIFIED WHEN A DECISION IS MADE, AND REPEATED CALLS AND EMAILS TO CHECK ON THE STATUS OF MY APPLICATION WILL NOT SPEED UP THE DECISION.

This Waiver of Liability and agreement is hereby acknowledged and accepted by:

X

HOMEOWNER SIGNATURE

DATE

PLEASE MAKE SURE ALL ITEMS ARE SIGNED ON PAGES 2 AND 3