

Architectural Request Form

OJITOS FRIOS RANCHES HOMEOWNERS UNIT 1, INC.

(Attach all documents required by the instructions)

Name _____ Date _____

Address _____

Telephone Number (home) _____ (work) _____

E-mail _____

Description of proposed improvement _____

Estimated Starting Date _____

Estimated Completion Date _____

I agree to comply with the Covenants and local building codes in making the above improvements.
Permission is hereby granted for members of the Board of Directors to enter my property after written notice to make reasonable inspection of requested improvement locations.

Owner's Signature _____

Do not write below this line.

Date Received _____

Received by _____

Board of Directors remarks _____

Board of Directors action _____

Architectural Request Form Instructions

OJITOS FRIOS RANCHES HOMEOWNERS UNIT 1, INC.

Allow 30 Days for application approval. If the Board of Directors doesn't act within 30 days, your application is consider to be approved.

INSTRUCTIONS: We require the following:

1. **APPROVED BUILDING PERMITS** must be submitted for all work requiring New Mexico permits (See attached for additional information on how to get the required permits). If owners want to get preliminary approval from the Board of Directors prior to getting a building permit from the State of New Mexico, the Board can grant preliminary approval contingent on the resident submitting a copy of the building permit prior to final approval.
2. **DRAWINGS** of the proposed structure, which must be approximately to scale.
3. **DESCRIPTION OF ALL MATERIALS** to be used in proposed construction.
4. **DIMENSIONS** of the proposed construction must be specified (e.g. height, slope of roof, etc.).
5. **CERTIFIED PLATS** must be submitted with clear indication of proposed location for additions to present structure, new structures on lot, fences, etc. **NOTE:** Plats are not required for changes to existing structures that do not change the location or "footprint" of the structure.
6. **NEW COLORS** must be specified, along with indication of present color scheme. Where possible, please include a color sample.

Please note:

1. Applications may be disapproved if adjoining properties are adversely affected.
2. Concurrence of adjoining lot owners may be sought by Board under certain circumstances.
3. One copy of your application will be returned to you once the committee has made its decision.

Mail, fax, or e-mail your completed application to:

OFRHU1, Inc.
244 Coyote Road
Las Vegas, NM 87701
E-mail - president@OFRHU1.org

NOTE: You only can use e-mail if all relevant information is in electronic form

Building Permit Information

The County of San Miguel has a set of forms that must be filled out and completed. You will need your warranty deed and/or proof of ownership when you go to the County Planning and Zoning office.

You will need building plans, (blueprints) to show what you are doing on your property. You will need a set for San Miguel County planning and zoning, two sets for the State of NM, and two sets for the Board of Directors. A hand drawn set done with a simple ruler and marked, “not to scale” will do for starters if you do not have professionally drawn blueprints. The State of NM, the County, or the City of Las Vegas have a form showing the required pages that need to be included with a full set of blueprints. You may hand draw a plot plan of your land showing the proper offsets from your borders and proper offsets of the house, septic and water well.

The County Planning and Zoning office will require you to show water source, septic system, and details of intended building project on your plot plan. You will be given a form as part of your application packet. You will take the form to the different offices in Las Vegas for septic approval etc. and after it is completed, you will fill out a NM State building permit at the San Miguel County office where you started. They will collect the County fee from you for the project and then sign off on the bottom of the state building permit. You cannot apply for a NM State building permit without the local County approval signed on the form first. They will not accept the application at the NM Construction Industries Division (CID) office in Santa Fe if it is not approved by the SM County. So, do not waste a trip to Santa Fe until this is done.

At this time, you are ready to go to the CID, office in Santa Fe. It is located on Cerrillos Blvd. on the south side about halfway from the plaza to the Villa Linda Mall. You will need to give them two full sets of blueprints along with your County approved State permit application for your project. You need to hand in the full sets even if you plan to do your project in two phases. They will allow you to pay for the phase you are currently starting and then go back and pay the other part when you begin your other phase of your project, if you chose. This also goes for the County permit fees. A suggestion though. It is not that expensive to pay for the whole thing at once and it is easier than going back through the process a second time.

When the State takes your money for your permit fees, they will stamp it with a stamp that shows the date it was handed in for approval. It will take a few days to a week or two to get the permit back in the mail. They will send back one of the copies of your blueprints for you to keep on your project site to show the inspectors. Make sure you ask them to give you a copy of your submitted application and a copy of your payment as proof you did this. If by chance they find things that need correcting on your blueprints, they will mail the application with corrections marked, back to you. You may use the copy of the permit as proof that the permit was indeed approved by the County and handed in to CID for State approval. This copy is OK to use to hand in to the Board for their approval for starting your project. You do not need to wait until the state gets your final plans back to you, before handing in a copy of your prints and a copy of the approved and stamped building permit application form to the Board.

The committee will then review the plans and contact you if they need to see your site or ask any questions before approving the application. Please contact the board if you need further assistance.