

**Los Cerritos Estates
Architectural Control Committee
Property Improvement Request Form**

This form may be completed either electronically or by hand

Date of Request: _____

PROPERTY ADDRESS: _____

Property Owner Name(s): _____

Email: _____

Phone Number: _____

Type of Property Improvement: [new building(s), expansion of existing building(s), other property additions or removals]

Description of Property Improvement: [provide a general description of intended improvement(s), placement on your property, anticipated start of improvement, and anticipated length of improvement(s) project]

Plans/Diagrams of proposed improvement(s): [please provide these as attachments]

Contractor/Company used to complete proposed improvement(s):

- **Name of Business:** _____
- **Contact Information** [address/email/phone number]

General Property Improvements Guidance

Keep this for your use during your property improvement(s)

- Please follow the guidance provided in the Restrictive Covenants and Addendum found on the Documents tab of the Los Cerritos Estates webpage at www.loscerritosnm.org/. Provide this information to your contractor/property improvement company so that s/he/they can complete the property improvement(s) in full compliance with the Restrictive Covenants.
- Besides the requirements of the Restrictive Covenants, be sure your contractor/property improvement company is aware of and follows all State of New Mexico, County of Santa Fe, and Town of Edgewood construction guidance and laws related to your property improvement(s) including construction and final permit approvals.
- There will be required property easements for utilities and road maintenance along the appropriate edge of your property. You or your contractor must contact 811 to have utility companies “flag” the placement of their lines prior to any construction. As a rule, no construction should occur within 50 feet of the front of your property and 30 feet on the sides and rear of your property. Additionally, if there is a major drainage area on your property, you will be expected to keep that clear of any obstructions. Any culverts you may need to emplace for access to your property (such as a for a driveway) is your responsibility to emplace and maintain. Any culverts in place under Los Cerritos Estates maintained roads are maintained by the Los Cerritos Estates, but you will be expected to keep your side of any such culvert free of obstruction.
- Should there be any significant alterations needed to the property improvement(s) you requested either before or during the project, please notify the Chair of the ACC immediately so that the ACC can review and, if in compliance with Restrictive Covenants, approve the changes.
- At the halfway point of your property improvement(s), please invite the Chair of the ACC to visit the project site. The purpose of this visit is merely to discuss the progress of your project(s) according to your Property Improvement Request Form.
- Upon completion of the project, contact the Chair of the ACC to visit the completed property improvement(s) to review with you the Property Improvement Request and the actual improvement(s) completed. With this request, please provide photographs of the completed work to include with your request.
- If at any time during your property improvement(s) you desire additional guidance or advice, please feel free to contact the Chair of the ACC.