

Los Cerritos Estates
ACC Property Improvement Request Form

This form may be completed either electronically or by hand. Send the completed form and attachments to the following email: architecture-committee@loscerritosnm.org

Date of Request:

Property Address:

Property Owner Name(s):

Email:

Phone Number:

1. Type of Property Improvement

Example: new building, existing building expansion, other property additions or removal

2. Description of Property Improvement

Provide a general description of intended improvement, the placement on your property, the anticipated start date, and the anticipated project duration.

3. Plans/Diagrams of proposed improvement(s): **PROVIDE AS ATTACHMENTS**

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

- a. Name of Business:
- b. Business Address:
- c. Business Email:
- d. Business Phone number:

General Property Improvements Guidance | Keep this for your use during your property improvement

- Please follow the guidance provided in the Restrictive Covenants and Addendum found on the Documents tab of the Los Cerritos Estates webpage (LINK). Provide this information to your contractor/property improvement company so that they can complete the property improvement(s) in full compliance with the Restrictive Covenants.
- If, at any time during your property improvement, you desire additional guidance or advice, please feel free to contact the Chair of the ACC.
- Besides the requirements of the Restrictive Covenants, be sure your contractor or property improvement company is aware of and follows all laws of the State of New Mexico, the County of Santa Fe, and the Town of Edgewood regarding construction and property improvement including permit approvals.
- Be aware of 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.
- If there is a major drainage area on your property, you will be expected to keep it clear of any obstructions. Any culverts you in place for access to your property (such as a for a driveway) is your responsibility to install and maintain. Any culverts in place under Los Cerritos Estates maintained roads are maintained by the Los Cerritos Estates, but owners are expected to keep your side of any such culvert free of obstruction.
- Should there be any significant alterations needed to the property improvement request, either before or during the project, please notify the Chair of the ACC immediately for ACC review, who will, 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 to discuss the progress of your project(s) and observe its alignment to your Property Improvement Request.
- Upon completion of the project, contact the Chair of the ACC to visit the completed property improvement to review the actual improvement completed. Please provide photographs of the completed work with this notification.