

ATTACHMENTS & ADDENDA #1
PAA-KO COMMUNITIES
ARCHITECTURAL CONTROL COMMITTEE
REQUEST FOR DESIGN APPROVAL

LOT # _____

Any owner in Paa-Ko Communities wishing to construct a residence on a lot in Paa-Ko shall make an application for such construction by completing this form in its entirety and submitting it to the Architectural Control Committee (ACC) with one (1) set of complete drawings including a site plan (& preliminary grading/drainage plan, prior to full submittal).

Drawings shall include the following:

- Site plan showing all structures, walls/fencing, driveways, walkways, parking patios/decks and mechanical equipment locations. Setbacks must be shown from all lot lines and “no build” and golf easements must be shown. Where applicable, building envelopes must be specifically identified on the site plan. Site plan shall include existing grade elevations for the vacant lot, as well as proposed finished floor elevations for any improvements.
- Building elevations showing maximum height of structures in accordance with Covenants, Conditions and Restrictions, and ACC Guidelines for Paa-Ko Communities.
- HVAC – Location, screening – detailed on site plan
- Detailed construction and/or landscape/drainage plans as may be applicable.
- Drainage & grading plan detail*, and landscaping plans.
- ***PLEASE NOTE: BERNCO (Bernalillo County) Public Works Dept – Prior to submittal of final building plans (for review & approval) a preliminary grading/drainage plan should be submitted for review by Bernco Public Works in order to determine conformance with the “Approved Master Grading/Drainage Plan for Paa-Ko.***

Owners wishing to make any alterations or additions, remodels to any structure, drive or parking area, fencing/walls, landscaping or drainage on the lot shall follow the same procedure as that required for new construction. Changing any colors shall be considered as an alteration herein. Upon application, a deposit/fee of \$1000.00 (fully refundable after completion/inspection) is required.

No work of any type may commence on any lot in Paa-Ko until the ACC has approved in writing this application, and no work of any type shall be deemed to be accepted by the ACC until a final approval has been granted in writing.

Upon application for ACC review of new construction, a fee of \$4000.00 must be submitted. Up to \$3700.00 may be refunded upon final approval by the ACC. All or part of the amount to be refunded may be retained by the ACC due to non-compliance with ACC requirements during construction prior to final approval. Review Fees may be changed by the ACC for alterations or additions as deemed necessary by the ACC.

Upon application for ACC review of new construction, hook-up fees in accordance with the Paa-Ko Communities Sewer Association rate schedule must also be submitted. Fees range from \$2500 - \$5000 (plus nmgrt), and are payable to the Paa-Ko Communities Sewer Association. These fees are non-refundable.

This Request for Design Approval Form, a check for \$4000.00 made payable to the Paa-Ko Communities Homeowners Association, a check payable to the Paa-Ko Communities Sewer Association for hook-up fees as described above, and one (1) complete set of drawings (full size) and one (1) complete set (reduced to 11x17) shall be submitted to the ACC @ 1717 Louisiana Blvd. N. E., Suite #111, Albuquerque, NM 87110 (505) 268-2800.

Applicants acknowledge that any plans and/or revisions submitted to the ACC pertaining to construction on the lot may be available to other lot owners and/or their architects, builders, engineers, etc. Under no circumstances will any individual be allowed to remove the building plans from the offices of the Architectural Control Committee.

Applicants acknowledge that they have received a copy of the Paa-Ko Communities New Home Construction Checklist and Paa-Ko Communities Septic Tank Design Criteria (revised), and further acknowledge that final approval will not be granted nor any monies be refunded until the Septic Tank Design Criteria Form has been submitted and EPCOR (previously: NM American Water Company) or other authorized agent, has inspected its installation for compliance. PLEASE NOTE: WATER SOFTENERS MAY NOT BE DISCHARGED INTO SEPTIC TANKS. THEY MUST BE DISCHARGED ON INDIVIDUAL LOTS. FLOOR DRAINS OF ANY TYPE MAY NOT BE DISCHARGED TO SEPTIC TANKS.

PLEASE NOTE: IF REQUIRED INSPECTION BY EPCOR (CURRENT MAINTENANCE CONTRACTOR TO PAA-KO COMMUNITIES SEWER ASSOC). IS NOT OBTAINED, THE REFUNDABLE PORTION OF YOUR A.C.C. SUBMITTAL FEE WILL BE FORFEITED.

Prior to any other construction taking place, driveways and utilities should be installed and a minimum gravel sub base laid over the driveway to prevent the tracking of mud from the lot to other parts of the subdivision. If the ACC determines that this requirement has not been met, and that mud is a problem, the ACC shall have the right to correct the problem and withhold funds from the submittal fees to pay any costs related thereto.

Prior to the ACC refunding any portion of the submittal fee upon completion, owner/builder must submit a current survey indicating the setbacks from all lot lines as well as the driveway. Final approval of construction will not be granted until all requirements have been met.

PAA-KO COMMUNITIES
ARCHITECTURAL CONTROL COMMITTEE

LOT # _____

Request for Design Approval

Any Owner proposing to construct or re-construct any improvements, including buildings, carports, driveways, parking areas, fences, walls, hedges, plantings, planted trees or shrubs, lighting and all other structures or landscaping of every kind and nature affecting the natural condition of the land or the drainage of surface waters on, across or from the land, or the re-color, re-finish, or alteration of any part of the exterior if any improvement shall apply, to the PAA-KO Communities Architectural Control Committee (A.C.C.) for approval. The owner shall make an application for such construction by completing the form in its entirety and submitting it to the Architectural Control Committee with **one (full size) set, and one (reduced size) set** of preliminary drawings of the proposed improvements. The drawings should include a Site Plan showing location of house, walls, driveway, septic and drainage system, a landscaping plan, proposed power and phone line, and any other proposed improvements.

Absolutely no construction shall commence until the A.C.C. has approved in writing this completed form and the final construction plans. Upon application for A.C.C review, a \$4000.00 submittal fee is required. Prior to any construction please complete the form, sign, and return it with your check and plans to: PAA-KO Communities Homeowner's Association, 1717 Louisiana Blvd. NE, Suite #111, Albuquerque, NM 87110

Please Initial: _____ We acknowledge that any plans and/or revisions submitted to the A.C.C. pertaining to construction on the lot may be made available to other lot owners and/or their architect, builder, engineer, etc. **Under no circumstances will any individual be allowed to remove the building plans from the offices of the Architectural Control Committee.**

____ I HAVE COMPLETED THE SEPTIC TANK DESIGN INFORMATION SHEET WITH MY SEPTIC CONTRACTOR, AND INCLUDE IT HEREWITH.

____ I HAVE NOT COMPLETED THE SEPTIC TANK DESIGN INFORMATION SHEET WITH MY SEPTIC CONTRACTOR. I UNDERSTAND THAT FINAL APPROVAL IS SUBJECT TO COMPLETION OF THE DESIGN FORM.

____ YES ____ NO – SUBJECT TO SEWER HOOK-UP FEE (ALL LOTS CLOSED AFTER 8/24/04)

Please indicate the date of your most recent copy/revision of Architectural Control Committee Guidelines: _____.

Date of Submittal: _____

Lot No. _____ Subdivision & Unit _____

PAA-KO ADDRESS: _____

Future Home Occupant (if known) _____

Phone No. _____ Alternate Phone No. _____

Email: _____

Address: _____

Type of Construction: New _____ Remodel _____ Outbuildings _____

Type of Plans: Preliminary _____ Final Plans _____

Architect _____

Address _____

Email: _____

Phone No.: Work _____ Home: _____

General Contractor _____

Address _____

Email: _____

Phone No. Work: _____ Home: _____

License Number: _____

**(NO NEW HOME CONSTRUCTION IS ALLOWED IN PAA-KO UNLESS BEING SUPERVISED BY A
BUILDER/CONSTRUCTION SUPERVISOR APPROVED BY THE ACC IN ACCORDANCE WITH ACC GUIDELINES)**

**_PLEASE NOTE: IF REQUIRED INSPECTION BY EPCOR (CURRENT MAINTENANCE
CONTRACTOR TO PAA-KO COMMUNITIES SEWER ASSOC). IS NOT OBTAINED, THE
REFUNDABLE PORTION OF YOUR A.C.C. SUBMITTAL FEE WILL BE FORFEITED.**

LOT # _____

Design Enclosed: Yes ____ No ____ Site Plan Enclosed Yes ____ No

Setbacks: Front ____ ft. Side ____ ft. Side ____ ft. Back ____ ft.

Floor Plan Enclosed: Yes: ____ No ____ Elevation Front: Yes ____ No ____

Side Elevation: Yes ____ No ____

Rear Elevation: Yes ____ No ____

Building Style _____ Heated Square Footage: _____

Maximum Height: _____ ft.

Roof Design _____

Exterior Material _____

Trim Material _____

Window Style _____

Garage Door Material _____

Number of Bathrooms: _____

Color & Material: _____

Color & Material: _____

Color & Material: _____

Color & Material: _____

Color & Material: _____

Estimated completion date: _____

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**LOCATION OF THE FOLLOWING:**

**Heating/Vent/A.C.** \_\_\_\_\_

**How Concealed:** \_\_\_\_\_

**Evap. Cooler** \_\_\_\_\_

**How Concealed:** \_\_\_\_\_

**Water Softening System: Make** \_\_\_\_\_ **Model:** \_\_\_\_\_

**Acknowledgement of Bernalillo County Discharge Requirements**

**(See Attachment & Addenda 1b – Water Softeners):** \_\_\_\_\_

Satellite Dish/Antenna Location \_\_\_\_\_

How Concealed: \_\_\_\_\_

Out Buildings \_\_\_\_\_ Size \_\_\_\_\_

Material: \_\_\_\_\_

Fencing Location \_\_\_\_\_

Material & Manuf. \_\_\_\_\_

Temporary Structures During Construction:

Yes \_\_\_\_ No \_\_\_\_

Landscaping: (reasonable restoration of existing surrounding plant life is required)

Design Enclosed: Yes \_\_\_\_ No \_\_\_\_

Special Notes

Any exterior improvements, which may have any impact on the environment, must be submitted and approved by A.C.C. prior to construction or installation.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUBMITTED BY:** \_\_\_\_\_  
OWNER

\_\_\_\_\_  
BUILDER/  
CONSTRUCTION SUPERVISOR  
DATE: \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

**BY SIGNATURE ABOVE, THE UNDERSIGNED ACKNOWLEDGE THAT THEY HAVE READ AND UNDERSTAND APPLICABLE COVENANTS, ACC GUIDELINES & THIS SUBMITTAL DOCUMENT.**

LOT # \_\_\_\_\_

A.C.C. Comments: \_\_\_\_\_

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**SEWER HOOK-UP FEE (BASED ON TOTAL SQUARE FOOTAGE)**

|                            |                                          |
|----------------------------|------------------------------------------|
| <b>UNDER 2500 SQ. FT.</b>  | <b>\$2500.00 + NM GROSS RECEIPTS TAX</b> |
| <b>2501 – 3000 SQ. FT.</b> | <b>\$3000.00 + NM GROSS RECEIPTS TAX</b> |
| <b>3001 - 3500 SQ. FT.</b> | <b>\$3500.00 + NM GROSS RECEIPTS TAX</b> |
| <b>3501 - 4000 SQ. FT.</b> | <b>\$4000.00 + NM GROSS RECEIPTS TAX</b> |
| <b>4001 - 4500 SQ. FT.</b> | <b>\$4500.00 + NM GROSS RECEIPTS TAX</b> |
| <b>OVER 4501 SQ. FT.</b>   | <b>\$5000.00 + NM GROSS RECEIPTS TAX</b> |

Approved \_\_\_\_\_

Date of A.C.C. Approval Letter \_\_\_\_\_

Rejected \_\_\_\_\_

Date Completed: \_\_\_\_\_

Final Plans on File: \_\_\_\_\_

Date Inspected: \_\_\_\_\_

Staked Survey Submitted: \_\_\_\_\_

A.C.C. Chairman: \_\_\_\_\_

Certificate of Occupancy: \_\_\_\_\_

**ATTACHMENTS & ADDENDA #1a**

## **PAA-KO COMMUNITIES**

### **NEW HOME CONSTRUCTION CHECKLIST**

PLEASE READ THIS INFORMATION CAREFULLY PRIOR TO SUBMITTING DRAWINGS & A.C.C. SUBMITTAL FORM FOR CONSTRUCTION TO AVOID COSTLY AND FRUSTRATING PROBLEMS WITH THE CONSTRUCTION OF YOUR NEW HOME IN PAA-KO. ACKNOWLEDGEMENT OF THIS ADDENDUM IS REQUIRED BY THE OWNER/CONTRACTOR @ THE TIME DRAWINGS, FEES (A.C.C. SUBMITTAL FEE AND SEWER HOOK-UP FEE), AND A.C.C. SUBMITTAL FORMS ARE ACCEPTED FOR REVIEW.

#### **ARCHITECTURAL CONTROL COMMITTEE APPROVALS:**

No construction is allowed without Architectural Control Committee approval.

All of the following information must be submitted at 1717 Louisiana Blvd., NE Suite 111, in order to receive approval to start construction. Refer to Covenants, Conditions and Restrictions and Architectural Guidelines for specific project requirements.

- **Architectural Control Committee Request For Design Approval Form (An additional form is required for Guest Houses).**
- **\$4000 check payable to the Paa-Ko Communities Homeowner's Association. Up to \$3700.00 may be refunded upon final approval.**
- **\$2500 - \$5000 (plus nmgrt) check payable to the Paa-Ko Communities Sewer Association for sewer hook-up charge (in accordance with current rate schedule).**
- **One (1) complete set (full size) and one (1) complete set (reduced to 11x17) of construction plans. (Specifically highlight setbacks from all property lines, and "no build easements", "golf course easements", building envelopes (where applicable), setbacks to any driveway or structure, and the height of the building at its highest point).**
- **Septic Tank Design and Data Sheet**
- **Grading & Drainage Plan**
- **Copy of Survey Inspection Report is required after completion of construction.**
- **Copy of Certificate of Occupancy by Bernco is required after completion of construction.**
- **PLEASE NOTE: BUILDING ENVELOPES MUST BE SHOWN (IF APPLICABLE)**
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If there are any changes from the original approval A.C.C. must be notified.

## **BUILDING PERMITS:**

Contact the Bernalillo County Building Department to become familiar with all requirements that need to be met prior to building.

- **PLEASE NOTE:** *BERNCO (Bernalillo County) Public Works Dept – Prior to submittal of final building plans (for review & approval) a preliminary grading/drainage plan should be submitted for review by Bernco Public Works in order to determine conformance with the “Approved Master Grading/Drainage Plan for Paa-Ko.*

## **CONSTRUCTION SITE REQUIREMENTS**

- Driveways must be graveled and utilities installed prior to any other construction to prevent the tracking of mud into streets and to provide access for construction and deliveries.
- Dumpsters, portable toilets and construction materials should not be in the street or readily visible from the street.
- All sites should be kept in a safe and clean condition.
- Refer to sign requirements within the Architectural Guidelines.
- Grading/Drainage Plan
- Registration of Subcontractors required
- HVAC screening detail
- Bernco – Culvert installation Memo

## **UTILITY CONTRACTORS**

### **I. Septic Tank Installation**

**DO NOT** locate septic tanks under driveways or other structures, which will make future access difficult

- a. Follow the Septic Tank Design Criteria that has been provided to you very closely to prevent future problems. Filters are required on all septic tanks. Back flow valves are required to keep septic fluid from entering your home. Pumps and alarms may be required on most lots to lift the liquid in removing it from the tank.
- b. Have the contractor install a “riser” between the tank and the surface to facilitate future pumping. Risers are also required to clean filters and must be visible without digging.
- c. Insure that the check valve is opened where your yardline connects to the main system or backup will occur.
- d. An inspection by EPCOR (previously: NM American Water Company) is required. Inspection information (date, size tank, pump manufacturer and model, valve opening) **MUST BE VERIFIED & CONFIRMED TO A.C.C.**

PLEASE NOTE: IF REQUIRED INSPECTION BY EPCOR (CURRENT MAINTENANCE CONTRACTOR TO PAA-KO COMMUNITIES SEWER ASSOC). IS NOTOBTAINED, THE REFUNDABLE PORTIONOF YOUR A.C.C. SUBMITTAL FEE WILL BE FORFEITED.

- II. Water
  - Contact the Entranosa Water & Wastewater Co-operative in advance to purchase a water meter, and allow lead time for installation
- III. Gas
  - Contact New Mexico Gas Company in advance to arrange your yardline installation. Sufficient lead-time is required.
- IV. Telephone
  - Contact Century Link (previously Qwest) well in advance to arrange for your installation. Do not wait until the last minute, as lead-time may be significant.

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#### **WATER SOFTENERS – ATTACHMENT & ADDENDA 1b**

All new construction in Paa-Ko Communities is required to comply with New Mexico Environment Department (NMED) and Bernalillo County Environment Department regulations.

~~Bernalillo County has specific requirements for water softeners as defined in Section 42-509(1) of the Bernalillo County Wastewater Ordinance 2000-7 (attached):~~ ALTHOUGH THE AFOREMENTIONED IS NO LONGER A PART OF THE BERNALILLO COUNTY WASTEWATER ORDINANCE, THE PAA-KO COMMUNITIES SEWER ASSOCIATION CONTINUES TO REQUIRE:

“Ion exchange water softeners discharging a brine solution shall not discharge the solution into the wastewater treatment system”.

**Homeowners must therefore discharge their water softeners somewhere on their own lots, either above or below the surface; and, not into septic tanks.**

**Please insure that your builder, plumber, and water softener vendor are aware of the regulations and comply with them in all respects.**

I \_\_\_\_\_ acknowledge (please print name) acknowledge that I am the owner/contractor of Lot #\_\_\_\_\_ of Paa-Ko Communities and have received Addendum #1 and 1a & 1b (“New Home Construction Checklist & A.C.C. Submittal Form) of the Paa-Ko Communities Architectural Control Committee Guidelines dated:\_\_\_\_\_.

BY \_\_\_\_\_ DATE: \_\_\_\_\_  
**LOT OWNER**



Date: \_\_\_\_\_

MEMO: PAA-KO COMMUNITIES ARCHITECTURAL CONTROL COMMITTEE

RE: FINAL A.C.C. INSPECTION

TO: Paa-Ko Communities A.C.C. (Architectural Control Committee)  
Attn:

FROM: Builder/Owner

Re: Final Inspection– Owner: \_\_\_\_\_

Lot # \_\_\_\_\_ Paa-ko Address: Sandia Park, NM 87047

Anticipated Move-in Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_.

Phone Number: (505) \_\_\_\_\_ Add'l Contact #'s \_\_\_\_\_.

Email Address: \_\_\_\_\_

Copy of Certificate of Occupancy Submitted: \_\_\_\_\_

Copy of Property Survey Submitted: \_\_\_\_\_

PLEASE NOTE: BUILDING ENVELOPE MUST BE SHOWN (IF APPLICABLE)

\_\_\_\_\_ YES \_\_\_\_\_ NO (Please include our information in the Paa-Ko Directory)

Dear Mr. \_\_\_\_\_

I am hereby requesting a final inspection for the above referenced lot/residence. Could you please notify me when you will be able to schedule the inspection in order to authorize reimbursement of the \$3700 fee/\$1000 Deposit?

To the best of our knowledge & understanding, all requirements of the Paa-Ko Communities Architectural Control Committee Guidelines dated \_\_\_\_\_, have been met.

Sincerely,

By: \_\_\_\_\_

PRINT NAME \_\_\_\_\_

\*EPCOR (Previously: NM American Water) – Septic Tank Installation/ -

Date of Inspection: \_\_\_\_\_ VALVE OPEN \_\_\_\_\_ YES \_\_\_\_\_ NO

\_\_\_\_\_ gallon septic tank installed: \_\_\_\_\_

#### **FINAL INSPECTION**

The Owner of any residence or other improvement under construction shall give written notice to the A.C.C. when the structures are complete.

Within 20 days of such notice the A.C.C. shall have the right, but not the obligation to inspect the residence and/or improvements. If it is found that any work was not done in compliance with the approved Request for Design Approval and these Guidelines, it shall notify the Owner in writing, specifying in reasonable detail the particulars of non-compliance, and shall require the Owner to remedy the same.

If within 30 days of the A.C.C.'s notification the Owner has not corrected the items of non-compliance, the A.C.C. may take such action to remedy this non-compliance as is provided for in these Guidelines including, but not limited to or injunctive relief. Final approval by the ACC shall not be assumed. Until the ACC has granted written, final approval, any improvements shall be deemed as non-approved and otherwise subject to all rights of the ACC under the Canyon Ridge, Phase I, Comprehensive Declaration of Covenants, Conditions and Restrictions.