



Mesilla Acres Estates
ARCHITECTURAL APPROVAL REQUEST FORM
 (NEW CONSTRUCTION)

Article VIII Section 2 of the Declaration of Covenants, Conditions and Restrictions for Mesilla Acres Estates Homeowners Association, Inc. specifies that no building, structure, fence, wall or improvement of any kind or nature shall be erected, placed or altered on any Lot until all plans and specifications have been submitted to and approved in writing by the Architectural Review Committee (ARC). To assist in your compliance with this restriction, please complete the following form and submit it with your plans and specifications for the proposed construction.

Name of Homeowner(s) or Applicant: _____

Phone: _____ Email: _____

Property Address: _____

Mailing Address: _____

Lot Number: _____

Estimated Start Date: _____ Estimated Completion Date: _____

Directions:

In order to be considered by the Architectural Review Committee your application must include the following (if applicable):

- Site Plan of your lot showing the location and dimensions (including elevation) of proposed construction, including but not limited to structures, patios, driveways, parking areas, fences and walls.
- Exterior elevations of all proposed building and structures (side, front, rear views).
- Dimensional floor plan of all enclosed spaces and any garages or parking facilities (particularly where the garages face the street).
- Description and samples of exterior materials, colors, textures and shapes of all buildings and structures.
- Landscaping- Include a description and dimensions of proposed landscaping including walkways, fences, walls, details, play equipment, pool, elevation changes, irrigation and watering systems, vegetation and ground cover (indicating type, size, spacing and quantity). ***Note: Once the dwelling is completed the landscaping shall be completed in ninety (90) days or less.**
- Attach a complete hardscape and landscape plan showing property lines and setbacks.

Detailed Description:

In the space below or an attached page, provide a description of the proposed construction you would like to make to your property (to avoid delays, be as clear and detailed as possible). Please include such detail as the dimension, materials, color, design, location and any other pertinent data.

Location:

Attach a copy of a survey map and site plan with a suitable diagram showing where the proposed construction is located.

Specifications:

All applications must include detailed copies of plans, diagrams of materials to be used, paint/material color, landscape drawings etc.

Applications submitted without detailed specifications will not be reviewed.

All requests must conform to local zoning and building regulations and include all necessary permits.

Please refer to Mesilla Acres Estates Homeowners Association, Inc. Declaration of Covenants, Conditions and Restrictions Article VIII Architectural Review, Exhibit "A" Design Guidelines, and Exhibit "B" Ponding and Drainage for instructions on general considerations, specific guidelines and submission requirements.

An application submitted without all required submissions will be considered incomplete. In such cases, the Architectural Review Committee's thirty (30) day review period will not commence until all required submissions have been provided. Other exhibits may be requested to permit adequate evaluation of proposed change.

If you have any questions regarding the required submissions or the application process, you are advised to seek guidance from Architectural Review Committee members.

- Michelle Hampton - michellehampton18@gmail.com
- Travis Gutierrez - tgutier@live.com
- Cynthia Glaspy - cindym3@gmail.com

The ARC does not review and assumes no responsibility for the structural adequacy, capacity or safety features of the proposed construction; for soil erosion of incompatible or unstable soil conditions, for mechanical, electrical or other technical design requirements for the proposed construction; or for the performance, workmanship or quality of work of any contractor.

Date of Request

Signature of Homeowner/Applicant

Signature of Homeowner/Applicant

Please Return Completed Form To:

- Michelle Hampton**
michellehampton18@gmail.com
- Travis Gutierrez**
tgutier@live.com
- Cynthia Glaspy**
cindym3@gmail.com

THIS SECTION TO BE COMPLETED BY ARCHITECTURAL REVIEW COMMITTEE

REQUEST: Date Approved: _____ Date Denied: _____

_____ Pending, insufficient information. Resubmit requested information. Please include the following:

Approved	Circle One YES NO
Conditional Approval	Circle One YES NO If YES, List Conditions Below
Disapproval	Circle One YES NO
Comments	List Comments Below, If Any

Mesilla Acres Estates Architectural Review Committee

Michelle Hampton

Travis Gutierrez

Cynthia Glaspy

Date