

# SO YOU WANT TO MAKE A CHANGE TO YOUR PROPERTY

Check with the staff at ECIA **before** to see if you need permission and how to get it if you do

# COMPLETE AN APPLICATION

## ECIA – ARCHITECTURAL PLAN SUBMISSION FORM REQUIREMENTS AND PROCESS

Last revised: 4/25/18

1. Construction of *any structure* above natural grade requires review and approval by the ECIA. This includes: New Homes, Additions, Large and Small Accessory Buildings, Enclosed Fences and Walls, Portals, Ramadas, Screening Fences and Walls, Cisterns, Solar Energy Assemblies and Stucco Color, Wind Energy Assemblies, Re-Stucco of Home, as well as any exterior building changes or renovations to a structure, require ECIA approval.
2. Property owners and contractors should review the current ECIA Covenants and Guidelines for Eldorado and submit a project plan with all required information and drawings to the ECIA office and/or the Architectural and Covenant Compliance Coordinator (CC) for review.
3. Include the name, address and telephone number of the contractor and owner on all plans. If you are not the property owner, written permission from the property owner to perform the work must be attached to the application.
4. All documentation shall include *1 set of plans* and shall be clear and legible and shall not exceed a size of 11" x 17". If available, the ECIA also requests pdf or jpg digital files of new plans with the UBL designation clearly noted on each page. Plans of 11" x 17" in size should be submitted in paper and not e-mailed. Call the ECIA for further details.
5. The application fee for new home plans is \$1,000.00, of which \$950.00 will be refunded to resident upon a successful final inspection by the ECIA. All new homes also require the following procedures:
  - New home applicants are required to mail written notification of planned home's Architectural Committee Meeting Review (location, date and time) to all neighboring property owners, within 300 feet of their lot, excluding the greenbelt, right of ways and roads. The notifications must be sent via certified US Mail, at least 14 days in advance of the meeting. Applicants shall also be required to provide proof of these mailings to the ECIA in advance of the Architectural Committee's review of these plans.
  - A site visit may be required to the proposed site to see what impacts there may be on adjacent neighbors.
6. The applications fee for additions which require a slab is \$25.00, non-refundable and must be paid by check. Checks must be made payable to the "ECIA".
7. Deadline for submission is Wednesday 12:00 Noon (Wednesday before the meeting) (Meetings are 2nd & 4th Tuesday of month, subject to cancellation or change).
8. Solar PV System applications follow a separate set of application procedures. (see # 4 below)
9. Completed applications must include the completed reverse side of this form and must include the following:

1. **Accurate Site Plan (Plat, Survey or Site Improvement Surveys are acceptable for this purpose). This should not exceed size of 11" x 17" and include the following:**

- a. Property line setback distances to existing and proposed structure(s)
- b. Location of adjacent streets (all adjoining road frontage(s) setbacks are 50 feet)
- c. Location of driveway, septic and well (if applicable)
- d. Location and type of trash container to be on site until project is completed
- e. Residents should submit photos, or satellite imagery of plan area, if needed for clarification

2. **Building (structure) Plans with Elevation Views (facades)** not to exceed a size of 11" x 17"

- a. Depict the structure in sufficient detail and scale to understand the proposed project
- b. Depict all pertinent existing structures and relationship to the proposed structure(s)
- c. Depict the style, material, colors and all dimensions (width, length, height, square footage)
- d. Depict the view of the East, West, North and South facades(s) (as applicable)
- e. Depict all roof styles including the required pitch, roofing material and color
- f. Include all Portals and Ramadas (style, height, length and square footage)
- g. Include all Enclosed Walls and Fences (height and length dimensions and enclosed square footage)
- h. Include all Screening Walls and Fences (height and length)

3. **Exterior lighting (all) must be included on all plans, if applicable.**

- a. Fixture Style shall be fully shielded downward (bulb not visible on or off)

4. **Solar Panel Installations:**

- a. Residents shall review and comply with the ECIA Solar Installation Review Procedures that are located on the ECIA website at this web link: [www.eldoradosf.org](http://www.eldoradosf.org), as well as at the ECIA offices.

## ECIA – ARCHITECTURAL PLAN SUBMISSION FORM

Project Address: _____		Unit Block Lot #: _____	
Description of Project: (Please attach site plan and elevations as well.)			
Project Type:		Project Details:	
New Home _____		Property Line / Setbacks _____	
New Addition _____		Project Square Feet _____	
Large Accessory _____		Structure Height _____	
Small Accessory _____		Stucco Color _____	
Garage _____		Lighting Shielded _____	
Studio _____		Lighting Less Than 75w _____	
Ramada's/Portal _____		Dumpster/Const. Staging area shown _____	
Enclosed Fence/Wall _____		Fence/Wall Project Details:	
Screen Fence/Wall _____		Fence/Wall Material _____	
Other (Describe) _____		Enclosed Area (Sq.) _____	
Ground Based Solar _____		Length Screened _____	
Roof Mount Solar _____		Fence/Wall Height _____	
		Gate Height _____	
		Gate Material _____	
		Wall Stucco Color _____	
Contractor Name: _____		Phone #1: _____	
Mailing Address: _____		e-mail: _____	
City, State, Zip: _____			
Homeowner Name: _____		Phone #1: _____	
Mailing Address: _____		e-mail: _____	
City, State, Zip: _____			
I have read the Plan Submission and Policy Guidelines and Architectural Guidelines published by the ECIA. I confirm that the drawings and all dimensions are accurate and correct. Additionally, I understand that ECIA reserves the right to inspect any project approved by the Architecture Committee or ECIA Board, at any time during the construction process.			
Signature of Owner or Applicant: _____		Date: _____	
All site development and building construction within Eldorado must comply with the laws, regulations, and permitting procedures of Santa Fe County and the State of New Mexico. ECIA approvals do not constitute compliance with said requirements, but is a prerequisite to site development. Please note that projects in Avila, The Island, and LaJerra have additional protective and restrictive covenants.			

# ADMINISTRATIVE APPROVALS

The following actions are approved by ECIA staff:

- ☐ Restucco with an approved color
- ☐ Reroof with an approved color
- ☐ Repairs with no change in color or materials
- ☐ New or replacement windows and doors that are clearly Guideline compliant

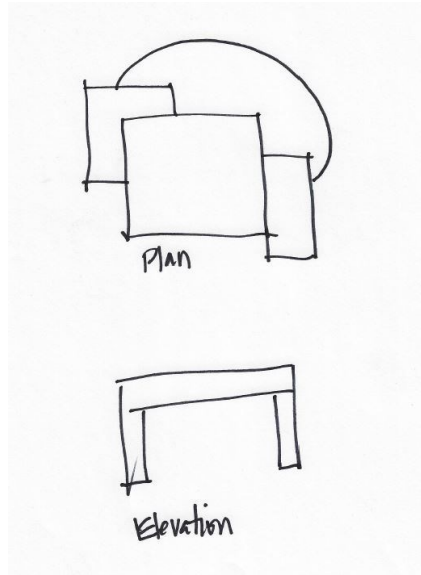
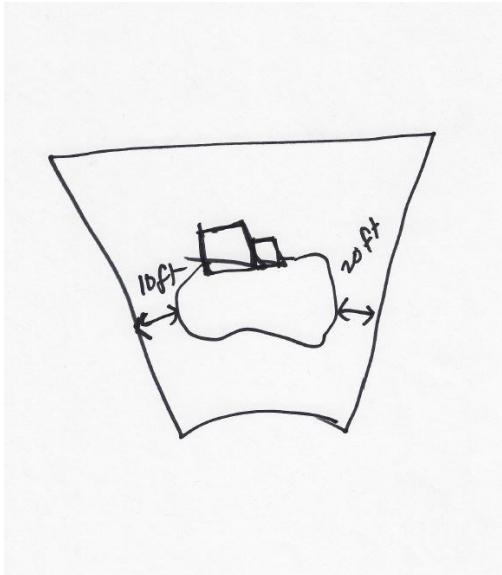
The following actions require AC approval – changes that are consistent with the Guidelines:

- ☐ Reroof with white material
- ☐ New home or addition
- ☐ Accessory structure
- ☐ Ramada or portal addition
- ☐ New fence or yard wall
- ☐ Solar equipment installation
- ☐ Other exterior structure or change

# DRAWINGS: THE BAD AND THE GOOD

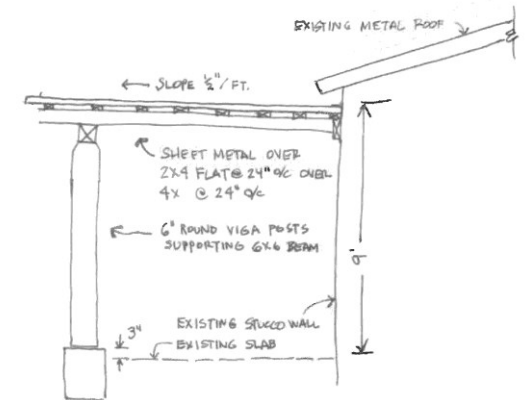
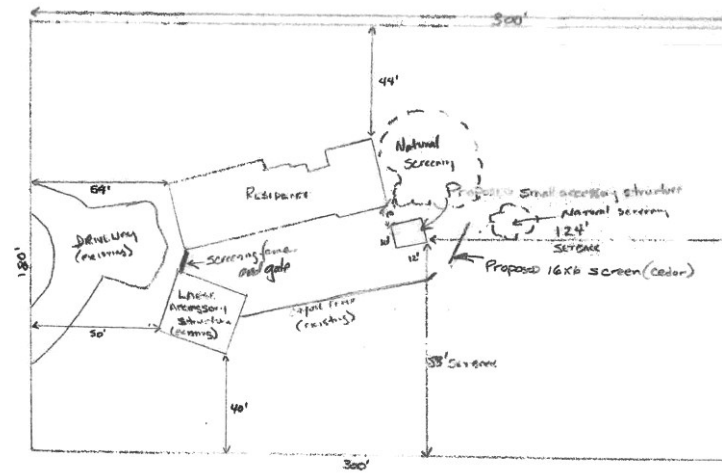
## The Bad

- ❑ Difficult to read/understand
- ❑ Incomplete / Inconsistent between drawings



## The Good

- ❑ Accurate, to scale & with clear dimensions provided
- ❑ Differentiate between existing & proposed





# WHAT IF THE PROPOSAL IS NOT COMPLIANT WITH THE GUIDELINES?

## Submit an Application for a Variance

ECIA - Variance Request Form  
Eldorado Community Improvement Association 1 La Hacienda Loop, Santa Fe, New Mexico 87508

Property Address:		Unit-Block-Lot	
Owner Name:		Phone # 1:	
Mailing Address:		Phone # 2:	
City, State Zip Code			

Structure / Category of Variance Request: (Check all applicable items)

New Home	<input type="checkbox"/>	Small Accessory	<input type="checkbox"/>	Size / Sq. Ft.	<input type="checkbox"/>	Color or Material	<input type="checkbox"/>
Addition	<input type="checkbox"/>	Portal	<input type="checkbox"/>	Screening	<input type="checkbox"/>	Height	<input type="checkbox"/>
Large Accessory	<input type="checkbox"/>	Fence / Wall	<input type="checkbox"/>	Setback	<input type="checkbox"/>	Other	<input type="checkbox"/>

Give specific Covenants or Guideline that may require a variance:

Justification for Variance Request: Please refer to page 2 of this form for a list of factors considered by the Board to review variance requests and provide a detailed explanation of what specific factor(s) relate to your situation and why the Board should grant a variance. (Pictures and drawings are always helpful.)

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Board's Decision: \_\_\_\_\_ Date: \_\_\_\_\_

Rev 06A ECIA Variance Request Form Page 1 of 2

ECIA - Variance Request Form  
Eldorado Community Improvement Association 1 La Hacienda Loop, Santa Fe, New Mexico 87508

Factors Considered by Board to Review Variance Requests

Factors which may be considered in *denying* a variance include, but not limited to, the following:

1. Was the structure or condition created as a result of the owner's failure to comply with plans previously approved by the ECIA?
2. Did the owner create the structure or condition without having plans approved by the ECIA?
3. Is there a viable, reasonable alternative, which would comply with the Covenants and accomplish the same purpose?
4. Are there documented uncorrected violations existing at the same site?

Factors which may be considered in *granting* a variance include, but not limited to, the following:

1. Was the structure or condition in compliance with Covenants in effect at the time it began?
2. Was the structure or condition created in accordance with plans, which made reasonably clear that a violation of the Covenants would be created and which, nevertheless, were approved by ECIA?
3. Did the CCR conduct a site inspection before and after the work was done and not issue a notice of violation of the Covenants?
4. Would denial of the variance be more detrimental to the community than granting it?
5. Are there characteristics and details of the site which will insure that the variance will not in any way be contrary to the purposes of the Covenants?
6. Are there conditions which, if attached to the variance, will insure that the purposes of the Covenants as stated above will be achieved?
7. Would denial of the variance result in severe financial hardship for the owner?
8. Would denial of the variance result in a severely negative impact on the quality of life of the owner?
9. Denial of the variance would result in greater visibility of the solar equipment to neighbors and from roadways and would be more detrimental to the community than granting it.
10. Denial of the variance would result in shading of the equipment from structures, vegetation or topography and impair the system's performance.

Rev 06A ECIA Variance Request Form Page 2 of 2



ARCHITECTURE  
COMMITTEE MAKES A  
RECOMMENDATION



ECIA BOARD MAKES A  
DECISION