

# ECIA – ARCHITECTURAL PLAN SUBMISSION FORM REQUIREMENTS AND PROCESS

Last revised: 4/25/18

1. Construction of <u>any structure</u> 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. Documents and questions should be sent to <a href="mailto:architecturechair@gmail.com">architecturechair@gmail.com</a>
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 <u>1 set of plans</u> 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: <ul style="list-style-type: none"><li>• 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.</li><li>• A site visit may be required to the proposed site to see what impacts there may be on adjacent neighbors.</li></ul>
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:

New Home \_\_\_\_\_  
 New Addition \_\_\_\_\_  
 Large Accessory \_\_\_\_\_  
 Small Accessory \_\_\_\_\_  
 Garage \_\_\_\_\_  
 Studio \_\_\_\_\_  
 Ramada's/Portal \_\_\_\_\_

## Project Details:

Property Line / Setbacks \_\_\_\_\_  
 Project Square Feet \_\_\_\_\_  
 Structure Height \_\_\_\_\_  
 Stucco Color \_\_\_\_\_  
 Lighting Shielded \_\_\_\_\_  
 Lighting Less Than 75w \_\_\_\_\_  
 Dumpster/Const. Staging area  
 shown \_\_\_\_\_

## Fence/Wall Project Details:

Fence/Wall Material \_\_\_\_\_  
 Enclosed Area (Sq.) \_\_\_\_\_  
 Length Screened \_\_\_\_\_  
 Fence/Wall Height \_\_\_\_\_  
 Gate Height \_\_\_\_\_  
 Gate Material \_\_\_\_\_  
 Wall Stucco Color \_\_\_\_\_

Enclosed Fence/Wall \_\_\_\_\_  
 Screen Fence/Wall \_\_\_\_\_  
 Other (Describe) \_\_\_\_\_  
 Ground Based Solar \_\_\_\_\_  
 Roof Mount Solar \_\_\_\_\_

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 Ladera have additional protective and restrictive covenants.*