



**HIGH DESERT
New Construction Committee**

**10555 Montgomery NE
Building 1 Suite 100
Albuquerque, NM 87111
(505) 314-5862**

APPLICATION FOR PLAN REVIEW

Lot___ Village_____ Street Address_____

OWNER

Name_____

Phone Numbers (Cell and Home) _____

Current Mailing Address _____

Email Address _____

ARCHITECT

Name _____

Company Name and Address_____

Phone Numbers (Cell and Business) _____

Email Address _____

BUILDER

Name _____

Company Name and Address _____

Phone Numbers (Cell and Business) _____

Email Address _____

NCC

Estimated Construction Start Date _____

Estimated Construction Completion Date _____

SIGNATURE PAGE

By signing below, the Owner or Builder agrees to pay the construction fee and agrees to its use as more fully described herein in the Section entitled Construction Fee.

Owner's Name (Print)

Owner's Signature

Date

Builder's Name (Print)

Builder's Signature

Date

Construction fee

Paragraph 11.2 of the Amended and Restated Declaration of Covenants, Conditions, and Restrictions for High Desert Residential Properties (CC&Rs) authorizes the High Desert Residential Association Board of Directors (Board) to establish and charge reasonable fees for review of applications and the Board may require such fees to be paid in full prior to any reviews. To ensure that new homes are built according to High Desert standards and meet certain governmental requirements, the Association requires a construction fee of \$8,000 for Estate and Premier Lots and \$4,000 for Builder Lots. Part of each fee will be used to cover the usual and customary amounts for professional services required to properly evaluate the project and any associated requests, and part will be used as assurance of applicant's intent to comply with the provisions of the Guidelines for Sustainability and adhere to the submitted plans, as approved by the NCC. The expenses for professional services, such as required engineer reviews, may vary with the size and complexity of the project and the completeness of each submission.

The construction fee may also be used by the NCC to cure problems of noncompliance with the Guidelines for Sustainability if they are not corrected by the Owner/Builder upon ten (10) business days' written notice to do so. In such cases, both the Owner/Builder and the Board shall be notified of the estimated amount of the charges not less than five (5) business days in advance of any work being scheduled by the NCC. The Owner/Builder will be asked to acknowledge in writing that such charges are required and agree to accept the charges before proceeding with continuation of the project. However, any refusal or failure of the Owner/Builder to acknowledge or agree with the NCC's decision will not bar the NCC from using the Owner's/Builder's construction fee to cure the subject problem of noncompliance with the Guidelines for Sustainability.

During construction, if the cost of Reviews and Approvals or NCC corrective actions reduces the construction fee to 50 percent of the initial amount, the owner shall be required to restore the construction fee to the original amount before further construction or NCC actions are taken.

Currently, funds withdrawn from the construction fee include those used to pay for a City required second party engineer review of the Grading and Drainage Plan. In addition, funds are withdrawn from the construction fee for the fees charged by construction professionals who are part of the NCC and hired by the Association. Some of the fees include, but are not limited to, fees charged by the construction professional(s) for involvement with: initial meeting with the homeowner and builder, review and approval of the architectural drawings for the home, verification that city permits have been received, periodic inspection of the construction, review and approval of the landscaping plan, review and approval of change orders, participation in monthly NCC meetings, and final inspection and sign-off of the completed home.

The balance of the construction fee is refunded, less any fees and fines if levied, to the Owner usually 10 – 15 business days after the house passes final inspection. The owner will receive an accounting of all funds expended for the plan review and if required, any corrective actions taken. *Submit the construction fee to the Property Manager, Home Owners Association Management Company Office: 10555 Montgomery NE, Building 1 Suite 100, Albuquerque, NM 87111. The construction fee must be submitted with the Application for Plan Review form.*

Plan Reviews

Paragraph 11.2 of the Amended and Restated Declaration of Covenants, Conditions, and Restrictions for High Desert Residential Properties states that “No construction or improvements shall be commenced, erected, placed or maintained on any Unit, nor shall any exterior addition, change or alteration be made thereto, until the plans and specifications (“Plans”) showing site layout, structural design, exterior elevations, exterior materials and colors, signs, landscaping, drainage, lighting, irrigation, utility facilities layout, prior to submittal and approval in writing the NCC.”

The NCC makes reasonable efforts to promptly complete a thorough and competent First Plan Review and Final Plan Approval and provide owners and the builder/architect with written responses within *fifteen* (15) business days of each submittal for an Estate and Premier lot and *ten* (10) business days for a Builder lot, in accordance with the Guidelines for Sustainability. At a maximum, the NCC will not exceed the 45-day limit for responding to requests set forth in Section 11.4 of the CC&Rs.

In accordance with the CC&Rs, all approvals granted by the NCC automatically expire after 12 months (9 months in some villages). If construction has not *commenced* then it shall be necessary for the owner to resubmit the plans to the NCC for reconsideration. However, a waiver of the requirement may be granted by the NCC if specifically requested by the owner. Construction must be substantially complete within *one year* of commencement of construction.

Project Requirements Sources/Documents

- By-Laws of the High Desert Residential Owners Association
- Declaration of Covenants, Conditions, and Restrictions (CCRs)
- Guidelines for Sustainability Estate and Premier Homes
- Specific Village related CCR Amendments
- Supplemental Guidelines for Sustainability for specific Villages
- Approved Plant List
- HDROA Board Approved Policies

Note: All of the required documentation is available on the High Desert Residential Owner’s Association (HDROA) Internet website (<http://www.highdesertliving.net>). If you require hard

copies of the documents, they may be purchased through the HDROA office. For information, contact the High Desert Residential Owners Association Property Manager at 10555 Montgomery Boulevard N.E., Building One, Suite 100, Albuquerque, New Mexico 87111 or 505-314-5862.

Requirements

The review time clock does not start until the NCC has a complete set of construction documents. The documents submitted must include all information necessary to demonstrate compliance with the Guidelines. In addition to the below plan requirements, other drawings, materials, or samples may be requested by the NCC.

Some elements of the house project design are not required to be submitted until later in the construction process. *NCC Form 8 - Specification Sheet Requirements* will be used to identify what additional elements of the house require further NCC review and approval. The NCC will require samples of all elements listed on the form, including but not limited to, all exterior materials and colors, window and glass specifications, outdoor light fixtures and specifications and accent items including color photographs of any exterior artwork. If requested by the NCC, this additional information should include the owner's name, date, lot number, and street address. *Please indicate if the materials are to be returned.* Otherwise, they will be disposed of after the house passes final inspection.

Submit two (2) sets of plans to the NCC and one copy of the Grading and Drainage Plan (G&D Plan) to Yolanda Padilla-Moyer at Bohannon Huston, Inc. 7500 Jefferson St.NE – Courtyard 2. During the review process, the NCC will use a red pen to annotate issues, concerns, corrections, and any additional information if required. One red-lined copy will be sent to the Architect/Builder for update and one copy will remain with the NCC. Ms. Padilla-Moyer will provide written comments to the Architect/Builder.

When the NCC's red-lined comments have been addressed please resubmit two (2) sets of corrected construction plans to the NCC and an updated version of the G&D Plan to Ms. PadillaMoyer. If all issues have been addressed on the construction plans and the G&D Plan, and all required house element information has been received and approved, the plans will be approved.

Note: If at the time of final approval, the owner has not provided all of the information on NCC Form 8, but the plans are otherwise in compliance with the Guidelines and approved by the NCC, the Final Plan Approval will be conditioned on the requirement that these issues and items are approved by the NCC prior to their installation.

All copies of the plans will be stamped with the NCC Approval stamp, signed, and dated. One copy will be returned to the Architect/Builder and the other copy will be retained by the NCC to

be used during the final inspection. NOTE: *The corrected G&D Plan must be returned to the NCC.* The owner and Builder will receive a Final Approval letter with the signature of the NCC Chairman and a copy of the Bohannon Huston final comments regarding the G&D Plan. Both documents must be submitted, along with the stamped plans to the City to obtain the building permits.

PREMIER/ESTATE PLAN REQUIREMENTS

1. Site Plan - Scale shall be no less than 1" = 20' on a 24" x 36" (*Preferred*) or a 30" x 42" sheet.
 - a. Identify the lot boundary and building envelope.
 - b. Identify the square footage of all heated floor space of the house.
 - c. Identify the square footage of the lot.
 - d. Show dimensions, locations of the residence and all other buildings or major structures, driveway, parking areas, patios, pools, walls, trash enclosures, proposed utility service facilities and routes, site grading, including existing and proposed utility easements, existing and proposed contours at one (preferred) or two foot intervals, and topographic features such as washes, rock outcroppings and existing trees and major shrubs to be retained and/or relocated, and elevations of all building floors, patios, and terraces, shown in relation to site contour elevations.
 - e. All grades, elevations, boundaries must be field verified by owner's surveyor, or engineer.
 - f. To assist the NCC in its evaluation of the First Plan Review Submittal, the owner may be required to provide preliminary staking at the locations of the corners of the residence or major improvements and other locations.
2. Grading and Drainage Plan
 - a. Must be prepared by a certified engineer.
 - b. Show the building envelope.
 - c. Plan must indicate all appropriate elevations and drainage features and shall be in conformance with the Guidelines.
 - d. Submit one copy to Bohannon Huston Attn: Yolanda Padilla-Moyer.
 - e. NOTE: The owner is required to have the owner's engineer, upon completion of the home, certify that the grading and drainage construction was completed in substantial compliance with the plans approved by the NCC.

3. Roof Plan – Draft at a scale of no less than 1/4" = 1'0".
 - a. Indicate areas of flat and sloped roofs and all skylights and roof mounted equipment such as air conditioning units, solar collectors, etc.
 - b. Identify all chimneys, materials, and skylights.

Outside of the Highland Design Overlay Zone:

- The NCC discourages the use of pitched roofs and encourages the use flat (parapet style) or semi-flat roof styles or pitched roof designs with low slopes.
- If a pitched roof is proposed, the maximum slope must be four (4) inches in twelve (12) inches.

Highland Design Overlay Zone:

- The NCC discourages the use of pitched roofs and encourages the use flat (parapet style) or of semi-flat roof styles or pitched roof designs with low slopes.
- If a pitched roof is proposed, the maximum slope must be four (4) inches in twelve (12) inches.
- No ridges or peaks may stand out against the skyline. Any abutting parapet or wall must be placed higher than the peak of sloped roof).
- No mechanical equipment or skylights may be located on pitched roofs.

4. Floor Plan – Draft at a scale of no less than 1/4" = 1'0".
 - a. *Massing:* Each building must have at least 3 distinct masses visible from 3 elevations.
 - Building masses should be predominantly horizontal rather than vertical, yet should not create long unbroken elements.
 - Each building mass must be offset from adjacent masses by at least 2'0" vertically and 2'0" horizontally.
 - Mass dimensions must be labeled on all plans.
 - b. *Garage:* Side entry garages are preferred to those fronting the street.
 - The maximum garage door width is 18 feet.
 - Garage doors must be setback from the face of the main wall a minimum 12".

- Any additional garage, after the first double door or two single doors must be offset in massing by at least two (2) feet horizontally.
- c. *Windows:* Windows should be set deep into the walls to create a feeling of depth and massiveness. *Generally, a minimum two (2) inch inset is preferred.*
 - d. *Fireplaces:* Identify all fireplaces, including outdoor fireplaces, and indicate if they are wood burning or gas. Include chimneys and material.
5. Elevation Plan – Include exterior elevations of all sides of the residence, at the same scale as the floor plans.
- a. Natural (pre-construction) grades must be drawn on all building plan elevations, in order to determine building heights from natural grade.
 - b. Natural grade elevations, at the low point and high point, adjacent to the proposed structure must be indicated and identified on all construction plans.
 - c. It is very important to establish the lowest spot and elevation of the natural grade adjacent to the proposed structure ("Low Point"). This Low Point and its elevation, is critical in determining the height of a structure. This point and its spot elevation must be clearly indicated on all plans.
 - d. The elevation of the highest point on a proposed structure, excluding chimneys, must be indicated and identified as the highest point on all construction plans.
 - e. All parapet heights must be noted on building plan elevations, as measured from the top of the roof.
 - f. Show roof ridge line height, if a sloped roof is proposed.
 - g. Provide finished floor elevations.
 - h. Identify all wall types and wall heights. Height is measured from the exterior natural grade of the wall. (Include material for retaining walls outside the building envelop).
 - i. All exterior mechanical equipment mounted on the roof, except for chimneys and structural elements of the building, must be fully screened from view as viewed (1) from any point along the property line at a height of 63.5" and (2) from the street centerlines of streets directly adjacent to the property lines at a height of 42". Parapets may be used to screen roof mounted equipment. Provide the appropriate measurements.

- j. Include wall and building heights.
 - Outside of the Highland Design Overlay Zone - The maximum allowed height for the furthest upslope wall is 19' - 0". This height is measured from the highest natural grade adjacent to the structure, to the highest point on that wall, excluding chimneys. The maximum allowed overall building height is 26' - 0". This height is measured from the lowest natural grade point adjacent to the entire structure to the highest point on the entire structure, excluding chimneys.
 - Highlands Design Overlay Zone - To achieve a lower profile, residences are encouraged to be sited partially below grade. The maximum allowed height for the furthest upslope wall is 19' - 0". This height is measured from the highest natural grade adjacent to the structure, to the highest point on that wall, excluding chimneys. The maximum allowed height of any individual mass is 22' - 0". This is measured from the lowest natural grade adjacent to the mass to the top of the wall.
6. Lighting Plan – The plan must specify all exterior light fixtures as Security Lighting, Safety Lighting, or Living Space Lighting.
- a. Show location, types of illumination, fixtures, lamps, reflectors and other devices.
 - b. Circuits and controls for all exterior lighting must be shown including any sensors, timers, or actuators for security or safety lighting.
 - c. The NCC reserves the right to reject a lighting plan if the illumination appears excessive, inappropriate, or not in conformance with the Guidelines and the lighting philosophy of High Desert.
7. Solar Panel Plan – Plans shall be submitted that are to scale, although dimension labeling is not required. Required views are a plan view, and views from parapet corners and mid-points, including expected worst-case views for (1) along the property line at a height of 63.5" and (2) from adjacent street centerlines from the extension of any property line in a perpendicular direction to the adjacent street at a height of 42".
- a. The plans shall depict:
 - i. Pitch angles relative to the flat roof or ground.
 - ii. Distance from the lowest natural grade to the top of the solar equipment shall be specified.

- iii. Any shielding proposed to meet the shielding requirements shall be shown on the proposed plans.
- iv. A visual rendering of any associated equipment (controls, conduits, piping, etc.) installed on the sides of the home shall be provided.
- v. Specification sheets and dimensions for the solar equipment mounted exterior to the home shall be submitted along with the installation company. All paintable surfaces such as pipes, tubes, cables, conduits and wires, shall be screened or painted to match the colors of the underlying surfaces at the time of installation, unless doing so would be in violation of building, fire, or safety codes or the manufacturer's requirements. Additional shielding or painting may be required to minimize reflections from any solar energy device.

8. Landscape Plan

- a. This plan should be the same scale as the site plan.
- b. Include the building envelope and the drainage plan from the G&D Plan.
- c. Show the landscape treatment of all Natural, Transition and Private Areas.
- d. Indicate areas (if any) to be irrigated, names, quantities, locations and sizes of all existing and proposed plants, including a proposed transplanting plan if transplanting is contemplated.
- e. Show any decorative features such as pools, imported rocks or sculptures.
- f. All disturbed areas in the Transition and Natural Areas must be re-vegetated within thirty days after completion of the home. Use the Approved Plant List dated 5/10/16. Check the www.highdesertliving.net website for Supplemental Guidelines for the village in which the lot is located. There may be specific plant and tree restrictions.

BUILDER PLAN REQUIREMENTS

1. Site Plan - Scale no less than 1" = 20' on a 24" x 36" (*Preferred*) or a 30" x 42" sheet.
 - a. Identify the lot boundary.
 - b. Show dimensions, location of the the residence and all other buildings or major structures, driveway, parking areas, patios, pools, walls, trash enclosures, proposed utility service facilities, and pad elevation
2. Roof Plan – Draft at a scale of no less than 1/4" = 1'0".

- a. Indicate areas of flat and sloped roofs and all skylights and roof mounted equipment such as air conditioning units, solar collectors, etc.
 - b. Identify all chimneys and material, and skylights.
 - c. The NCC discourages the use of pitched roofs and encourages the use flat (parapet style) or of semi-flat roof styles or pitched roof designs with low slopes.
 - d. If a pitched roof is proposed, the maximum slope must be six (6) inches in twelve (12) inches.
 - e. No mechanical equipment or skylights may be located on pitched roofs.
3. Floor Plan – Draft at a scale of no less than 1/4" = 1'0".
- a. *Architectural Style*: Identify one from the relevant approved Guideline styles relevant to your building location. Check if there is a Supplemental Guideline for the village in which the lot is located. There may be style restrictions.
 - b. *Massing*: Each building must have at least 3 distinct masses visible from the front.
 - i) Building masses should be predominantly horizontal rather than vertical, yet should not create long unbroken elements.
 - ii) Each building mass must be offset from adjacent masses by at least 2'0" vertically and 2'-0" horizontally.
 - iii) Mass dimension must be labeled on all plans.
 - c. *Garage*: Side entry garages are preferred to those fronting the street.
 - i) The maximum garage door width is 18 feet.
 - ii) Garage doors must be setback from the face of the main wall a minimum 12".
 - iii) Any additional garage, after the first double door or two single doors, must be offset in massing by at least two (2) feet horizontally.
 - d. *Windows*: Windows should be set deep into the walls to create a feeling of depth and massiveness. *Generally, a minimum two (2) inch inset is preferred.*
Fireplaces: Identify all fireplaces, including outdoor fireplaces, and indicate if they are wood burning or gas. Include chimneys and material.
4. Elevation Plan – Include exterior elevations of all sides of the residence, at the same scale as the floor plans.
- a. Identify the pad elevation and finished floor elevations.
 - b. Show the building height. The maximum overall building height for two-story homes shall not exceed 26' - 0" and 18' - 0" for single-story homes measured

from the grade of the pad approved by the City to the highest point on the building (except chimneys).

- c. Show roof ridge line height, if a sloped roof is proposed.
 - d. All parapet heights must be noted on building plan elevations, as measured from the top of the roof.
 - e. Identify all wall types and wall heights. Height is measured from the exterior grade of the wall.
 - f. All exterior mechanical equipment mounted on the roof, except for chimneys and structural elements of the building, must be fully screened from view as viewed (1) from any point along the property line at a height of 63.5" and (2) from the street centerlines of streets directly adjacent to the property lines at a height of 42". Parapets may be used to screen roof mounted equipment. Provide the appropriate measurements.
5. Lighting Plan – The plan must specify all exterior light fixtures as Security Lighting, Safety Lighting, or Living Space Lighting.
- a. Show location, types of illumination, fixtures, lamps, reflectors and other devices.
 - b. Circuits and controls for all exterior lighting must be shown including any sensors, timers, or actuators for security or safety lighting.
 - c. The NCC reserves the right to reject a lighting plan, if the illumination appears excessive, inappropriate, or not in conformance with the *Guidelines* and the lighting philosophy of High Desert.
6. Solar Panel Plan – Plans shall be submitted that are to scale, although dimension labeling is not required. Required views are a plan view, and views from corners and mid-points, including expected worst-case views for (1) along the property line at a height of 63.5" and (2) from adjacent street centerlines from the extension of any property line in a perpendicular direction to the adjacent street at a height of 42".
- a. The plans shall depict:
 - i. Pitch angles relative to the flat roof or ground.
 - ii. Distance from the lowest natural grade to the top of the solar equipment shall be specified.

- iii. Any shielding proposed to meet the shielding requirements shall be shown on the proposed plans.
- iv. A visual rendering of any associated equipment (controls, conduits, piping, etc.) installed on the sides of the home shall be provided.
- v. Specification sheets and dimensions for the solar equipment mounted exterior to the home shall be submitted along with the installation company. All paintable surfaces such as pipes, tubes, cables, conduits and wires, shall be screened or painted to match the colors of the underlying surfaces at the time of installation, unless doing so would be in violation of building, fire, or safety codes or the manufacturer's requirements. Additional shielding or painting may be required to minimize reflections from any solar energy device.

7. Landscape Plan

- a. This plan should be the same scale as the site plan.
- b. Indicate areas (if any) to be irrigated, names, quantities, locations and sizes of all proposed plants.
- c. Show any decorative features such as pools, imported rocks or sculptures.
- d. Be sure to use the Approved Plant list dated 07/07/2018. Check the www.highdesertliving.net website for Supplemental Guidelines for the village in which the lot is located. There may be specific plant and tree restrictions.