

Joint Permit Application Form

It is the applicant's sole responsibility to comply with all requirements of the Restrictive Covenants, ALG&CC Bylaws, ACC Policy, and Zoning Ordinance.

Applications must be submitted by 4pm the Thursday before meetings. This permit becomes null and void if work or construction authorized is not commenced within six months, or if construction or work is suspended or abandoned for a period of six months at a time after work is started. Incomplete applications will not be put on the agenda. See Joint Permit Application Handbook for detailed information in filling out this form.

Date Filed _____

Next meeting Date _____

Application Deadline _____

*ACC and ALSZD meetings are every
1st and 3rd Wednesday at 9:00am*

Property Data:

Date of Survey: _____

Legal	Subd:		Unit:		Block:		Lot/Tract:	
Address								

Property Owner:

Name:			
Address:			
Phone:		Email:	

Contractor who will perform the work ☐ Check here if OWNER

Name:		License#	
Address:			
Phone:		Email:	
As the Contractor for work on this project, I am aware that I could be barred from doing work in the Alto Lakes Subdivisions if I fail to obtain the required permits and properly display the permits before starting any project.			Initial:
Village Permit: If a Village Permit is required, it must be submitted before ACC/ALSZD permit will be issued. <input type="checkbox"/> Required <input type="checkbox"/> Not required: Village Signature may be required as confirmation for some projects. Signature _____ Date _____			

Description of work to be done. Supporting documentation is required. This includes, where applicable, a plat with setbacks, grade, and scale footprint of structures and drawings of all proposed work, including excavation, colors, height, manufacturer, square footage, reflectivity, etc.

Sqft.	Material:	Color(s):	Height:
Roof Reflectivity:	Plat included: Y N	6'x6' Deck Posts Y N	Driveway 6" Base Course: Y N

Setbacks and Zoning

Zoned:	<input type="checkbox"/> R-1 Single family res.	<input type="checkbox"/> R-2 Multi-family res.	<input type="checkbox"/> C-N Neighborhood Comm.	<input type="checkbox"/> C-CC Country Club Comm.	<input type="checkbox"/> CS Community Services
Existing Setbacks	Front	Rear	Sides		
Proposed Setbacks	Front	Rear	Sides		

ACC

ACC Permit

Approved	As heard and decided by the ACC on this _____ day of _____, _____.
Denied	Approved by _____

ALSZD

ALSZD Permit

Approved	As heard and decided by the ALSZD on this _____ day of _____, _____.
Denied	Approved by _____

By signing below property owner(s) acknowledge:

I understand that I am responsible for ensuring all requirements and necessary permits are provided, that all rules of the Covenants, Conditions & Restrictions (CC&Rs), Alto Lakes Golf & Country Club, Inc. (ALG&CC) Bylaws, Architectural Control Commission (ACC) Policy Guidelines, and Alto Lakes Special Zoning District (ALSZD) Ordinance are followed. Club office must verify Club bills and dues of the member of record and/or builders are in good standing. No permit will be issued, nor plan be approved, or permit issued if either builder or member has current violations of restrictive covenants or building instructions. New plans submitted will not be approved if there are existing violations by either member or builder. Approved plans and permits will be on the job site during construction.

I understand that the ACC and the ALSZD will require a copy of a Village of Ruidoso (VoR) permit if the Village requires a permit for the work to be performed. (The VoR performs all building code inspections.) Permits for ACC, ALSZD, and the VoR must be displayed and visible.

I understand that a non-refundable fee may be required and I am responsible for paying all applicable fees as described on the ACC and ALSZD Fee Schedules. I agree to have ACC fees billed and/or credited to my member account. Fees are billed when permits are approved. Applicable fine(s) may result from: construction without ACC approval, violations of CCR's or Design Guidelines, failure to respond to violation notification, failure to pick up permit, failure to display permits during construction, failure to request final inspection, failure to return permit before expiration, failure to request extension prior to expiration.

I understand that projects that do not pass final inspection may be subject to a re-inspection fee. An additional inspection fee may be required for work done without a permit. If completion of construction is likely to extend beyond the permit issuance time frame, a request for an extension must be approved prior to the date of expiration or a fine may be imposed.

I understand that where a project requires a survey showing the setbacks and location of a structure to be built the survey may be no more than five years old and I do hereby depose and say that the survey I have provided, drafted by _____, dated _____, is correct as to the location of all easements, building setback lines and improvements to the property, and that no other buildings or improvements have been added to the property.

By signing below I acknowledge the above and authorize the ACC to charge and credit my ALGCC account for ACC permits and fees; no improvements other than those specifically described in this application will be constructed, and optionally: if appointing a representative I will check the box below and fill in name/contact of representative.

☐ I appoint the individual or firm named below to appear, speak, and act on my (our) behalf with respect to matters involving the ACC and the ALSZD. This appointment shall expire in six months or earlier by notice to the ACC and/or ALSZD.

<i>Representative:</i>			
<i>Address:</i>			
<i>Phone:</i>		<i>Email:</i>	

Signature of Property Owner

Signature of Property Owner

Affidavit is required for appointment of Owner's Representative:

State: _____)
ss.
County: _____)

This instrument was acknowledged before me on this _____ day of _____, year _____.

My Commission Expires: _____
Notary public

ACC Permit Fee Schedule

Owner: _____

New Mexico Gross Receipts Tax (NMGRT) is required to be collected for all Non-Refundable fees. Once permit has been approved fees cannot be refunded.

Permit Fees for Remodel and Additions by Square foot	Fees	Cost
<input type="checkbox"/> 50 to 400		\$100
<input type="checkbox"/> 401 to 1000		\$150
<input type="checkbox"/> 1001 to 3000+		\$250
Fees for New Home Construction		
<input type="checkbox"/> New Construction		\$250
<input type="checkbox"/> First six month extension for New Construction		\$250
Over the Desk Permits		
<input type="checkbox"/> Repaint or restucco		\$50
<input type="checkbox"/> Limited landscaping (no irrigation)		\$50
<input type="checkbox"/> Re-asphalt driveway, reseal driveway (tear out and redo)		\$50
<input type="checkbox"/> Replacements with no change in coverage or color (copy VOR)		\$50
<input type="checkbox"/> Reroof, no change in coverage (copy VOR)		\$50
<input type="checkbox"/> Replace decking, no change in coverage (copy VOR)		\$50
Requires ACC Meeting		
<input type="checkbox"/> Plan Review for all other projects		
<input type="checkbox"/> First six month extension for projects other than new construction		\$50
Approved Variance Request		\$50
<input type="checkbox"/> Approved Variance Structural		
<input type="checkbox"/> Approved Variance Non-structural		\$500
Fines for non-compliance		\$250
<input type="checkbox"/> Construction without ACC Approval		
<input type="checkbox"/> Failure to respond to Violation Notification		\$500
<input type="checkbox"/> Violations of CCR's or Design Guidelines	\$250	+\$25 day
<input type="checkbox"/> Inspection fee for work done without a permit	\$250	+\$25 day
<input type="checkbox"/> Re-inspection Fee		\$100
<input type="checkbox"/> Failure to pick up permit		\$50
<input type="checkbox"/> Failure to display permit during construction		\$50
<input type="checkbox"/> Failure to request final inspection		\$50
<input type="checkbox"/> Failure to return permit before expiration		\$50
<input type="checkbox"/> Failure to request extension before permit expiration		\$50
		Total

ACC Fees and fines are billed to your member account.

A deposit of \$500 for new construction and \$250 for all other projects will be charged to the member's account. A deposit is to be charged to the member's account for all construction projects. Once the project is complete, permit must be returned to office to initiate inspection of the property. Deposit will be refunded if property is clean upon inspection.

Inspections to be initiated by reports from members as well as inspections in the normal course of duties. Upon the first inspection, if cleanup is required, the owner will be notified. Upon all subsequent inspections, if cleanup is required, the owner will be notified and \$50 will be deducted from the deposit. Cleanup must be performed within one business day (not including holidays or weekends).

Policy approved in the ACC Minutes of 4-19-18, ratified by the Board of Directors on 5-22-18

ALSZD Permit Fees

Appendix E: Fee Schedule

Date Filed:			Date of meeting	
Legal:	Subdivision		Unit	
	Block		Lot/Tract	
Address				
Owner(s)				
Owner mail				
Owner phone			Email:	

Check left column for fees that apply ¹ provide square feet where requested, extend amounts, and total

Zoning Applications and Permits	Fees	
Application Fees		
Filing Fee — Request for a change in zoning	\$300 plus notices by applicant	\$
Variance Request – payable prior to request heard	\$300	\$
Filing Fee — Conditional Use Permit	\$200 plus notices by applicant	\$
Short-term Residential Rental Permit Reissue/Revision/Lost/Damaged for valid permit	\$1080.00 Two year term \$50.00 per issuance	\$
Short-term Rental Compliance Inspection	\$150 Per Year	\$
Filing Fee — Notice of appeal of change in zoning	\$150 plus notices by applicant	\$
Filing Fee— Appeal of Variance or Conditional Use Permit	\$150 plus notices by applicant	\$
Permit Fees - No Zoning District Permit shall be required for interior work or for exterior painting <div style="font-size: small; margin-top: 5px;"> **There is a \$50 fee if you don't show up to the requested meeting date – You must resubmit ALL necessary paperwork according to procedures. </div>		
Enclosed Building s and Ancilla Structures		
New construction, including additions to existing buildings, accessory buildings, roof expansion, and enclosure of space already under roof. Fee is inclusive of all work permitted, except landscaping and irrigation, under a single site plan. One permit is required for each dwelling unit or commercial area intended to be occupied by a single business	\$250 + \$0.50 square foot all square footage under roof, both heated and unheated. SF heated: _____ SF unheated: _____	\$
New exterior construction, including decks, walks, patios, courtyards, dog runs, walls, retaining walls, pools, tennis courts, driveway, parking, paving, landscaping, irrigation and all other exterior improvements. Fee is inclusive of all work permitted under a single site plan. One permit is required for each dwelling unit or commercial area intended to be occupied by a single business. <hr style="width: 50%; margin-left: 0;"/> Deck(s): new deck(s), and/or rebuilding deck(s).	\$150.00 <hr style="width: 50%; margin-left: 0;"/> Fee \$150.00 + \$0.25 square foot, if demolition is required demolition fee is applicable.	
Zoning District Permit for demolition	\$250 Primary Structure \$150 Secondary Structure	\$

Existing structures, driveways, and landscaping			
	Replacement of the following, with no additions or change in coverage, but with a change of material: Roofing Driveway/parking/paving (including "topping") Exterior wall covering Decks, walks, patios, courtyards Walls Pools Irrigation Tennis courts Dog runs	\$125.00	
Routine Repair & Maintenance			
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	Maintenance or repair of the following, with no additions or change in coverage or material. Roofing (minimal) Deck (minimal, i.e., board replacement) Exterior walls (minimal) Walks, patios, courtyards Lot clearing/tree removal Dog runs Driveway (i.e., sealcoat	\$125.00	
Penalties/Red Tag Violations Fee Schedule:			

Red Tag 1st Violation \$200.00

Property owner/property management/representative must contact ALSZD within 24 hours of Red Tag Violation to resolve. For every day that lapses without ALSZD being contacted an additional amount of \$50.00 per day will be automatically added to the \$200.00 Red Tag Violation amount. Compliance Inspection must be conducted by ALSZD, \$150.00 fee at owner's expense, prior to resuming rentals. ALSZD will remove the Red Tag upon completion and resolution of Red Tag issue(s). Fee for unauthorized removal of Red Tag \$50.00

Red Tag 2nd Violation \$500.00

Property owner/property management/representative must contact ALSZD within 24 hours of Red Tag Violation to resolve. For every day that lapses without ALSZD being contacted an additional amount of \$100.00 per day will be automatically added to the \$500.00 Red Tag Violation amount. Compliance Inspection must be conducted by ALSZD, \$150.00 fee at owner's expense, prior to resuming rentals. ALSZD will remove the Red Tag upon completion and resolution of Red Tag issue(s). Fee for unauthorized removal of Red Tag \$50.00

Red Tag 3rd Violation \$1000.00

Property owner/property management/representative must contact ALSZD within 24 hours of Red Tag Violation to resolve. For every day that lapses without ALSZD being contacted an additional amount of \$200.00 per day will be automatically added to the \$1000.00 Red Tag Violation amount. Compliance Inspection must be conducted by ALSZD, \$150.00 fee at owner's expense, prior to resuming rentals. ALSZD will remove the Red Tag upon completion and resolution of Red Tag issue(s). Fee for unauthorized removal of Red Tag \$50.00

Failure to respond - In addition to outstanding permit fees and cumulative fines (above), filing of Violation Notice with Lincoln County Clerk	\$2600 + fees + permit revoked for 1 year (12 months)	
Failure to respond: FOREST HEALTH VIOLATIONS	Referred to ACC for resolution	

Penalty Fees will be cumulative.

ALSZD Comprehensive Zoning and Land use Ordinance