



**Community Association Manager**  
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**MAJOR PROJECT – SUBMITTAL CHECKLIST  
 PRELIMINARY/FINAL APPROVAL**

The 30-day review period begins when all items are **received by the ACC and deemed complete**, including the fees, this form, all required drawings, related documents, and color and material samples. The lot owner will receive acknowledgment when the submittal is complete. Please contact the community association manager, as referenced above, with any questions about forms or procedures, and to arrange the **Pre-Design Site Meeting** (at least 48 hours prior). **NOTE:** Information herein is in addition to the Design Guidelines and Restrictions.

The fees for all projects are due prior to review. To obtain a copy of the current fee schedule contact the Community Association Manager or the schedule is available on the Creek web site [www.sanpedrocreek.org](http://www.sanpedrocreek.org). All payments should be payable to the San Pedro Creek Estates Homeowners' Association referencing lot and phase number and delivered, with all other documents, to the Community Association Manager. **NOTE:** Consult the Plan Review Agreement for additional information about the steps required for the plan review process.

Before proceeding, the **lot owner must affirm** they have obtained, thoroughly read the SPCE Design Guidelines, By-laws and Restrictions pertaining thereto: \_\_\_\_\_  
 (Owner's Signature/s)

**Respond to all applicable items:**

**PART I- GENERAL INFORMATION:**

Date: \_\_\_\_\_ Lot Number: \_\_\_\_\_ Phase Number: \_\_\_\_\_

Submittal (check one)  Preliminary  Final Date of any previous approval(s) \_\_\_\_\_

Project Type (Residence, Addition, Barn, etc.): \_\_\_\_\_ Review Fee Pd.  Const. Deposit Pd.

Architectural style \_\_\_\_\_ Heated SF \_\_\_\_\_ (min. 1,800 heated)

Owner's Name(s) \_\_\_\_\_ email \_\_\_\_\_ Phone: \_\_\_\_\_

Owner's Current Mailing Address: \_\_\_\_\_

(NOTE: The Owner is responsible to keep all contact information current.)

Builder's Name: \_\_\_\_\_ Ph: \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

**PART II - REQUIRED DOCUMENTATION:** (check if shown and complete as applicable):

**1. SITE PLANS (with slopes analysis in %):**

A. Scale 1"=100' or 1"=200' (or other: \_\_\_\_\_ for max. drawing size 30"x42")

\_\_\_\_\_ 100' setbacks \_\_\_\_\_ Site grading at 1' intervals with **existing** and **proposed** contours

\_\_\_\_\_ Finish floor elevations of all structures and all adjacent areas, terraces, and patios \_\_\_\_\_ Residence location

**Other structures or facilities:**

\_\_\_\_\_ Guest house/casita \_\_\_\_\_ SF (between 900 - 1800 SF; max. 2/3 main house)

\_\_\_\_\_ Barn \_\_\_\_\_ SF (max. 4 horses)

\_\_\_\_\_ Corral \_\_\_\_\_ SF (max. 10000 SF)

\_\_\_\_\_ Driveway Gate (**section 3.2**)

\_\_\_\_\_ Pool (**section 2.11**)

\_\_\_\_\_ Tennis Court (**section 2.10**)

\_\_\_\_\_ Basketball Court (**section 2.12**)

\_\_\_\_\_ Garage (no commercial vehicles or activities, except in standard sized garages)

\_\_\_\_\_ Detached Yes / No Color and material: \_\_\_\_\_ # doors: \_\_\_\_\_

\_\_\_\_\_ Driveway Material: \_\_\_\_\_ Concrete color \_\_\_\_\_

\_\_\_\_\_ Parking Areas

\_\_\_\_\_ Patios

\_\_\_\_\_ All walls and/or fencing (**sections 3.2 and 2.8**)

\_\_\_\_\_ Utilities (routes and/or locations):

\_\_\_\_\_ electric \_\_\_\_\_ telephone \_\_\_\_\_ septic tank & leach field  
\_\_\_\_\_ well \_\_\_\_\_ propane tank \_\_\_\_\_ buried or \_\_\_\_\_ screened with walls

\_\_\_\_\_ Other, describe \_\_\_\_\_ SF: \_\_\_\_\_

\_\_\_\_\_ Mechanical Equipment (**section 2.26 and 2.28**)

\_\_\_\_\_ Cisterns \_\_\_\_\_ buried or \_\_\_\_\_ screened with walls

B. Scale 1"=20' or 1/16"=1' (or other: \_\_\_\_\_ for max. drawing size 30"x42") This plan should show all improvements near the house, including walls and landscaping used for screening as noted above, utilities, & parking areas. **Note:** should include: finish materials and colors to be used for driveways, walls, and patios also include height of all walls and fences.

C. Lot Survey with topography and slopes analysis, stamped, signed and dated: \_\_\_\_\_

**2. EXTERIOR ELEVATIONS:** Scale 1/8"=1' or 1/4"=1'

\_\_\_\_\_ Showing **existing (natural)** and **proposed (finished)** grades

\_\_\_\_\_ Indicating maximum parapet or ridge height above lowest natural grade

\_\_\_\_\_ Mechanical equipment and screening provided

**3. ROOF PLANS:** Scale 1/8"=1' \_\_\_\_\_ or 1/4"=1' \_\_\_\_\_

\_\_\_\_\_ Flat roof and/or \_\_\_\_\_ Pitched roof

\_\_\_\_\_ Skylight location with sizes noted (see **section 3.10**)

\_\_\_\_\_ Mechanical equipment, including solar collectors

**4. HEIGHTS AND GRADES** (check one of the following as described in **section 3.1**):

\_\_\_\_\_ The building is sited on grades less than 15%, and the height as noted on the elevations does not exceed 26' from lowest natural (existing) grade to the highest point on the parapet or ridge of pitched roof, exclusive of chimneys. (**sketch A, illustration #2**)

\_\_\_\_\_ The building is sited on grades over 15%, and the height as noted on the elevations does not exceed a skyplane of 19' above and parallel to the natural grade. (**sketch B, illustration #2**)

\_\_\_\_\_ The building is sited on a crowned-hill or ridgeline, and the owner has met with the ACC representative or the Architectural Consultant, if contracted by the Board of Directors for this specific project, and has reviewed **section 3.1** regarding the special conditions and constraints of building on this type of site. The drawings indicate how the building complies with these criteria, including the proposed heights above natural grades on all elevations.

**5. ADDRESS IDENTIFICATION AND MAILBOX (sections 2.13 and 2.27):**

\_\_\_\_\_ Drawings submitted; Materials (to be same as house) \_\_\_\_\_

\_\_\_\_\_ Mailbox is incorporated into address ID device

\_\_\_\_\_ Black or dark green mounted on natural wood post

**PART III - SAMPLES, CUT SHEETS, SPECIFICATIONS: (section 3.5 and 3.6):**

Include information on all exterior finish materials, colors, window types /colors, glazing, accent items, etc.

**1. STUCCO:** Manufacturer \_\_\_\_\_; Color (incl. # if possible): \_\_\_\_\_

LRV of 35% or less: \_\_\_\_\_ Sample submitted \_\_\_\_\_ (if not one of SPCE approved colors)

**2. WINDOWS:** Manufacturer: \_\_\_\_\_ Frame Color: \_\_\_\_\_ LRV 45% or less

**3. OTHER EXTERIOR MATERIALS (e.g., stone, stabilized adobe, rammed earth):**

Description \_\_\_\_\_

LRV of 35% or less: \_\_\_\_\_ Color: \_\_\_\_\_ Sample(s) submitted: \_\_\_\_\_

**4. EXTERIOR TRIM (windows, doors, columns, lintels, gates, etc Section 3.8):**

LRV of 35% or less: \_\_\_\_\_ Sample(s) submitted: \_\_\_\_\_

Paint or stain manufacturer: \_\_\_\_\_ Color: \_\_\_\_\_

**5. ROOFING:**

LRV of 40% or less: \_\_\_\_\_ Sample(s) submitted: \_\_\_\_\_

Flat roofing materials: \_\_\_\_\_ Manufacturer: \_\_\_\_\_

Roofing Color: \_\_\_\_\_ Gravel color (if used): \_\_\_\_\_

Pitched roofing materials: \_\_\_\_\_ Manufacturer: \_\_\_\_\_ Roofing Color: \_\_\_\_\_

**6. SKYLIGHTS (sizes must be indicated on framing, floor, or roof plans, section 3.10):**

Type 1 (dome, sloped, curb): \_\_\_\_\_ Glazing color: \_\_\_\_\_

Quantity: \_\_\_\_\_ Material: \_\_\_\_\_ Mfr. cutsheet: \_\_\_\_\_

Type 2 (dome, sloped, curb): \_\_\_\_\_ Glazing color: \_\_\_\_\_

Quantity: \_\_\_\_\_ Material: \_\_\_\_\_ Mfr. cut sheet: \_\_\_\_\_

**7. EXTERIOR LIGHTING DESIGN: (section 2.14)**

\_\_\_\_\_ Drawings include a complete Lighting Plan (including site lighting)

\_\_\_\_\_ Catalog cut sheets for proposed fixtures

\_\_\_\_\_ Fixtures not selected yet. **Fixture must be submitted for review once selection has been made and prior to installation.**

**8. SOLAR APPLICATIONS: (section 3.12)**

Type - Photovoltaic \_\_\_\_\_ Solar Thermal \_\_\_\_\_ Location - Roof \_\_\_\_\_ Ground \_\_\_\_\_

Roof Mounted - Provide roof placement plan 1/8" = 1' \_\_\_\_\_ or 1/4" = 1' \_\_\_\_\_

- Existing Roof - Flat \_\_\_\_\_ (Array must be no higher than parapet)
- Sloped \_\_\_\_\_ (Array must be installed parallel to roof)
- Panel thickness \_\_\_\_\_ Existing Roof Color \_\_\_\_\_

Ground Mounted – Site plan provided 1" = 100' \_\_\_\_\_ or 1" = 200' \_\_\_\_\_ or Other 1" = \_\_\_\_\_'

- Array drawing provided \_\_\_\_\_
- Screened with walls \_\_\_\_\_, or landscaping \_\_\_\_\_

Exposed Electrical Boxes/Conduit - (Must be consistent in color with adjacent surfaces) \_\_\_\_\_

Frames and Panels - LRV 35 or less required      Panel color \_\_\_\_\_ / LRV \_\_\_\_\_  
Frame Material \_\_\_\_\_ Frame color \_\_\_\_\_ / LRV \_\_\_\_\_

Panel Array - Mfg. and model \_\_\_\_\_ Total Size \_\_\_\_\_' X \_\_\_\_\_' or Sq. Ft. \_\_\_\_\_

OWNER'S SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_