

REQUEST FOR DESIGN APPROVAL
HIDDEN VALLEY HOMEOWNERS ASSOCIATION (HVCSA)
ARCHITECTURAL REVIEW BOARD (ARB)

(PLEASE PRINT)

Owner's Name: _____

Property Address: _____

Mailing Address (if different): _____

Email: _____

Home Phone: _____ Cell Phone: _____

On the reverse side of this form, please describe the proposed changes or additions to your property. Please include a copy of your property plat and indicate the exact location (if applicable) of your proposed change or addition. Also, this request must include (if applicable) a sketch with the following information: style, dimensions, materials, color of the proposed change or addition. Also, include the proposed construction time schedule. Requests for repainting must include a color sample. Submitted material will not be returned.

Should the committee require additional information; your request will be deferred until the additional information is received.

Please Note:

1. The owner understands and agrees that no work regarding this request shall commence until written approval by the ARB is obtained. The ARB has thirty days to respond to any completed request.
2. Once approved, the construction must be completed in a way that does not unreasonably interfere with neighboring properties.
3. Applicant has the responsibility for removal in a timely manner of any debris resulting from construction.
4. Construction must meet all zoning, building codes, and City and County laws. Nothing herein contained shall be construed as a waiver or modification of any such code or law.
5. Where applicable, utility easements are to be marked before excavation is started. The NM "Call Before You Dig" phone number is 811. This service is provided free of charge and 811 should be called at least two full business before you plan to dig. Please note there may be a FINE if underground cables or conduits are severed.
6. Misrepresentation of any items in this request, either oral or written, may void any approval by the HVCSA's ARB

Owner Signature _____

Date request submitted _____

Submit request to: HVCSA, c/o Sentry Management, 7770 Jefferson St. NE, Albuquerque, NM 87109

FAX: 505-332-3323 Email: pmeyer@sentrymgmt.com

