

ECIA – ARCHITECTURAL PLAN SUBMISSION FORM REQUIREMENTS AND PROCESS

1. Construction of *any structure* 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. *All changes must receive architectural 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 Covenant Compliance Representative (CCR) for review.
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 (see application submission cover sheet).
4. All documentation shall include 2 sets of plans 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. Deadline for submission is Wednesday 12:00 Noon (Wednesday before the meeting) (Meetings are 2nd & 4th Tuesday of month, subject to cancellation or change).
6. Completed applications should include all required information required on the form and specifically should include the following:
 - **Accurate Site Plan (Plat Survey or Site Improvement Surveys are acceptable for this purpose)** not to exceed a 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
 - **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)
 - **Exterior lighting (all) must be included on the plans**
 - a. Fixture Style shall be fully shielded downward (bulb not visible on or off).
 - b. *Bulbs not to exceed 75 watts.* Landscape lighting low wattage and fully shielded downward.
 - c. Security lighting must be fully shielded and switched by motion or photo sensor and turn off by timer in 2 minutes or less.
 - **Solar Panel Installations:**
 - a. Residents shall review and comply with the ECIA Solar Installation Review Procedures that are located on the website at this web link: www.eldoradosf.org/images/document/Solar_Procedures_Revised_4-8-14.pdf , as well as at the ECIA offices.
7. 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. 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”.**
8. 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.

**ECIA – ARCHITECTURAL PLAN SUBMISSION FORM
REQUIREMENTS AND PROCESS**

Project Address:		Unit Block Lot #:	
Description of Project: (Please attach drawings.) <i>Is a variance request required?</i>			
Project Type:		Project Details:	Fence/Wall Project Details:
New Home	<input type="checkbox"/>	Property Line / Setbacks	<input type="checkbox"/>
New Addition	<input type="checkbox"/>	Project Square Feet	<input type="checkbox"/>
Large Accessory	<input type="checkbox"/>	Structure Height	<input type="checkbox"/>
Small Accessory	<input type="checkbox"/>	Stucco Color	<input type="checkbox"/>
Garage	<input type="checkbox"/>	Lighting Shielded	<input type="checkbox"/>
Studio	<input type="checkbox"/>	Lighting Less Than 75w	<input type="checkbox"/>
Ramadas/Portal	<input type="checkbox"/>	Dumpster/Const. Staging area shown	<input type="checkbox"/>
Enclosed Fence/Wall	<input type="checkbox"/>		
Screen Fence/Wall	<input type="checkbox"/>		
Other	<input type="checkbox"/>		
Ground Based Solar	<input type="checkbox"/>		
Roof Mount Solar	<input type="checkbox"/>		
Contractor Name:		Phone #1:	
Mailing Address:		Phone #2:	
City, State, Zip:			
Owner Name:		Phone #1:	
Mailing Address:		Phone #2:	
City, State, Zip:			
<p><i>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.</i></p>			
Signature of Owner or Applicant:		Date:	

**ECIA – ARCHITECTURAL PLAN SUBMISSION FORM
REQUIREMENTS AND PROCESS**

Appendix: Height Chart

An exception to the (dwelling) eighteen foot restriction language will be considered in the event a basement is initially proposed in the design of the structure provided the building profile, as intended, does not exceed eighteen feet above the grade level as specified in the Covenants. (Section 5g)

Elevation/Height Chart for Structures

Antenna/Dish (Roof)	12 feet above	Roof Line	Dish 1 meter in diameter
Antenna/Dish (Ground)	6 feet above	Natural Grade	Screen Ground Installations
Cistern (Water Catchment)	6 feet above	Natural Grade	Top of Cistern Screening required
Driveway Liner (Solid)	2 feet above	Natural Grade	Solid (Stone or Wood)
Driveway Liner (Open)	4 feet above	Natural Grade	Open (Split Rail)
Driveway Monument(s)	4 feet above	Natural Grade	10 feet long; 10 feet from property line
Fence (Enclosed)	6 feet above	Natural Grade	Top of Fence; enclose up to 4000 Sq. Ft
Fence (Screen)	6 feet above	Natural Grade	Top of Fence; two 50 ft. sections max
Gate	8 feet above	Natural Grade	Top of gate structure (adjacent)
Garden Enclosure	3 feet above	Natural Grade	Enclose “garden area” only
Large Accessory	0 inches above	Roof Line	Not to exceed height of house
Propane Tank (Screen)	6 feet above	Natural Grade	Enclose/Screen 100%
Residence	18 feet above	Natural Grade	Additional Screening required
Small Accessory	8 feet above	Natural Grade	Additional Screening required
Wall (Enclosed)	6 feet above	Natural Grade	Top of wall; enclose up to 4000 sq. ft.
Wall (Screen)	6 feet above	Natural Grade	Top of wall; two 50 ft. sections max