

**REQUEST FOR DESIGN APPROVAL
LONGFORD VILLAGE EAST
DESIGN REVIEW COMMITTEE**

(PLEASE PRINT)

Owner Name _____ Date: _____

Property Address _____

Mailing Address (if different) _____

Work Phone _____ Home Phone _____

Email Address _____

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 of proposed change or addition, distance to property lines from proposed change or addition, dimensions of backyard property and relevant surrounding features.** Also, this request must include a **sketch with the following information: style, dimensions, materials, color of the proposed change or addition, and the proposed construction time schedule and contractor,** if any. 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 additional information is received.

Notes:

1. The owner understands and agrees that no work in this request shall commence until written approval by the Committee. The Committee has thirty days to respond to any request.
2. Once approved, the construction must be completed in a way that does not unreasonably interfere with neighboring properties.
3. Applicant has 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. For further information regarding zoning, call (505) 924-3850. For information on building permits call (505) 924-3963. Further, 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. This service is provided free of charge by New Mexico One Call, and is required to provide for your safety. For location of underground communication, cable TV, electric, gas, water and sewers call New Mexico One Call at 260-1990 or (800) 321-2537, no later than two full business days before the day 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 Longford Village East Design Review Committee.

Owner Signature _____

Date _____

Submit this request to:
EnTrust Association Management
2823 Richmond Dr., NE-Albuquerque, NM 87107
(505) 266-2000; (FAX) 266-0300

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DESIGN REVIEW COMMITTEE**

(PLEASE PRINT)

Describe proposed changes or additions (attach additional sheets if necessary): _____

If approved by the Design Review Committee, the proposed improvements will be completed within _____ days of Notice of Approval.

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The adjacent OWNERS have reviewed the proposed improvements. We understand that the neighbor objections do not in themselves cause denial. The Design Review Committee may contact neighbors to consider their objections if necessary.

(Signature) Address: _____ Circle: Approve / Object

(Printed Name)

(Signature) Address: _____ Circle: Approve / Object

(Printed Name)

(Signature) Address: _____ Circle: Approve / Object

(Printed Name)

FOR OFFICE USE ONLY

Date Received: _____ Submitted to Design Review Committee on: _____

Action: _____ Approved _____ Denied _____ Conditional Approval

Decision Letter sent on : _____

WAVIER OF LIABILITY

1. If the modification is not completed as approved, said approval can be revoked and the modification will require removal by the owner at the owner's expense.
2. Owner is required to advise all contractors that common areas are not to be used as work or storage areas. Contractors will also be held responsible for thorough cleanup of common areas, sidewalks and streets.
3. Owner is required to pay for any and all damage to the common areas as a result of construction or contractor negligence.
4. Owner agrees to adhere to all applicable state and county building codes and to obtain all necessary permits. Owner understands that DRC approval, if given, will not relieve owner of such compliance and required permits.
5. Owner agrees to abide by the decision and terms and conditions of the DRC, or in the case of an appeal the Board of Directors.
6. If the modification is not approved or does not comply, the owner may be subject to court action by the Homeowner's Association and shall be responsible for all reasonable attorney's fees, cost and expenses in connection with such litigation.
7. Owner agrees to maintain the improvement if approved by the Board of Directors or their duly appointed representative. If, in the view of the Board of Directors, the improvement is not being maintained, the Association has the right to remove or maintain the improvement with the Homeowner bearing all costs.
8. Applications from tenants **will not** be accepted without the written consent and signature of owner on the DRC Form.

This waiver of Liability is hereby signed on this ____ day of _____, 200__

WITNESSES:

Owner

Date

Owner

Date

PROPERTY ADDRESS