

REQUEST FOR DESIGN APPROVAL
Briarwood Terrace Homeowners Association
Architectural Control Committee

(PLEASE PRINT)

Owner Name _____ Date: _____

Property Address _____

Mailing Address (if different) _____

Work Phone _____ Home Phone _____

Email Address _____

On page 2 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 Briarwood Terrace Homeowners Architectural Control Committee.

Owner Signature _____ Date _____

Submit this request to:
enTrust Association Management; 2823 Richmond Drive NE; Albuquerque, NM 87107
To hand deliver, call first.
Phone (505) 266-2000 Fax (505) 266-0300

(PLEASE PRINT)

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

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If approved by the Architectural Control 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 Architectural 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)

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FOR OFFICE USE ONLY

Date Received: _____ Submitted to Architectural Control Committee on: _____

Action: _____ Approved _____ Denied _____ Conditional Approval

Decision Letter sent on : _____