**Four Hills Village Homeowners’ Association Architectural Control Process**

August 2015

If you have plans for a new home or a modification to construction on an existing property, either inside or outside, other than routine maintenance, you should complete the form below and contact the Architectural Control Director to assist you through this process. The process includes informing your immediate neighbors, as experience has shown that this builds awareness and good will. If the Architectural control Director can help you in any way, including exploring ideas early in the process, (s)he will be happy go do so.

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Is this: New Residence\_\_\_\_\_ Addition \_\_\_\_\_ Other Modification \_\_\_\_\_

Address of Project \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant’s Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(If different from above)

Contractor’s name, or Do-it-it yourself? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of Project \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please attach the following:

* A plan (although not necessarily engineering drawings or blue prints), showing distances, project dimensions, lot borders and easements Include the front, rear, and side views as appropriate
* A floor plan, if applicable.

Please discuss your project with your neighbors who will see your project from their houses, and indicate below their names and addresses. It is nice if they indicate they favor the project, but it is not required. The Architectural Control Director will inform the FHVHA President and Board members of the general nature of your plan.

 Name Address Phone Date

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When completed, please submit to the Architectural Control Director, at Four Hills Village Homeowners’

Association, PO Box 50505, Albuquerque, NM 87181-0505. For faster service, please contact the Architectural Control Director directly, as the PO Box is only checked periodically.

\*Note: This process does not eliminate the need for a City permit, if your project requires one.