

**Los Compadres Homeowners Association  
Architecture Control Committee**

**Submission and Approval Form**

**Guidelines**

This form is used for requesting approval of all improvements to property in Los Compadres Subdivision including initial construction and or alterations to existing dwellings or outbuildings. The information requested is for the purpose of evaluating the request and confirming compliance with existing requirements. The form shall also be used as a record documenting the review of the request and its approval or denial and any request for supplemental information. *Should any of the information requested be found to be incorrect, that alone shall be cause for disapproval.*

Prior to completing the application the homeowner and the architect should review the Revised Declaration Of Covenants, Conditions And Restrictions For Los Compadres Subdivision and the current Bylaws for the Los Compadres Homeowners Association to understand the requirements and the process for approval and any appeal from the decision by the Architecture Control Committee (ACC).

The submission package shall consist of a complete set of architectural drawings for the construction work or remodeling and a set of exterior architectural drawings (plan and elevation). If approved, the complete set shall be returned stamped indicating approval and the exterior plans shall be retained for record. The submission package shall also include a PDF version of the exterior plans. If a variation from the requirements of the Association or city requirements is requested, a sketch of the exterior of the home and the adjacent homes in plan and elevation shall also be provided in order to more accurately evaluate the request. The immediate neighbors may be consulted by the ACC or the Board but that should not be construed as the neighbors having any veto power. Only the Board of Directors is authorized to approve any variations from the requirements of the Revised Declaration Of Covenants, Conditions And Restrictions For Los Compadres Subdivision.

After approval the PDF version of the exterior plan and elevation drawings will be posted on the Association web site. In addition, a copy of the building permit shall be provided to the ACC prior to construction.

**Basic Information:**

Requestor:	Property Address:
Current mailing Address:	Recorded Owner(s) Legal Description:
Architect:	Architect Phone:
General Contractor (Name, Address and Phone number)	Planned Start Date Planned Completion Date:
Mortgagee: Phone:	Mortgagee Address:

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**Affirmation**

I, \_\_\_\_\_ (owner) have read and understand the requirements set forth in the Revised Declaration Of Covenants, Conditions And Restrictions For Los Compadres Subdivision and Bylaws for the Los Compadres Homeowners Association. The attached drawings comply with those requirements except as described in the attached request for exception.

\_\_\_\_\_ Date

I, \_\_\_\_\_ (architect) have read and understand the requirements set forth in the Revised Declaration Of Covenants, Conditions And Restrictions For Los Compadres Subdivision and Bylaws for the Los Compadres Homeowners Association. The attached drawings comply with those requirements except as described in the attached request for exception. If a variance of requirements for the City of El Paso is needed, a copy of the request is attached.

\_\_\_\_\_ Date

**Receipt**

The request for review and approval of plans for construction or remodeling of a home in Los Compadres was received on \_\_\_\_\_. The package was reviewed and found to be complete. \_\_\_\_\_

The package was reviewed and found to be incomplete because it lacked the following:

\_\_\_\_\_

**Action**

The request was reviewed by the Architecture Control Committee on \_\_\_\_\_.

- It was found to meet all requirements and no variations were requested or needed. Approved.
- It was found to meet all requirements except for the variations requested. It is forwarded to the Board of Directors for review and consideration of the variations. Approval of the requested variation is recommended.
  - The requested variation was approved by the Board of Directors on \_\_\_\_\_. The approval is recorded in the minutes of the meeting.
  - The requested variance was denied by the Board of Directors.

\_\_\_\_\_ Secretary

- The request was denied by the Architecture Control Committee for the following reasons:

\_\_\_\_\_