



Ticonderoga Homeowners Association

HC 75, Box 215 | Chama, NM | 87520 | Phone: 575.404.1771
Email: tico.admin@ticonderogahoa.com | www.ticonderogahoa.com

Application Received _____ / _____ / _____
Check # _____ Amount \$ _____
Admin _____ Manager _____

Architectural Review Application | Structure Modification & Landscape

The Architectural Review Committee of Ticonderoga ("ARC" or "Committee"), by & through the undersigned, has considered the application for design approval for improvement on:

To be Completed by Applicant:

Property Address _____

Name to Mail Response to _____

Phone # _____ Cell # _____

Email _____

Applicant's Signature _____ Dated: _____

Please submit by mail, e-mail or thumb drive: this form, all associated materials (see next page). ARC fees may be sent by check, money order to the TOA mailing address or paid with the online Credit card link on the TOA web site.

ARC Fees: \$400, Each Item, No Refund.

Ticonderoga HOA may fine the Owner for any damages due to construction by special assessment.

Type of Architectural Review Required | SEE NEXT PAGE FOR REQUIRED SUBMISSION MATERIALS

Structure Modification & Landscape

- Home Additions/Garage
- Siding Material Changes
- Installation of Utilities
- Landscape/Tree Cutting Plans

Plans and fees must be submitted and your application must receive FINAL approval before construction can begin

Your application for _____ is **APPROVED** as submitted. One copy will be retained for the permanent records of the Committee and one will be returned to the applicant with this memorandum. All construction must be completed in accordance with the approved plans. Please be advised that a general contractor sign may be installed at your Lot to help identify the work site for subcontractors. This sign can be no larger than 24" x 24". Signs erected by specialty contractors (siding or landscaping companies, for example) or signs that are of a marketing nature are not allowed and will be removed by the Association. **Any change or deviation from these plans must receive Committee approval. This approval will be valid for one year from the date of approval, after which plans must be resubmitted if the approved work has not been initiated.** _____

Your application for _____ is **SUBJECT TO** completion of items noted below or on the attached forms. Required items or changes must be submitted to the Committee by the due dates indicated. Should the requirements not be satisfied by the deadline set by the Committee, the application will be closed and you will be required to submit a new application and the corresponding fee. Project must receive approval before work starts.

_____ [SEE ATTACHED ADDENDUM]

Your application for _____ is **DENIED** for the following reasons _____

_____ [SEE ATTACHED ADDENDUM]

You may request an additional review of the project. The purpose of this second review is to discuss specific objections and any mitigating circumstances that may justify a change in the Committee's decision. If the Committee confirms its previous decision, you may appeal the ARC decision to the Board of Directors. The request for a review or the submission of a new proposal must be presented within 30 days or the application will be closed. Once closed, you will be required to submit a new application and corresponding fee.

Your application for _____ is **INCOMPLETE**. _____

No construction permits may be applied for, nor may construction begin. The additional information requested by the Committee must be presented within 30 days or the application will be closed. Once closed, you will be required to submit a new application and corresponding fee. [SEE ATTACHED ADDENDUM]

Plans must be permitted by N.M. Construction Industries Division (CID).

Second Amended and Restated Declaration of Protective Covenants(Declaration), (Article 2.2. [Permitted Structures](#))

For the ARC:

ARC Chair

Review Date

The Architectural Review Committee has reviewed the submitted plans for compliance with the Second Amended and Restated Declaration of Protective Covenants, Article 2 - Common Scheme Restrictions and Requirements for Ticonderoga and any inclusions from the Design and Construction Guidelines. The scope of the Architectural Review Committee's review does not include any review or analysis of structural, geophysical, engineering or similar considerations, nor the improvement's compliance with applicable building, zoning or land use codes or regulations, the responsibility for all of which belongs to the Applicant and the Owner.

Required Submission Materials | Structure Modifications & Landscape

The following information is required with your application. All drawings must be submitted in a 11" x 17" PDF format on thumb drive or they can be e-mailed to the Ticonderoga Administrator in a 11" x 17" PDF format. A hard copy will be printed by the Administrator for the permanent record and mailed to the ARC. Include on all drawings the following:

- Name, address & telephone number of the contact person for project
- Tract/Lot#, Example: (Elkview Park, Tract 3-A-4)
- North arrow
- Written scale (1/8" = 1'0", 1/4" = 1'0", 1" = 10', 1' = 20')
- Graphic scale such as:



All plans must be approved by the Architectural Review Committee (ARC) and receive FINAL APPROVAL prior to beginning construction and installation. After final approval, any changes must be approved by the ARC.

Required Materials	Due Date
New Structure Modification - Submission of plans are in compliance with the Second Amended and Restated Declaration of Protective Covenants, Article 2 - Common Scheme Restrictions and Requirements for Ticonderoga and may include Design and Construction Guidelines.	
Photos of all four elevations (sides) as currently built. Photos may be emailed to: ticonderogahoa@gmail.com or submitted with application.	With Application
Site plan drawings, including driveway with topographic	With Application
Floor plan drawings	With Application
Drawings of all four elevations showing existing and finished grades	With Application
Roofing and siding material specifications, including product name and color (if applicable)	With Application
Drawings of plans and elevations of all decks, if applicable	At least 4 weeks prior to construction
Exterior lighting and fixture plan	Within 1 month of move in and at least 2 weeks prior to installation
Exterior color and veneer samples with manufacturer, product name and number	At least 4 weeks prior to application of material
Landscape	
Photo(s) of existing landscape if application is for altering/amending current landscape. Photos may be emailed to: ticonderogahoa@gmail.com or submitted with application.	With Application
Site plan drawings, including driveway with topographic	With Application
Tree removal drawings showing final grading	With Application
Landscape and planting plans, with all specifications included on a landscape plant checklist or spreadsheet. Submit checklist with plans.	Complete front and backyard plans, 1 month prior to move in, and at least 4 weeks prior to installation
Fences, walls, gazebos, screens and water features with elevations	At least 4 weeks prior to construction
ARC Fee	
ARC Fee: \$400.00 each item	With Application

Notes: