



VILLAGE OF ANGEL FIRE ZONING PERMIT PROCESS

A PERMIT FROM EACH OF THESE TWO ENTITIES MUST BE APPLIED FOR:

- 1---VILLAGE OF ANGEL FIRE ZONING PERMIT AND RELATED PERMITS.
- 2---ASSOCIATION OF ANGEL FIRE PROPERTY OWNERS THRU ENVIRONMENTAL ARCHITECTURAL CONTROL COMMITTEE (EACC). *

**NOTE: NOT ALL CONSTRUCTION OCCURS IN ANGEL FIRE RESORT HOA PROPERTY. RESORT PROPERTY IS TYPICALLY SOUTH OF SAGE LANE. CHECK WITH EACC BEFORE APPLYING.*

To avoid fines, NO site clearing or construction should begin until the AFPO Environmental Architectural Control Committee (EACC), AND the Village of Angel Fire have approved the required documents.

The EACC and the Village have separate application procedures and perform their own inspections. You must call and make an appointment for the inspections required by the EACC and the VAF separately.

EACC is responsible for enforcing the restrictive covenants for property located in Angel Fire Resort membership area. EACC: Penny Gentile, Administrative Assistant, Office hours 8:00 A.M. - Noon, M-F. 575-377-1135
Located at 3469 Mountain View Blvd.-Post Office Building.

WETLANDS

If any lot is in question of being in a wetland, it is the owners responsibility to contact the U.S. Army Corp. of Engineers to obtain a 404 permit. Contact USACE, 4101 Jefferson Plaza NE, Albuquerque, NM 87109, phone 505-342-3171.

WATER RIGHT ACQUISITION FEE'S MAY BE REQUIRED. See Zoning Official.

Obtain the Village of Angel Fire zoning application forms required from the Village of Angel Fire Planning and Zoning Dept. Please allow 3-5 business days for issuance of zoning permit after submittal of ALL required information.

Please contact the Village of Angel Fire for required inspections. A survey of the lot showing actual location of finished exterior wall will be required before a framing inspection will be granted.

If you have any questions, please feel free to contact the office :
Village of Angel Fire – Christine Breault, Planning and Zoning Coordinator - 575-377-1389
Office hours: Mon- Fri 7:30 A.M. to 12:00 P.M. & 1:00 P.M. to 4:30 P.M

P.O. Box 610
Angel Fire, New Mexico 87710
(575) 377-3232 FAX: (575) 377-3280

Become familiar with the Village of Angel Fire Planning & Zoning Regulations. Be sure you have completed all applicable items on the Village of Angel Fire Required Submittals Check List. Complete all forms.

REQUIREMENTS FOR PLANNING AND ZONING APPROVAL

You need to follow the Village of Angel Fire Jurisdictional Guidelines for the International Residential Code. See Table R301.2(1) Climatic and Geographic Design Criteria.

You will need to submit, ONE SET OF PLANS drawn to scale

1. Building plans (1/4"=1' Scale, on 24"x 36" or 18"x 24" paper preferred) containing the following:

Legal description	Foundation plans
Floor plan	Framing plan of floors and roof
Cross-section of wall construction	Construction detail-drawings
Type of occupancy	Basements require engineering
2015 NM Building Codes	2015-IRC-IBC-IEBC-IECC

2. Site plan (1"=20' Scale) with:

Easements	Property Boundaries
Setbacks	Roadways that front the property
Placement of sewer / septic tank	Location of propane tank
Access to the property (existing & proposed)	Location, Dimension of proposed structures
Topography of the building site with a scale of no more than five foot increments.	
Directional notation	

REQUIREMENTS FOR ALL BUILDERS & CONTRACTORS

PERMITS MUST BE POSTED AT JOB SITE

INSPECTIONS REQUIRED BEFORE ISSUANCE OF CERTIFICATE OF OCCUPANCY

FINAL: Zoning, Electrical, Plumbing, Mechanical, Septic, LP Gas, and Building.

Inspector Contact List:

Village of Angel Fire Zoning 575-377-1389

Building Inspectors: CID 505-476-4700

2550 Cerillos Rd
Santa Fe, NM 87505

Electrical Inspector C.I.D. 505-476-4700

Mechanical Inspector C.I.D. 505-476-4700

New Mexico Environment Dept. Office 575-445-3621

Greg Quarteri
1243 South Second Street
Raton, NM 87440

LP Gas Inspector Andrew Vigil C.I.D. 505-426-9965

824 Mullins Dr.
Las Vegas, NM 87701

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Scheduled Permit Fees:

Zoning fees:	
Residential: Single Family	\$150.00
Additions/Major Improvements	\$100.00
Minor improvements	\$50.00
Duplex/Multi Family	\$0.02 per square ft plus \$10.00 per unit or \$150.00-whichever is greater
Additions/Major Improvements	\$0.02 per square ft plus \$10.00 per unit or \$100.00-whichever is greater
Minor improvements	\$50.00
Business/ Commercial/ Public Use	\$0.02 per square ft or \$150.00-whichever is greater
Demolition of existing structure	\$0.05 per square foot
Fence	\$35.00
Water rights	\$1.00 per square foot of heated living space for new home or additions
*check for fee changes	

INSPECTIONS:

The Person performing the work, as stated on the Building Permit, will notify the Code Enforcement Agency with a request for inspection of a minimum of forty-eight (48) hours prior. The work to be inspected will be accessible and exposed and will not be covered until it has been inspected and approved.

Required Inspections:

1. Footing & Stem Wall Inspections:
 - a. Footers /slabs
 - b. Stem Wall Damp proofing and Drain Installation
 - c. Concrete slabs & Gypcrete pours prior to covering radiant systems
2. Framing Inspection to include minimum nailing requirements
3. Insulation Inspection
4. Drywall
5. Lath and Weep Screed Inspections
6. Chimney Chase Inspection to include Fire blocking & Fire stopping
7. Fuel Modification-by the Fire Department
8. Final Inspection

The Building Official may require other inspections where necessary to determine compliance with the 2015 NM and International Building Codes and compliance with other federal, state laws effective at time of completion.

Special inspections may be required as explained in the I-Codes and adopted by the State of New Mexico. Approved plans must be at the jobsite at all times during construction, a fee may be assessed if approved set is not on site.

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VILLAGE OF ANGEL FIRE APPLICATION CHECKLIST

Owner/Client: _____ Date: _____

Subdivision _____ Block _____ Lot _____

The following items Shall be included in any application packet.

New Mexico Environment Department Septic Permit or AF Services Sewer Availability Signed by the Director of water/sewer department.

Encroachment Permit Signed by Streets supervisor or streets director.

A copy of the Site Plan to include topography/contour data with elevations, easements, property boundaries, setbacks, and roadways that front the property, access to the property, north arrow, locations and dimensions of proposed structure(s) location of propane tank and septic if applicable. 1"= 20' Scale.

Please check one: New Construction Addition Major/Minor Improvement

Submittal Checklist for Residential - One Family & Multi-Family

- Warranty Deed
- Zoning Permit Application
- Street Address Request
- Building Pad Profile Slope 12%>

Required Items for Business District / Public Use/Commercial Limited Industrial

Same as above with the addition of:

- Parking Layout
- Dumpster Location
- Snow Removal Plan
- Illustration of sign/graphics (size, color, material, location)
- Screening/Fence Layout (Commercial Limited Industrial Only)
- Landscape Plan
- Drainage Plan

All Structures **MUST** meet height, setback and fuel break requirements.

Note: Any Structure built in a platted subdivision that has property restrictions must have the approval of the body designated to enforce those restrictions. It is the responsibility of the landowner to acquire that prior approval.

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PHYSICAL ADDRESS REQUEST FORM

Date _____

Owner of property:

Last _____ First _____ M.I. _____

Current Mailing Address:

Street or P.O. Box: _____

City _____ State _____ Zip _____

Physical location:

Subdivision: _____ Lot: _____ Bk: _____

or

Section: _____ Tract: _____ Range: _____ Map page: _____

and

Street name: _____

OFFICE USE ONLY

Street Address Assigned:

_____ Street: _____

Village Official Signature: _____



ZONING PERMIT APPLICATION

Will not process if Incomplete

PERMIT NO. _____ - _____ DATE: ____/____/____

DESCRIPTION OF WORK:

New Construction Addition Alteration/ Repair Demolition Other

Is any portion of this lot part of a wetlands? Yes _____ No _____

If yes, submit an approved U.S. Army Corp. of Engineers 404 permit.

USACE, 4101 Jefferson Plaza NE, Albuquerque, NM, 87109, 505.342.3171

ZONING DISTRICT: Residential _____ Commercial _____ Overlay Zone MVB _____ O-District _____

Sq. Footage: Heated Living _____ Garage _____ Decks _____

Total _____ Shed _____ Fence _____

VALUATION: \$ _____ (Based on Replacement Cost)

Zoning Fee: \$ _____ Water Right Fee Required .\$. _____

LOCATION OF PROJECT:

Physical Address _____
Subdivision: _____ Lot# _____ Blk# _____

PROJECT OWNER(S): _____ PHONE (____) _____

MAILING ADDRESS: _____ CITY/ST. _____ ZIP _____

CONTRACTOR: _____ PHONE (____) _____

MAILING ADDRESS: _____ CITY/ST. _____ ZIP _____

NM STATE LICENSE # _____

ARCHITECT/ ENGINEER: _____ PHONE (____) _____

MAILING ADDRESS: _____ CITY/ST. _____ ZIP _____

NM STATE LICENSE # _____

IMPORTANT ZONING ITEMS! PLEASE COMPLETE:

EXTERIOR FINISHES: (eg: LOG, STONE, WOO) _____

ROOF MATERIAL (See Rules): _____ ROOF COLOR (See Rules): _____

VENEERS: STONE CULTURED STONE COBBLE MASONRY NONE

WILL VENEER BE APPLIED TO EXTERIOR CHIMNEY CHASE? YES NO

PLEASE READ AND SIGN THE FOLLOWING: (Contractors or Homeowner)

I hereby acknowledge by my signature below that I have read this application and state that the above is correct. I agree to comply with the requirements of the New Mexico Building Code. I waive my right to require any inspector to possess a search warrant before they enter the premises to inspect the building covered by this permit. I understand that the issuance of this permit shall not prevent the Construction Industries Division from requiring compliance with the provisions of the New Mexico Building Code and the Village of Angel Fire zoning code.

SIGNED BY: _____ Date _____

Zoning Official Signature: _____ Date _____



VILLAGE OF ANGEL FIRE Conditional Liquid Waste Agreement

This form is an agreement between the Village of Angel Fire and you, the owner of land in the Village. This agreement allows you to submit your septic plans to the Environment Department prior to the Village Building Department issuing a building permit. However a copy of your approved liquid waste application must be attached to this form along with your building application.

Property Owner Information: _____
Name: _____ Date _____
Address _____
Phone Number _____
Legal Description of Property:

Subdivision _____ Block _____ Lot _____
911 Physical Address _____

Installer Information:

Installer's Name _____ NM License Number _____
Address _____ Phone Number _____

I understand that signing this form obligates me to comply with all applicable provisions of the New Mexico Liquid Waste Disposal Regulations prior to completion and final building inspections. I further understand that I am still responsible for obtaining any permit required by Village, County, or State regulation or ordinance or other requirements of State or Federal law. I also understand that prior to excavating for a liquid waste system I must apply for and receive a liquid waste permit from the Environment Department. That until the results from percolation tests (and possibly other excavations) can be submitted with that applications there is no guarantee as to the design criteria required by the State of New Mexico Environment Dept. to adequately treat the domestic effluent for this lot. Furthermore the location of the septic system shall be added to the site plan on file with the Village prior to final inspections.

Owner's Signature _____ Date _____



***VILLAGE OF ANGEL FIRE
STATEMENT OF SEWER SERVICES AVAILABILITY***

Date: _____

This document states that sewer service is available to the stated location and will be hooked into the sewer line upon completion of construction. Village of Angel Fire – Water & Sewer Department must sign this document.

Name: First: _____ Last: _____ MI: _____

Service Address: _____

Mailing Address: St. or P.O. Box # _____

City, State and Zip: _____

Phone Number: (____) _____ Work: (____) _____

Owners Signature: _____ Date: _____

AF Water & Sewer Dept. Representative Signature:

Title: _____ Date: _____

REMIT TO:
VILLAGE OF ANGEL FIRE
PO DRAWER 489
ANGEL FIRE, NM 87710
575-377-3232

WATER AND/OR SEWER SERVICE APPLICATION AND AGREEMENT
NEW CONSTRUCTION

REQUESTED SERVICE DATE ____/____/____

*SERVICE ADDRESS _____
SUBDIVISION BLOCK LOT# HOUSE # AND STREET NAME

WATER SERVICE

SEWER SERVICE

*PURCHASED FROM _____
(PLEASE INDICATE)

*NAME _____
LAST FIRST MI

*BILLING ADDRESS _____
STREET / PO BOX

CITY STATE ZIP CODE

*PHONE: HOME (____) _____
WORK (____) _____
CELL (____) _____

*METER SIZE _____

FOR SEWER SERVICE, THIS SECTION MUST BE COMPLETED:

SINGLE AND MULTI-FAMILY CONNECTIONS
SINGLE-FAMILY, DUPLEX, APARTMENT
CONDOMINIUMS OR TOWNHOUSES

TOTAL # OF TOILETS _____

COMMERCIAL, INSTITUTIONAL
INDUSTRIAL SERVICE CONNECTIONS

ESTABLISHMENT TYPE & INFORMATION

*DRIVER'S LICENSE # _____ STATE OF ISSUED _____

Agrees to pay all applicable rates related to sewer and/or wet tap fees, general metered service, disconnect and reconnect charges. It is the responsibility of the applicant to notify the Village of Angel Fire if service is to be terminated.

APPLICANT'S SIGNATURE _____ DATE _____

*MUST BE FILLED-IN COMPLETELY

OFFICE USE ONLY	
PLEASE DO NOT WRITE IN THIS BOX	
ACCOUNT #	_____
METER INSTALL FEE	\$ _____
SEWER TAP FEE	\$ _____
GROSS RECEIPTS TAX	\$ _____
DEPOSIT-BACKFILL	\$ <u>300.00</u>
DEPOSIT-W/S#	\$ <u>50.00</u>
DEPOSIT REFUSE #	\$ _____
TOTAL	\$ _____
_____ VILLAGE OF ANGEL FIRE AUTHORIZED REPRESENTATIVE	

REV.2018

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***VILLAGE OF ANGEL FIRE
INFORMATION ON WATER METER BACKFILL
DEPOSIT REQUIREMENTS***

The Village of Angel Fire Public Utilities Department will leave water meter cans open after a new water meter installation from April 15th through October 15th annually as a convenience for contractors or homeowners to connect their service line.

It is the responsibility of the general contractor or homeowner to make sure that the meter is backfilled properly. Backfilling will require bedding with crusher fines or select backfill material. No rocks will be allowed. The foam insulating pads must be positioned properly in the meter can.

A \$300.00 backfill deposit will be required with the purchase of a new water meter. This deposit will be refunded in full if the backfilling passes the first inspection. If a second inspection is required, \$200.00 of the deposit will be refunded. If a third inspection is required, \$100.00 of the deposit will be refunded and if the inspection fails the third time, Village personnel will backfill around the meter and the deposit will be forfeit.

To request an inspection of water meter backfill, please contact the Public Utilities Department at 377-1677 between the hours of 7:00 am and 3:30 pm Monday through Friday.