

Building Permit / PAHOA Procedure

3.20.03

Procedure for Submission of Architectural Plans to the PAHOA Board of Directors [the PAHOA Board], acting as the PAHOA Architectural Control and Covenants Committee.

GENERAL GUIDELINES:

A homeowner need only follow this procedure if they plan new (permanent) construction on their lot. Refurbishing doors/windows/electrical, painting, or other "simple" improvements that may (or may not) need a building permit from Los Alamos County are not applicable. The Los Alamos County will notify the PAHOA Board if they do not see a "PAHOA Approved" stamp on building permit plans submitted to their office. The PAHOA Board will contact you if there are any problems. If you have any questions, please email to pahoa@losalamos.com, or contact one of the current PAHOA board members listed on our website.

1. Read the covenants posted on the website: www.losalamos.com/pahoa/ (note: contact information for the current PAHOA Board is also posted on this website)
2. Obtain a Building Permit application from Los Alamos County Community Development Department.
3. Fill out the Building Permit application, with all necessary construction plans and specifications attached.
4. Make 7 full copies (one for each PAHOA Board member), and either **send** the original and the 7 copies to: PAHOA, P.O.Box 4732, White Rock, NM, 87544, **or better yet**, hand deliver to the current PAHOA Board president (or any other board member) for inclusion on the next PAHOA Board meeting (generally the first Monday of every month). We encourage you to submit your plans at least 1 week prior to a regularly scheduled PAHOA Board meeting. The "30 day" clock [Part D-2.(a.)] will begin on the date of receipt, **NOT** the postmarked date, as the PAHOA mail is checked only once a week. The PAHOA Board will notify you if we feel your package is incomplete, or if we simply need more information. (**HINT**: a plat modified with the proposed placement of the structure on your property is required).
5. **IF** you are asking for a waiver of any of the covenant restrictions, you **MUST** include a cover letter describing which section of the covenant is applicable, and have a signed statement from the majority of your immediate neighbors (or other affected parties) that they do not object to your plans. For example: You want to build a detached garage, and by necessity of the terrain, it would have to be located closer than 25 feet to your neighbor's lot [Part C-1-A.(a) Location]. You **MUST** obtain written approval of that neighbor for the PAHOA Board to grant such a waiver, **AND** a letter from the Los Alamos County that it will still meet R-A zoning rules. In addition, the proposed detached garage is designed for 3 cars, and you already have a 2 car garage attached to the house [Part C-1-B.(a) One single-family detached dwelling]. You will also need to obtain written approval from your immediate neighbors (including across the street) if a waiver is to be granted.
6. You may present your plans to the PAHOA Board in person, but please let the president know as soon as possible so that appropriate seating/facility arrangements can be made. We will also invite affected neighbors if a waiver is being requested.
7. If approved, your plans will be stamped/signed/dated with the "PAHOA Approved". You may

request up to 5 of your copies back, as 2 copies are kept for the President and Secretary files. You will also receive a letter of approval from the PAHOA Board.

8. You may then submit your plans to the Los Alamos County Community Development Department. However, if substantial modifications are necessary for them to approve of your plans, then you will need to repeat Step 4.

9. You will need to notify the PAHOA Board when construction is complete, so that a final inspection can be made. [Part C-2. Architectural Control]

10. Every effort is made to reach consensus (and compromise) at the PAHOA Board meeting. However, if your request is not approved, you may follow the procedure outlined in the covenants [Part D-3. Recourse.]