



**Mesilla Acres Estates**  
**ARCHITECTURAL APPROVAL REQUEST FORM**  
**(Renovations, Additions, Repairs)**

Article VIII Section 2 of the Declaration of Covenants, Conditions and Restrictions for Mesilla Acres Estates Homeowners Association, Inc. specifies that no building, structure, fence, wall, or improvement of any kind or nature shall be erected, placed, or altered on any Lot until all plans and specifications have been submitted to and approved in writing by the Architectural Review Committee (ARC). To assist in your compliance with this restriction, please complete the following form and submit it with your plans and specifications for the proposed improvement.

Name of Homeowner(s) or Applicant: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Lot Number: \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

Change(s) to be completed by: Licensed Professional \_\_\_\_\_ Homeowner \_\_\_\_\_

**Directions:**

To be considered by the Architectural Review Committee, your application must include the following (if applicable):

- Site Plan showing the “footprint” of the building, location of all existing and proposed improvements, including but not limited to structures, patios, driveways, parking areas, fences, and walls.
- Description and samples of exterior materials, colors, textures, and shapes of all buildings and structures.
- Diagrams or representations of landscaping
- Landscaping- Include site plan showing location of existing plantings with respect to property lines and proposed additions. Include a description and dimensions of proposed landscaping, including walkways, fences, play equipment, pool, elevation changes, irrigation and watering systems, on lot pond as approved by Doña Ana County Flood Commission, vegetation and ground cover (indicating type, size, spacing, and quantity).

**Detailed Description:**

In the space below or on an attached page, provide a description of the alteration, improvement, addition, or other change you would like to make to the exterior of your home and/or property (to avoid delays, be as clear and detailed as possible). Please include such detail as the dimension, materials, color, design, location, and any other pertinent data.

**Location:**

Attach a copy of a survey map, site plan, with a suitable diagram showing where the addition/change is located.

**Specifications:**

All applications must include detailed copies of plans, diagrams of materials to be used, paint/material color, landscape drawings showing changes or additions, etc.

**Applications submitted without detailed specifications will not be reviewed.**

**All requests must conform to all local zoning and building regulations and include all necessary permits.**

Please refer to Mesilla Acres Estates Homeowners Association, Inc. Declaration of Covenants, Conditions and Restrictions Article VIII Architectural Review, Exhibit “A” Design Guidelines, and Exhibit “B” Ponding and Drainage for instructions on general considerations, specific guidelines, and submission requirements.

An application submitted without all required submissions will be considered incomplete. In such cases, the Architectural Review Committee’s thirty (30) day review period will not commence until all required submissions have been provided. Other exhibits may be requested to permit adequate evaluation of the proposed change.

If you have any questions regarding the required submissions or the application process, you are advised to seek guidance from the Architectural Review Committee members.

Michelle Hampton - [michellehampton18@gmail.com](mailto:michellehampton18@gmail.com)  
Travis Gutierrez - [tgutier@live.com](mailto:tgutier@live.com)  
Darrell Walker - [djwalkerconstruction@gmail.com](mailto:djwalkerconstruction@gmail.com)

The ARC does not review and assumes no responsibility for the structural adequacy, capacity or safety features of the proposed construction, alteration or addition; for soil erosion of incompatible or unstable soil conditions, for mechanical, electrical or other technical design requirements for the proposed construction, alteration or addition; or for the performance, workmanship or quality of work of any contractor or of the completed alteration or description.

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Date of Request

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Signature of Homeowner/Applicant

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Signature of Homeowner/Applicant

**Please Return Completed Form To:**

**Michelle Hampton**  
[michellehampton18@gmail.com](mailto:michellehampton18@gmail.com)  
**Travis Gutierrez**  
[tgutier@live.com](mailto:tgutier@live.com)  
**Darrell Walker**  
[djwalkerconstruction@gmail.com](mailto:djwalkerconstruction@gmail.com)

**THIS SECTION TO BE COMPLETED BY ARCHITECTURAL REVIEW COMMITTEE**

REQUEST: Date Approved: \_\_\_\_\_ Date Denied: \_\_\_\_\_

\_\_\_\_\_ Pending, insufficient information. Resubmit the requested information. Please include the following:

<b>Approved</b>	Circle One <b>YES</b> <b>NO</b>
<b>Conditional Approval</b>	Circle One <b>YES</b> <b>NO</b> If YES, List Conditions Below
<b>Disapproval</b>	Circle One <b>YES</b> <b>NO</b>
<b>Comments</b>	List Comments Below, If Any

**Mesilla Acres Estates Architectural Review Committee**

\_\_\_\_\_  
Michelle Hampton

\_\_\_\_\_  
Travis Gutierrez

\_\_\_\_\_  
Darrell Walker

\_\_\_\_\_  
Date