

# ***Instructions for Completing CTC Application***

*Updated February 2025*

All home improvement projects require a **Contractor Agreement Form** to be completed and submitted to El Parque Administrator. This form permits the security guards to allow contractors into El Parque.

## ***Home improvement Categories:***

***Interior Work:*** This category includes construction or repairs done to the interior of the home and does not make any changes to the exterior of the house or property. ***These projects do not require CTC approval.*** When in doubt, contact a CTC member.

***Exterior Work:*** Exterior work can be minor or major home improvement projects. All construction, alterations, additions, and modifications must be executed in a contemporary Mexican architectural style, using stone, Cantera (quarry material), wood, ceramic, clay, and similar materials. Except for painting exterior walls, ***these exterior projects require CTC approval before the project can begin.*** Upon CTC approval, a Construction Permit will be issued, which must be displayed visibly on the home or property.

***Minor Home Improvement Projects:*** Any projects done to the exterior of the house (front, back, sides, or rooftop) that does not extend the size of the footprint of the home is considered a minor home improvement project. These projects include installation of solar panels, air conditioners, water tanks, fixed gas tanks, satellite dishes, patio extensions or improvements, permanent water fountains, special lighting, repositioning staircase to the mirador, window/doors security grates or any other improvements to the exterior of your home, including property walls, lawns, driveways or walkways. Projects will not be approved if they encroach onto restricted use areas, common areas, or adjacent properties. *Please include a sketch to help clarify your request.*

***Major Home Improvement Projects:*** Any projects done to the exterior of the house that extends the size of the footprint of the home is considered a major home improvement project. The footprint of your home can not exceed 70% of the total surface of your lot. In general terms, this means everything under the roofline, including overhangs, bodegas, and carports. Each unit has “restricted use areas” or set back restrictions that can be on the front, back, or sides of your home to create a balance between green spaces and the home. Before designing your construction project, locate these restricted use areas. While some private areas have encroached into common areas and restricted use areas in the past, no new construction projects will be approved if the construction encroaches into these areas.

For units that are allowed to have two levels, the second level cannot exceed 40% of the footprint of the first level. Adding a roof to a Pergola or the Mirador is considered a major project because it extends the size of the home. Remember, *El Parque units are single-family dwellings only.* To find information on lot size, house size, and restricted use areas, check your deed, architectural site plot, or Chapala tax bill. A licensed engineer or architect must do drawings of major home improvement projects. **In addition to CTC approval, these projects require approval by the City of Chapala.**

***Please reach out to CTC members as you plan your projects.***