



Town of Silver City — Property Owner Toolkit

The Property Owner Toolkit is provided as a resource document to help property owner's navigate requirements of "Activating a Building" in the Town of Silver City. The toolkit is divided into four categories- 1) Building Use & Application Requirements, 2) Architectural Drawings 3) Residential Activation, and 4) Business Operations. Requirements are subject to change and resources should be verified with the local authority prior to any property development.

Building Use/Zoning

Overall process for commercial developments:

1. Verify zoning & permissible building use
2. Submit plans for town review
3. If listed on historic register or within the historic overlay zoning, consult with Design Review Committee
4. Submit drawings for permit to New Mexico Construction Industries Division

Town requires a **Zoning Permit** for any commercial construction expansion, alteration or renovation. A zoning permit is not required for minor interior renovations.

A **Conditional Use Permit** may be required for some uses. For example, a 10-unit multifamily housing in the Commercial Historic District (C-HD).

Variiances are rarely required in the C-HD.

Useful Resources

■ **Request Commercial Development Information** from the Town of Silver City, Community Development Department (575) 534-6348

Information on required permits / licenses, additional permits / reviewing agencies, Land Use Code compliance, Town / utility contacts, and list of town permit fees.

■ **New Mexico State Historic Preservation Office (NM SHPO)** (505) 827-6320 or nmshpo@state.nm.us. For information on tax credit programs, contact Harvey Kaplan (505) 827-3971 or havey.kaplan@state.nm.us

Information on historic building architectural review and tax credits.

■ **Building Permit Guide for Commercial Construction** from the State of New Mexico, Construction Industries Division (NM CID) (505) 222-9800

Information on required permits for building construction or renovation, as well as mechanical, electrical and plumbing system modifications.

Links

- Official Zoning Map · Silver City, NM
- Code of Ordinances · Silver City, NM
- Silver City Historic Districts Map
- State & National Register Documents
Refer to State & National Register Spreadsheet
- Grant County Property Search
Provides Legal Summary with Subdivision, Block, & Lot
- FEMA Flood Maps
Input address to see if within a floodplain
- Applications & Forms · Silver City, NM
 - Conditional Use Permit
 - Fire Marshal Plan Review
 - Historic Design Review
- Forms & Applications · NM CID
- Federal Tax Credits Introduction
- State Tax Credits Introduction

Town of Silver City Requirements

Below is a summary of requirements for some of the Town of Silver City commercial property applications. Refer to Town of Silver City Code of Ordinances- Table 6.3.1 for summary of the review and approval procedures for specific types of applications.

Links · Applications & Forms · Silver City, NM

Town of Silver City

Application process for commercial developments:

1. Submit Zoning Permit Application - If approved, go to Step 2.
2. Submit Certificate of Compliance - If approved, go to Step 3.
3. Submit Fire Marshal Plan
4. Review - If approved, submit application to NM CID

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■ Community Development Dept. Zoning Permit Application

- Requires property information, legal description, and copy of deed with proof of ownership or survey
- Letter from property owner if applicant is not owner
- Requires site plans showing landscaping, parking, lighting, and sidewalks
- Application will be reviewed by Community Development Director
- Planning & Zoning Commission will conduct public hearing
- Town Council will also conduct second public hearing

2

■ Historic Design Review Committee Certificate of Compliance

Refer to Town of Silver City Code of Ordinances- Table 4.2.6: Historic Overlay Zoning District Design Standards

- Requires project description describing proposed project, materials to be used, and other pertinent information
- Requires site plan and architectural plans (optional)
- Requires copy of deed or survey with ownership

3

■ Office of Fire Marshal Plan Review Application

- Requires proposed site plan and building plans
- Requires Architect or Engineer Information
An architect can provide Project Information: floor area, occupancy, setback requirements, type of construction, and occupancy group. An architect could also provide an estimated valuation of construction if a general contractor has not been selected.
- Requires a licensed general contractor any work on any type of fire suppression or alarm system.

To NM CID Requirements

NM Construction Industries Division Requirements

Once the Town of Silver City provides zoning approval for the commercial development, a building permit application can be processed through the State of New Mexico Construction Industries Division (CID). Below is a summary of CID application requirements.

Permits Required For:

1. Alterations, repairs, or additions to existing buildings
2. Rehabilitation of historic properties
3. New construction
4. Mitigation or retrofit work
5. Electrical, mechanical, & plumbing systems
6. Re-Roof

Always consult the Town of Silver City Community Development Dept. to determine specific requirements.

Links · Applications & Forms · NM CID

■ Commercial Re-Roof Submittals

- Submit Multi-Purpose State Building Application with Building Permit for Reroof checked.
- Requires Property Owner, Contractor and Design Professional Information (NM License required for both)
- Plan review submittal includes, sealed site plan, existing roof plan, new roof plan, and details to ensure structure, drainage and attachments are sufficient

■ Multi-Purpose State Building Application

- Requires Property Owner, Contractor and Design Professional Information (NM License required for both)
- Construction documents prepared stamped by licensed Design Professional and Engineers
- Plan review submittal includes site plan, foundation plan, floor plan, framing plans, elevations, sections, mechanical system, plumbing system, electrical system, structural calculations, specifications, and any revisions
- Building permit issued upon plan review approval
- Ongoing system inspections will occur during construction
- Building official will issue Certificate of Occupancy

■ Electrical Permit Application

- Required for projects with a 100 KVA single phase or 225 KVA three phase or larger electrical service size, if any modifications to the system
- Requires Property Owner, licensed contractor and engineer information
- Electrical plan review submittal includes site electrical plan, one-line riser plan, load calculations, available fault current calculations, panel schedules, floor plan, power plan, lighting plan, lighting power calculations, grounding details, and wiring methods

■ Mechanical/Plumbing Permit Application

- Required for new systems or if any modifications to the system
- Requires Property Owner, licensed contractor and engineer information
- Mechanical plan review submittal includes mechanical/plumbing plans, and equipment/fixture schedules with specifications

Architectural Drawings — Examples

The section provide sample of site plan and floor plan. Architectural drawings will develop throughout the various stages of review by the Town, NM CID and the State Historic Preservation Office. Additional drawings, including engineer drawings will be included reviews and construction permitting to provide detail on the design intent, constructibility, and life & safety code compliance.

Examples

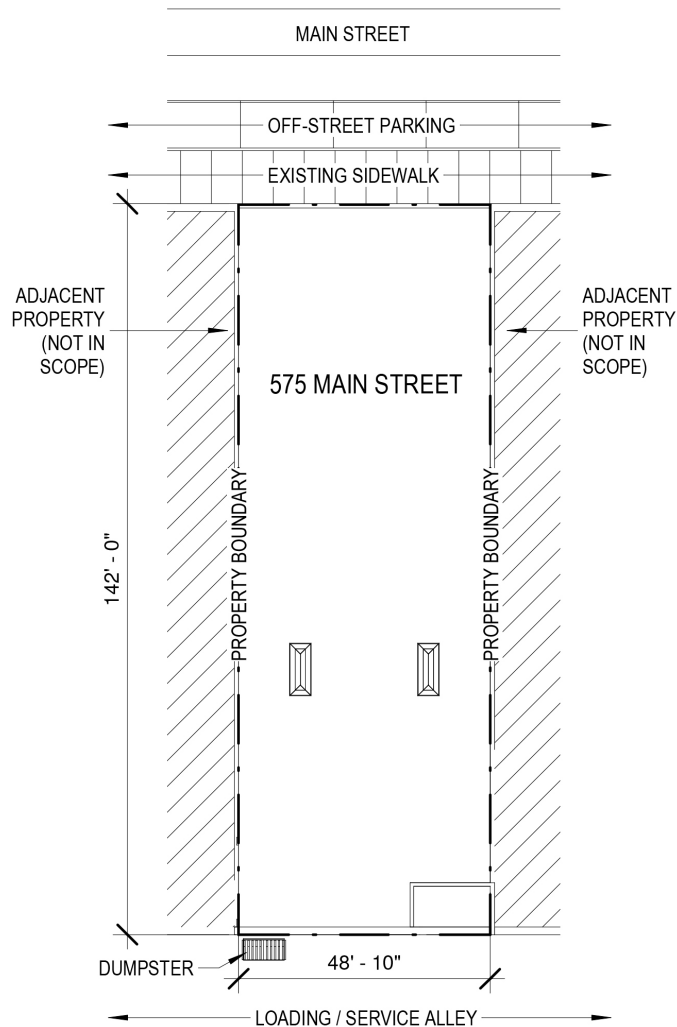
Site Plan: shows the location & orientation of a building on a plot of land, including property boundaries, streets, parking, drainage, & adjacent properties

Floor Plan: shows the shapes & dimensions of spaces, the locations of doors & windows, including any objects attached to the walls or floor

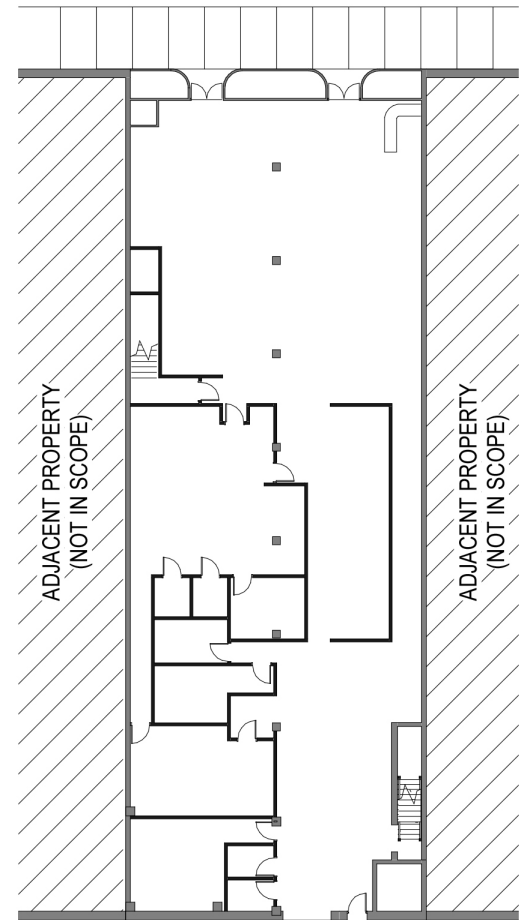
Elevations: shows the exterior conditions, materials, location & size of windows & doors, height of building, & any signage

Roof Plan: shows the type of roof construction, location of roof top mechanical units, roof drains, vents, ladders, skylights, & any other openings

Site Plan Example



Floor Plan Example



Second Floor Activation with Residential

Buildings located near a variety of amenities and sufficient services within walking distance are candidates to be considered for second floor apartment conversions. Many cities have revitalized their once blighted districts by providing housing in vacant buildings. The Town of Silver City has adopted the code to allow and encourage mixed-use and residential buildings in the Historic Downtown District.

Common Building Code Issues in Older Buildings to Address for Upper Floor Residential

1. Egress & Exits
2. Stairways & Corridors
3. Sprinkler Systems & Firewalls
4. Floor-to-Floor Fire Separation
5. Outdated Electrical Systems
6. Venting of Plumbing & Heating Systems
7. Hazardous Materials such as lead-paint, asbestos & mold

Useful Resources

- **Upper Floor Reuse** Guidebook for Revitalizing Downtown Buildings, City of Steubenville, NY, 2016, defines upper floor revitalization as a catalytic process.
 - Upper floors are rehabbed and reused. Building conditions are improving.
 - More activities and people are present downtown utilizing the improved spaces and supporting existing users.
 - Downtown is becoming stronger and more desirable to live, work and visit.
 - Investor, building owners, and businesses see a growing demand for quality spaces.

■ **Upper Floor Residential Rehab Program** is a good precedent for a Community Development Block Grant (CDBG) Program to assist owners of mixed use buildings with the redevelopment of upper floor vacant space into quality rental housing.

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- Official Zoning Map · Silver City, NM
- Code of Ordinances · Silver City, NM
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Intent & purpose of the Historic Downtown Commercial (C-HD) District “ is intended to accommodate a **mix of commercial uses** serving residents and visitors, **mixed-use buildings, and residential buildings** in the historic central business core, and **to provide a variety of building sizes compatible with the character of the Silver City Historic District**. The district encourages a high level of **vitality through diverse activities** conveniently accessible to pedestrians.

– Town of Silver City Code of Ordinances, Land Use and Zoning Code of 2010, Article 3.1.6

Business

The information below is provided for property owner's interested in starting a business or recruiting a business lessee with a summary of requirements for business start-up and other business support resources.

Business Operations

Overall process for starting a business at your property:

1. Verify zoning & permissible building use for business type
2. Apply for & obtain a Business License. Applications requires:
 - NM CRS# & Federal ID#
 - Site Plan with setbacks
 - Owner/Tenant Lease
 - Annual fee
3. Facilities will be inspected to maintain fire and other safety hazards

How to Recruit a Business to Your Building

- Prepare business recruitment packages with demographic & income data, available space, & community revitalization efforts
- Identify businesses that fit target market & provide desired goods & services
- Directly contact businesses to gauge interest

Useful Resources

■ **Request Business Registration & License Information** from the Town of Silver City, Community Development Department (575) 534-6348

All new & relocated businesses within Town limits must be registered with the Town prior to opening. Property owners will be required to provide a completed authorization form if a lease is not available to the business tenant.

■ **Business Development Information**
Contact the Small Business Development Center at Western New Mexico University. (575) 538-6320

Offers management consulting, workshops, and assistance with free computer/Internet use for businesses.

■ **New Mexico MainStreet Technical Assistance.** Contact Silver City MainStreet Project · (575) 534-1700

Local resources available to businesses each year through New Mexico MainStreet for design assistance from professional consultants, discounted supplies, & community volunteer labor.

Links

- Applications & Forms · Silver City, NM
- Business License Registration
- Business Registrations · Silver City, NM
- Silver City MainStreet - Businesses & Property Availability
- Silver City Small Business Development Center at Western NM University
- NM EDD Community, Business & Rural Development Team
- Finance NM Small Business Resource
- WESST · Consulting, Training, Lending Incubation
- IRS: Employer Identification Number (EIN)
- NM Taxation & Revenue
- NM License or Permit Application

Resources

Below is a list of links referenced in the document. If there is a correction, please contact Silver City MainStreet Project at **(575) 534-1700**.

Building Use & Applications



click to access

Official Zoning Map · Silver City, NM	bit.ly/3u2cg6l
Code of Ordinances · Silver City, NM	bit.ly/3u3IVbz
Silver City Historic Districts Map	bit.ly/37iebKs
State & National Register Documents	bit.ly/37nm80e
Grant County Property Search	bit.ly/37h5kZi
FEMA Flood Maps	bit.ly/3s3m2Dh
Applications & Forms · Silver City, NM	bit.ly/3rWN9QA
Applications & Forms · NM CID	bit.ly/3pona2D
Federal Tax Credits Information	bit.ly/3pqa8C2
State Tax Credits Introduction	bit.ly/3qrqXgV

Architectural Drawings



click to access

Building Permit Guide for Commercial Construction	bit.ly/3qtpF55
AIA Firm Directory	bit.ly/37kc8Fo
NM Architect Registration Verification	bit.ly/3JR4DuU
NM Engineer & Surveyor License Verification	bit.ly/2NbyfqW
Guide to Hiring an Architect	bit.ly/37isNsY
Historical Consultant List · NM SHPO	bit.ly/3psNAjM
Secretary of Interior's Standards for Treatment of Historic Properties	bit.ly/2ZkavDx

Residential Activation



click to access

Silver City Housing Analysis & Strategic Plan	bit.ly/3armipT
Silver City Comprehensive Plan · (Ch. 5)	bit.ly/37haxQH
Silver City Metropolitan Redevelopment Plan · (p. 105)	bit.ly/3bckosj
Silver City Arts & Cultural District Cultural Plan · (p. 24 New Investments)	bit.ly/2NwFLMO
Upper Floor Reuse	bit.ly/3arDKup
Upper Story Housing	bit.ly/3k6iVll
Upper Floor Residential Rehab Program	bit.ly/20KFXZy

Business



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Business Registrations · Silver City, NM	bit.ly/3as2DWE
Silver City MainStreet – Business & Property Availability	bit.ly/3ao85tG
Silver City Small Business Development Center at Western NM University	bit.ly/3u6eVvW
NM EDD Community, Business & Rural Development Team	bit.ly/3dfM8it
Finance NM Small Business Resource	bit.ly/3u6QqyL
WESST · Consulting, Training, Lending Incubation	bit.ly/3qvdQel
IRS: Employer Identification Number (EIN)	bit.ly/3jWm9h7
NM Taxation & Revenue	bit.ly/3dk7QSA
NM License or Permit Application	bit.ly/3jSQSMh



For Addition Information About This Document and/or New Mexico MainStreet, Contact:

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