



## 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).

**Variations** 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 · see page 8

- 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 · *see page 8*

## 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

1

### ■ 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.

[Links](#) · [Applications & Forms](#) · [NM CID](#) · *see page 8*

## 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

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

### ■ 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

This section provides a list of architectural drawings required at the various stages of review by the Town and NM CID, as well as resources for finding an architect, design team, and the architectural design process required to submit a building permit application. A licensed general contractor will be required to perform the work once the building permit is approved.

## Drawings

All drawings to be prepared by an architect and/or engineer licensed in the State of NM

### **Schematic Design for initial review by Town Departments**

Site Plan, Building Plans, Exterior Elevations (for historic property modifications)

### **Construction Documents for review & building permit by NM CID**

Official documents of the project including architectural drawings, drawings from engineers & other consultants

The Construction Document set for permit review will also be the set distributed to General Contractors for bidding

## Useful Resources

### ■ **Finding an Architect**

The American Institute of Architects (AIA) provides a listing of architects registered with the organization, nationally and locally. Contact AIA New Mexico · (505) 328-3969 [aia.org/firm-directory](http://aia.org/firm-directory)

### ■ **Design Team**

The architect will propose a design team to complete the required documents. The design team could include structural, mechanical, plumbing, and electrical engineers, as well as other consultants necessary for the scope of work. The architect typically provides the owner a proposal for services, including fees for the other design team members, and a timeline for document completion.

An architect will generally include town reviews, hearings, and other meetings in the proposal. The architect may also include coordination with the state historic office and other agencies to get the project design approved.

### ■ **Construction & Costs**

The owner is responsible for hiring the contractor. The architect may suggest general contractors to bid on the project and can provide cost estimates throughout the project to confirm design conforms to the owner's budget.

## Links · *see page 8*

[Building Permit Guide for Commercial Construction](#)

[AIA Firm Directory](#)

[NM Architect Registration Verification](#)

[NM Engineer & Surveyor License Verification](#)

[Guide to Hiring an Architect](#)

[Historical Consultant List · NM SHPO](#)

[Secretary of Interior's Standards for Treatment of Historical Properties](#)

### **Project Timeline**

The following is the sequence of project phases once a design team has been selected to produce the required documentation for town approval and construction permits:

- Pre-Design: Evaluation of existing conditions
- Schematic Design (SD): Town Review drawing review
- Design Development (DD)
- Construction Documents (CD): CID set issued for permit & contractor bidding
- Construction Administration (CA)

# 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

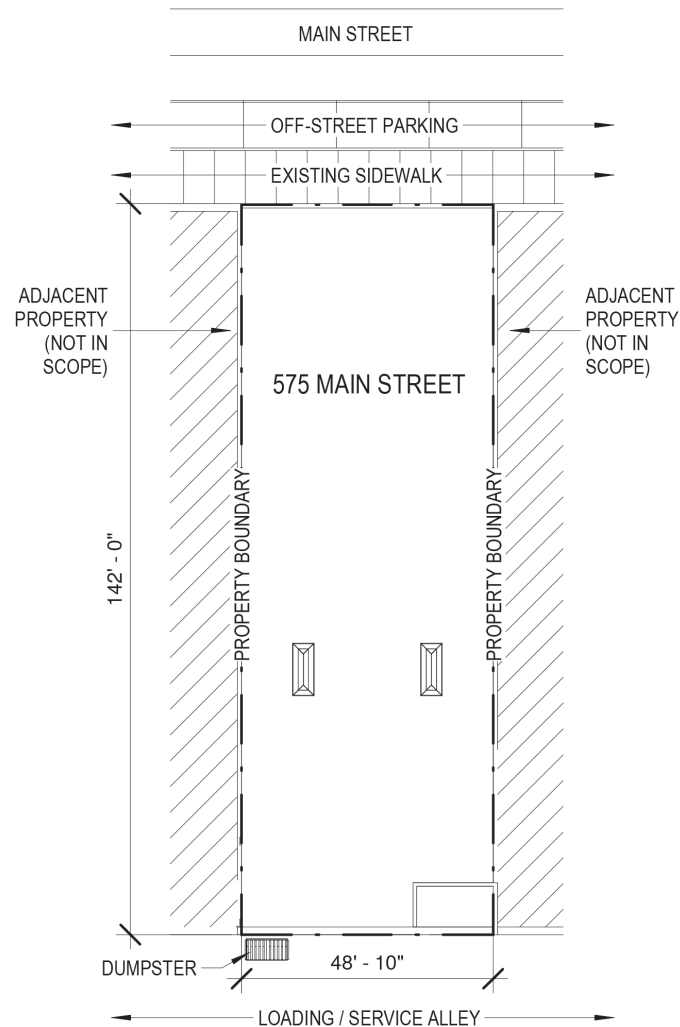
**Site Plan:** shows the location & orientation of a building on a plot of land, including property boundaries, streets, parking, drainage, & adjacent properties

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

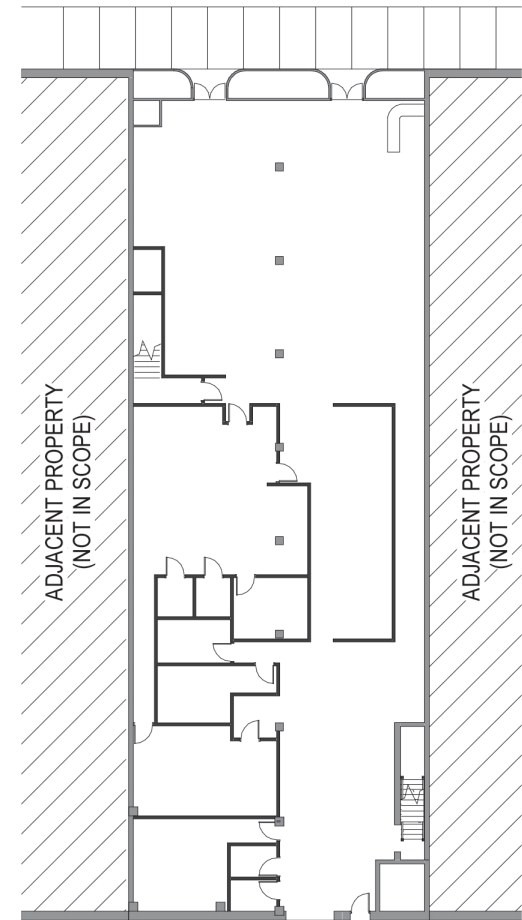
**Elevations:** shows the exterior conditions, materials, location & size of windows & doors, height of building, & any signage

**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.

## Links · see page 8

- Code of Ordinances · Silver City, NM
- Silver City Housing Analysis & Strategic Plan
- Silver City Comprehensive Plan (Ch. 5)
- Silver City Metropolitan Redevelopment Plan (p. 105)
- Silver City Arts & Cultural District Cultural Plan (p. 24 · New Investments)
- Upper Floor Reuse
- Upper Story Housing
- Upper Floor Residential Rehab Program

**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 · see page 8

- 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

|   |   |
|---|---|
| <b>Official Zoning Map</b> · Silver City, NM      | <a href="https://bit.ly/3u2cg6l">bit.ly/3u2cg6l</a> |
| <b>Code of Ordinances</b> · Silver City, NM       | <a href="https://bit.ly/3u3IVbz">bit.ly/3u3IVbz</a> |
| <b>Silver City Historic Districts Map</b>         | <a href="https://bit.ly/37iebKs">bit.ly/37iebKs</a> |
| <b>State &amp; National Register Documents</b>    | <a href="https://bit.ly/37nm80e">bit.ly/37nm80e</a> |
| <b>Grant County Property Search</b>               | <a href="https://bit.ly/37h5kZi">bit.ly/37h5kZi</a> |
| <b>FEMA Flood Maps</b>                            | <a href="https://bit.ly/3s3m2Dh">bit.ly/3s3m2Dh</a> |
| <b>Applications &amp; Forms</b> · Silver City, NM | <a href="https://bit.ly/3rWN9QA">bit.ly/3rWN9QA</a> |
| <b>Applications &amp; Forms</b> · NM CID          | <a href="https://bit.ly/3pona2D">bit.ly/3pona2D</a> |
| <b>Federal Tax Credits Information</b>            | <a href="https://bit.ly/3pqa8C2">bit.ly/3pqa8C2</a> |
| <b>State Tax Credits Introduction</b>             | <a href="https://bit.ly/3qrqXgV">bit.ly/3qrqXgV</a> |

## Architectural Drawings



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|   |   |
|---|---|
| <b>Building Permit Guide for Commercial Construction</b>                      | <a href="https://bit.ly/3qtpF55">bit.ly/3qtpF55</a> |
| <b>AIA Firm Directory</b>   | <a href="https://bit.ly/37kc8Fo">bit.ly/37kc8Fo</a> |
| <b>NM Architect Registration Verification</b>                                 | <a href="https://bit.ly/3JR4DuU">bit.ly/3JR4DuU</a> |
| <b>NM Engineer &amp; Surveyor License Verification</b>                        | <a href="https://bit.ly/2NbyfqW">bit.ly/2NbyfqW</a> |
| <b>Guide to Hiring an Architect</b>   | <a href="https://bit.ly/37isNsY">bit.ly/37isNsY</a> |
| <b>Historical Consultant List</b> · NM SHPO                                   | <a href="https://bit.ly/3psNAjM">bit.ly/3psNAjM</a> |
| <b>Secretary of Interior's Standards for Treatment of Historic Properties</b> | <a href="https://bit.ly/2ZkavDx">bit.ly/2ZkavDx</a> |

## Residential Activation



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|   |   |
|---|---|
| <b>Silver City Housing Analysis &amp; Strategic Plan</b>                                | <a href="https://bit.ly/3armipT">bit.ly/3armipT</a> |
| <b>Silver City Comprehensive Plan</b> · (Ch. 5)   | <a href="https://bit.ly/37haxQH">bit.ly/37haxQH</a> |
| <b>Silver City Metropolitan Redevelopment Plan</b> · (p. 105)                           | <a href="https://bit.ly/3bckosj">bit.ly/3bckosj</a> |
| <b>Silver City Arts &amp; Cultural District Cultural Plan</b> · (p. 24 New Investments) | <a href="https://bit.ly/2NwFLMO">bit.ly/2NwFLMO</a> |
| <b>Upper Floor Reuse</b>  | <a href="https://bit.ly/3arDKup">bit.ly/3arDKup</a> |
| <b>Upper Story Housing</b>  | <a href="https://bit.ly/3k6iVll">bit.ly/3k6iVll</a> |
| <b>Upper Floor Residential Rehab Program</b>  | <a href="https://bit.ly/20KFXZy">bit.ly/20KFXZy</a> |

## Business



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



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

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