



**APPLICATION FOR CERTIFICATE OF COMPLIANCE**  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
 PO Box 1188/1203 N. HUDSON Case # HD \_\_\_\_\_  
 SILVER CITY, NM 88062 (575) 534-6348 FAX (575) 534-6381

DATE  
STAMP

*A Certificate of Compliance is required prior to the issuance of a Building or Zoning Permit in any of the four designated historic districts. The application for a Certificate must be reviewed by the HDRC in a public meeting scheduled by the Community Development Department. Building Permits for roofing projects are exempt if they do not involve a change in existing materials, forms, or shapes and do not create new roof penetrations such as skylights. Permits for wall resurfacing are also exempt if they do not involve a change in existing materials, forms or shapes and do not involve closing in or replacing exterior windows or doors. **The project must be in compliance with all sections of the Land Use Code, and must meet the design standards of Section 4.2.6.***

**\*NOTE:** Please fill out entire application and submit with documents listed below. Incomplete applications will not be accepted. Applications submitted after the deadline will be scheduled for the next regular HDRC meeting.

**PURPOSE OF APPLICATION:**

\_\_\_\_\_  
 \_\_\_\_\_

**REQUIRED DOCUMENTS:**

- Project Description (8.5 x 11) to include the following:**
  - Paragraph describing proposed project, materials to be used, and other pertinent information;
  - site plan of project: sketch showing setbacks and footprint of all structures on the lot;
  - architectural drawings showing affected areas (optional).
- Proof of ownership – please provide *one* of the following:**
  - deed or survey

**PROPERTY INFORMATION:**

Property street address: \_\_\_\_\_ Property code: 3- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

(The property code # can be obtained from the County Assessor's Office or from the tax bill)

Subdivision: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

Zoning (*please circle one*): Rural Res A Res B Res C Commercial Industrial

Historic District (*please circle one*): Silver City Black's Addition Chihuahua North Addition

Is the site a registered structure? \_\_\_\_\_ Silver City Landmark structure? \_\_\_\_\_

Is the site currently on any historic register? \_\_\_\_\_ HLC#: \_\_\_\_\_

Do you plan to apply for tax credits for this property? \_\_\_\_\_ Preservation grants? \_\_\_\_\_

**APPLICANT INFORMATION: (if applicant is not owner, written authorization from the property owner is required):**

Name: \_\_\_\_\_ Proprietary interest in property: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate phone: \_\_\_\_\_ Email: \_\_\_\_\_

**PROPERTY OWNER INFORMATION** (fill out if applicant is not owner):

Name: \_\_\_\_\_

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

**CONTRACTOR/AGENT INFORMATION**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**DEMOLITION:**

Demolition of a structure requires compliance with Section 4.2.8 of the Land Use Code. No structures in the Historic Overlay Zone or Silver City Landmark structures shall be demolished before the owner or applicant has first met with the Design Review Committee to determine the potential impact of the demolition on the historic character of the neighborhood. After review, the DRC may require a six-month evaluation period to inspect the structure as to its relative safety and to allow time to pursue alternatives to demolition, such public or private purchase, rehabilitation, or expansion so as to make the structure appropriate for the intended use of the site.

**As the Applicant, I state that the information provided in this Application and all attachments is true and accurate to the best of my knowledge.**

**Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***FOR STAFF USE ONLY***

Zoning Permit required \_\_\_\_\_ yes \_\_\_\_\_ no

Scheduled to be heard by the Design Review Committee on \_\_\_\_\_ (date)

**ACTION OF THE DESIGN REVIEW COMMITTEE**

Certificate of Compliance approved.  
Recommendations/Comments:

Request denied based on the following reasons:

Decision delayed pending additional information. The item is scheduled to be reheard on  
Date: \_\_\_\_\_

\_\_\_\_\_  
Design Review Committee Chair Date \_\_\_\_\_

\_\_\_\_\_  
Community Development Director or Designee Date \_\_\_\_\_