

New Mexico MainStreet Service Request Form



Architectural Design

This is an application to receive architectural assistance from the New Mexico MainStreet Program.

Each box checked represents an individual technical assistance consultation, some of which may require multiple site visits. The local organization can anticipate, on average, two architectural design services per fiscal year (July 1 – June 30th). The organization should have a selection process in place to choose the appropriate training(s), workshops, or on-site consultations that will result in positive, visible changes occurring in the MainStreet district. NOTE: Our professional consultant staff is often already booked 6-8 weeks in advance.

Check the appropriate category of assistance that you require.

DESIGN COMMITTEE

- Committee Training
Committee Work Plans
Introduction to Main Street Design

- Signage (storefront)
Window & Floor Displays

- Historic District Nominations
Preservation Technical Assistance

BUILDINGS

- Additions
Façades (store fronts)
Floor Plans
Lighting (interior or exterior)

HISTORIC PRESERVATION

- Adaptive Reuse
Asset Mapping
Building Rehabilitation
Cultural Property Survey
Historic Building Nominations to State & National Registries

STREETS

- Amenities
Landscape Design

FINANCING

- Cost Estimates

NAME OF ORGANIZATION

MainStreet Organization Name _____ Date _____

CRITERIA

The New Mexico MainStreet Program offers architectural design assistance to spur economic revitalization in the heart of the community, by contributing to increased interest, activity and commerce on Main Street. Please indicate how this assistance will aid that effort.

Three horizontal lines for writing criteria.

TIME FRAME

Please indicate when you would like the assistance to take place. _____

PROPERTY INFORMATION

If your proposed improvements include color choices, PLEASE ATTACH any existing logo and/or promotional material.

Date of original construction: _____

Request for assistance from: [] Property Owner [] Business Tenant

Name of Business: _____

Name of Property Owner: _____

Property Address: _____ Phone: _____

If building is historic, PLEASE ATTACH historic information including original use and historic photo, if available.

Building has been listed or is nominated for listing on:

- [] National Register of Historic Buildings [] State Register of Historic Cultural Properties [] is part of registered Historic District

If historic building has been altered, please indicate what historic elements still exist, either exposed or covered (e.g. architectural metal, decorative cornice, tin ceiling, original windows and doors).

Three horizontal lines for writing historic information.

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CONDITION OF EXISTING BUILDING

Needs no repair Needs some repair Needs stabilization

Additional comments on condition of building. _____

Have improvements been made in the past three years? Yes No

Please provide a brief description _____

AFFILIATION

Applicant is an active and/or contributing member to local MainStreet Program. Yes No

Applicant has completed a Building Survey Form for the Design Committee. Yes No

PROJECT BUDGET

Applicant expects the project to fall within the following range:

less than \$2,000 \$2,000 to \$10,000 \$10,000 to \$50,000 over \$50,000

OTHER COSTS

Applicant is responsible for costs of reproduction of documents beyond the quantity provided by New Mexico MainStreet.

OWNER-TENANT AGREEMENT

Owner(s) and tenant(s) of building are agreeable to the work being proposed for the building. Yes No

ADDITIONAL COMMENTS

SIGNATURES

MainStreet Manager

MainStreet Board President

Design Committee Chair

Property owner (if private property)

Business owner (if applicable)

FORM MUST BE SUBMITTED WITH THE BUILDING INVENTORY FORM COMPLETED

PLEASE RETURN THIS FORM TO: (MAKE COPIES AS NEEDED)

Economic Development Department

Joseph M. Montoya Building

Santa Fe, NM 87505-4147

New Mexico MainStreet Program Director

1100 St. Francis Drive

Fax: (505) 827-0407

New Mexico Economic Development Department