New Mexico MainStreet Service Request Form

Architectural Design

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

- Accelerator process designees have an established set of technical assistance services in the Four Points provided by NMMS during this phase of development, and are not eligible to apply for additional services through this form.
- Main Street America Affiliate programs may receive up to one (1) technical assistance service in each of the Four Points per fiscal year (July 1 – June 30).
- Main Street America Accredited programs may receive up to two (2) technical assistance services in each of the Four Points per fiscal year (July 1 – June 30). Based on the successful implementation of projects, events and activities from a previous service request, additional technical assistance may be considered if the professional consultant has availability.
- Each box checked represents a single technical assistance consultation, some of which may require multiple site visits. Please note that Program Associates may not be able to schedule an immediate on-site visit. Applicant is responsible for costs of reproduction of documents beyond the quantity provided by New Mexico MainStreet. If you have an urgent need, contact the MainStreet Director at (505) 827-0168.

NAME OF ORGANIZATION
MainStreet Organization Name __________________________ Date ______________________

Check the appropriate category of assistance that you require. (Please select one service only.)

DESIGN COMMITTEE
- Committee Training
- Committee Work Plans
- Introduction to Main Street Design

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

HISTORIC PRESERVATION
- Adaptive Reuse
- Building Rehabilitation
- Cultural Property Survey
- Historic Building Nominations to State & National Registries
- Historic District Nominations
- Preservation Technical Assistance
- Historic Property Assessment
- Architectural Design Guidelines

STREETS
- Amenities (benches, lighting, signage)
- Landscape Design
- Curb Appeal

FINANCING
- Cost Estimates
- Cost Estimates

ECONOMIC TRANSFORMATION STRATEGY & PROJECT DESCRIPTION
The New Mexico MainStreet program offers architectural design assistance to support the Economic Transformation Strategies (ETS) that spur economic growth and revitalization of MainStreet-designated traditional and/or historic commercial districts. Please list the Economic Transformation Strategy this request relates to.

Please provide a description of the project and explain how it supports the chosen Economic Transformation Strategy

WORK PLAN
Does this request relate to an activity or project identified in your organization’s ETS-based annual work plan? 

YES NO

If yes, please attach a copy of the relevant page(s) of your work plan. If no, please provide a justification for requesting services that are not on your work plan.
OTHER PLANNING DOCUMENTS
Identify any other planning documents to which this request relates:
- District Master Plan
- DPAC
- BBER/Economic Assessment
- Annual Assessment
- Resource Team Report
- MRA Plan
- ICIP
- Design Charrette

Economic Development Plan
Cultural Economic Development Plan
Other

Please attach a copy of the relevant page(s) from each of the document(s) checked above.

TIME FRAME
Please indicate when you would like the assistance to take place.
How long do you estimate the project will take to complete?

METRICS & INDICATORS
What outcomes do you expect of this project? How will you measure the impact of this project on achieving your organization’s Economic Transformation Strategies?

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).

Architectural Design Form continued on page 3
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

Applicant has completed a Building Survey Form ☐ Yes ☐ No

Please provide a brief description.

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

FUNDING SOURCES

Please identify funding sources for this project:

☒ Business Improvement District (BID)  ☐ Tax Increment Financing (TIF)  ☐ Corporate sponsorships
☒ Community Development Block Grant Funds (CDBG)  ☐ Tax Increment Development District (TID)  ☐ Self-fund
☒ Local Economic Development ACT (LEDA/LOGRT)  ☐ Public Infrastructure Funds  ☐ Other Grants: __________________________
☒ Lodger’s Tax  ☐ Municipal funds

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 Board President  MainStreet Executive Director

Project Leader  Project Leader Phone & Email

Business owner (if applicable)  Property owner (if private property)

FORM MUST BE SUBMITTED WITH THE BUILDING INVENTORY FORM COMPLETED

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

Economic Development Department  PO Box 20003  Julie.Blanke@state.nm.us
New Mexico MainStreet Program Director  Santa Fe, NM 87504-5003

FOR STATE USE ONLY

Authorized by State Director  ☐ yes  ☐ no

Comments

08/02/16