



Application Deadline:
1ST DAY OF THE MONTH
Fees: SEE SECTION V

City Of Las Vegas, NM

Vacant Building Maintenance Application

Planning & Zoning Dept. 454-1401 , ext. 1608

PLEASE READ THROUGH THE ENTIRE DOCUMENT
NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

All vacant buildings located within the city limits of Las Vegas, New Mexico must obtain a license with the City of Las Vegas Community Development Department in accordance with [Chapter 148](#) of the City of Las Vegas City Code. Please complete this form for each vacant building located in Las Vegas, New Mexico that you have an ownership interest in. You are required to submit a separate application for each vacant building.

Upon completion, please mail this application, along with the appropriate license fee (see below) and the appropriate processing fee to: City of Las Vegas Community Development Department, attention Code Enforcement, 1700 North Grand Avenue, Las Vegas, New Mexico 87701. An application processing fee of \$100.00 for a residential building or \$100.00 for a commercial building must accompany this application. **For more information about fees see section V in this application.**

Application Process

Vacant Building Maintenance applications can be obtained from the City Community Development Department, 1700 North Grand Ave. or downloaded from the City of Las Vegas website at www.lasvegasnm.gov under Community Development Forms.

NOTE: All Sections below are required
If you require more space please attach additional pages to application

Section I: Address/es of Vacant Building

Street Address, hereafter referred to as the "Property": _____

Section II: Property owner information

(No P.O. Boxes are permitted; must provide a street address)

Property Owner's Name: _____

Owner's Address: _____

City State Zip

Designated Agent or Contact Person: _____

Address: _____

City State Zip

Phone Number: _____ Email: _____

If Partnership, Corporation, Trust or Other, please complete the following:
(Please use the supplemental form to list each additional partner, officer, or trustee.)

Tax ID Number of Partnership or Corporation: _____

Name of Partnership or Corporation: _____

State and year of incorporation or creation: _____

Contact Person: _____ Title: _____

Address: _____

	City	State	Zip
Phone Number: _____	_____	_____	_____
Email: _____	_____	_____	_____

Section III: Vacant Building Plan

I hereby submit a plan of (Please Circle): **Demolition** | **Secure Vacancy** | **Rehabilitation**

Section IV: Proof of Insurance

The owner shall provide the following for the Property: (1) a certificate(s) of insurance for commercial liability (if a commercial building); (2) a certificate of insurance for personal, premises or both types of liability insurance; and (3) a fire legal endorsement, if applicable. If submitting a plan of demolition, please also provide proof of holding in escrow with the City of Las Vegas in the amount of \$10,000 for a residential property or \$75,000 for a commercial property. Escrow funds will be released upon completion of the submitted plan. Use additional paper to outline further details pertaining to your plan.

Escrow for Demolition: Yes _____ No _____

Section V: Fees

Please make checks payable to the City of Las Vegas. A non-refundable fee of \$100.00 shall be charged for processing the license being applied for. In addition to the \$100.00 processing fee, the license fee included with this form pertains to the current year of vacancy (Please circle)

Residential: \$500-1 st year | \$700- 2nd year | \$1,000- 3rd year or subsequent year

Commercial: \$1,000-1 st year | \$1,200- 2nd year | \$1,500- 3rd year or subsequent year

I, _____, hereby apply for a vacant building maintenance license for the Property, and I hereby represent, under penalty of perjury, that the information contained in this application complete and accurate. I have read and understand Chapter 148 of the City of Las Vegas Code and agree to comply with its requirements. I agree to notify any purchaser or future owner of the Property of the existence of this application and the status of the vacant building maintenance license regarding the Property.

Applicant’s Signature Date

Subscribed and duly sworn before me according to the law, by the above named applicant this _____ day _____, 20_____ in the County of _____, State of _____.

Notary Signature: _____