



CITY OF SANTA FE HISTORIC PRESERVATION DIVISION REQUEST FOR MAINTENANCE AND REPAIR

Applicant Information (to be completed by the Applicant)

Date: _____ Location of Project: _____

Applicant

Name: _____

Phone: _____ Email: _____

Property Owner

Name: _____

Phone: _____ Email: _____

Proposed Work:

Please provide the following documentation with this application form:

- Proposal letter stating the details of the scope of work.
- Site plan or map of the project area with the location of the work noted on the map.
- Photos of the current condition of the areas of work.
- Scaled floor plan and elevations if appropriate to your project.

Provide all information digitally to mgsargent@santafenm.gov. See the HPD webpage for detailed instruction.

Examples of Maintenance and Repair Requests:

Re-roof	*Solar	Concrete
Skylights	Brick Coping	Hardscaping
Canales	Exterior Lights	Stucco and Paint
Mechanical Equipment	*Fences, Walls, and Gates	*Windows and Doors

*May require HDRB approval.

November 2021