



Community Development Department

Demolition & Residential/Commercial Alteration – Permit Information Questionnaire

Property Address: _____
 Legal Description: Lot: _____ Block: _____ Subd: _____
 Contractor/Owner Name: _____ Phone Number: _____
 Mailing Address: _____ City: _____ State: _____ Zip: _____

The City of Las Cruces receives funding from the U.S. Department of Housing and Urban Development (HUD) each year to assist with the development of affordable housing and other needs to serve the low- and moderate-income residents of the community. As part of our planning efforts and reporting requirements to HUD, we are obligated to track the demolition of or conversion of existing buildings, especially residential properties. This includes the conversion of existing single and multi-family residences to uses other than residential purposes. We ask that you complete this information as part of your permit application process.

CURRENT BUILDING OR PROPERTY USE:

Vacant or Abandoned Building:

Has this building been vacant or abandoned for more than 1 yr? Yes ____ No ____

If "Yes" and if known, what was the property previously used for: _____

If "Yes" and if known, when was this building last used for this purpose _____

Is there more than 1 building on this property/parcel? Yes ____ No ____ If "Yes" how many? _____

Other Use of Buildings on Property:

____ Single Family Residence

____ Multi-Family Complex: Number of Buildings ____ Total Number of Units ____ Commercial or Office

____ Industrial or Warehousing ____ Other -Name: _____

FUTURE BUILDING OR PROPERTY USE: Please check the future use of the property and timelines for implementation.

For Complete Demolitions, how long is the land planned to be vacant, if known:

Months: ____ Years: ____ N/A: ____ Unknown: ____

At the end of **the vacant** land period, what is the planned or proposed future use:

____ Unknown/Undecided ____ Residential – Number of Units Proposed: ____

____ Office ____ Commercial

____ Industrial ____ Other: _____

For **Converted Buildings** - Please indicate the proposed future use of the building?

____ Unknown/Undecided ____ Residential – Number of Units Proposed: ____

____ Office ____ Commercial

____ Industrial ____ Other: _____

FOR CITY STAFF USE ONLY: Permit Number: _____ Date of Issue: _____

Permit Type: _____

PLEASE PROVIDE A COPY TO NEIGHBORHOOD SERVICES ADMIN.TRACKING