

TOWN OF SILVER CITY

PROJECT PARTICIPATION AGREEMENT

PROCEDURAL CHECK LIST FOR APPLICATION PROCESS

Step 1: Get Project Participation Agreement Application form the following ways:

- from Community Development Department at City Hall Annex, 1203 N. Hudson St., or
- from SWNM Council of Governments at City Hall Annex, 1203 N. Hudson St., or
- download from www.townofsilvercity.org under the Incentive Review Committee's page.

Step 2: Submit application to the Community Development Department who will review it for completeness:

- if application is complete, the Community Development Department will inform the applicant, then forward the application to the Incentive Review Committee, or
- if application is incomplete, the Community Development Department will inform the applicant.
- applicant will resubmit the application to the Community Development Department

Step 3: Incentive Review Committee evaluates the application and may require the following:

- a meeting with the Town Manager to discuss the project
- the Town Manager to ask the Community Development Department to forward a routing sheet to Town staff, public utilities, school district, etc. for impact analysis of the project, and/or
- additional information from the applicant.

Step 4: Incentive Review Committee will have a public meeting (per Town Code Section 16-67(f)) for the purpose of hearing public comments and will provide the public 2 weeks of notice prior to the meeting date. This meeting will only be for public input and will not include discussion with the public.

- the Town Clerk will publish a Public Notice 2 weeks in advance of the public meeting that will be held to receive public comments, and
- a narrative summary of the application/project participation agreement will be made available to the public.

Step 5: Incentive Review Committee will conclude their evaluation of the application (per Town Code Section 16-67 (d)). The Committee and Town Manager will make a recommendation to the Town Council to:

- approve the application/project participation agreement, or
- approve the application/project participation agreement with modifications, or
- reject the application/project participation agreement.

Step 7: If Project Participation Agreement is developed with applicant, the Town Manager and Committee will introduce the agreement in the form of an Notice of Intent Ordinance to the Town Council and request approval during a public hearing:

- a public hearing on the Town Council's agenda requires a 2 week notice to the applicant and the public, and
- if the Town Council approves the Notice of Intent Ordinance for the Project Participation Agreement, then a subsequent public hearing will be held not less than 15 days later and the Town Council will vote to approve or disapprove the Ordinance, or
- if the Town Council disapproves the Notice of Intent Ordinance for the Project Participation Agreement, the process stops.

Step 8: Town Council holds second public hearing for final vote on the Ordinance for the Project Participation Agreement.

- a public hearing on the Town Council's agenda requires a 2 week notice to the applicant and the public
- if the Town Council approves the Ordinance, it is advertised in the local newspaper and becomes effective within 5 days of publication, or
- if the Town Council disapproves the Ordinance, the process stops.

Step 9: Incentive Review Committee performs annual reviews of the Project Participation Agreement which may result in the following:

- recommendation to the Town Manager and Town Council to continue the agreement, which may include conditions, or
- recommendation to the Town Manager and Town Council to cancel or call back the agreement if performance of the agreement is deemed inadequate.