



TRANSMITTAL SHEET/CHECK LIST
FEDERAL HISTORIC PRESERVATION CERTIFICATION APPLICATION

This sheet should help you to assemble a complete application package as you prepare to send your Part 1, Part 2, or Request for Certification of Completed Work (Part 3) to the SHPO. This form may be duplicated to send with each part of the application.

Property Name and Address: _____

Application Form: All fields are filled out on the front and back of the form. If an electronic version of the form is used, the one-page format of the front signature page is identical to the official printed form.

Owner's Signature and Social Security Number or Taxpayer Identification Number: Form is signed by the owner and the owner's Social Security Number or Tax Identification Number is provided.

Number of Copies: Two sets of all application documentation are included.

Photo Key Plan: A plan indicating the view shown on each numbered photograph is included.

Part 1: Evaluation of Significance

Map: A map that clearly indicates both the boundaries of the historic district and the property's location within the district is included. If the property contains multiple buildings, *all* buildings are identified on a site map.

Photographs: Photographs showing the pre-rehabilitation condition of all buildings on the property—interior, exterior, and surroundings are included. (See Supplemental Information Guide.)

Part 2: Description of Rehabilitation

Photographs: Photographs showing all aspects of interior, exterior, and site prior to rehabilitation, including areas where no work is proposed, are included. Photographs of any work which has already started are included. (See Supplemental Information Guide)

Drawings: Drawings sufficient to describe the rehabilitation work are included. (See Supplemental Information Guide.)

Fees: Credit card authorization form enclosed. Bill the owner upon receipt.

Request for Certification of Completed Work (Part 3)

Photographs: Photographs showing completed rehabilitation taken from the same views provided in Part 2 photographic documentation are provided. (See Supplemental Information Guide.)

Fees: Credit card authorization form enclosed. Bill the owner upon receipt.



SUPPLEMENTAL INFORMATION GUIDE

FEDERAL HISTORIC PRESERVATION CERTIFICATION APPLICATION

This information is provided as a supplement to the Instructions accompanying the Historic Preservation Certification Application, found either on the official printed forms or on the web at <http://www.cr.nps.gov/hps/tps/tax/hpcappl.htm>. The information reflects guidance that the National Park Service (NPS) has developed over time to assist owners in preparing a complete application package. *The following Supplemental Information Guide reinforces the Instructions in the Application and is not a substitute for that guidance.*

NPS Photograph Guidance

See also Photo Documentation section in "Incentives!" web feature: http://www.cr.nps.gov/hps/tps/tax/incentives/application_8.htm

Photographs must be in color and labeled on the rear with building name, address, date taken, and view shown. Photographs must be numbered sequentially for the entire project. Photographs must be keyed to drawings and noted in the appropriate description block in the Application.

The most effective format for photographic documentation is conventional 35 mm color photographs of at least 4" x 6" in size. Photocopies and instant photographs are not acceptable.

Digital Photography: Despite the increasing sophistication of digital photography, the NPS has found that many digital photographs do not provide the level of clarity necessary for review, particularly where resolution of details is important. Color digital photographs are acceptable **only** if they are: 1) taken and printed at a sufficiently high resolution to discern details, 2) printed on photographic paper (not photocopy paper), and 3) printed at least 4" x 6" in size.

Applicants must document with photographs the condition of a property **before any work begins**. Documentation of any work already completed must be included as well.

Drawings

Drawings must provide a key to the symbols used. Label North on drawings; reference streets and other buildings. Be sure that the narrative and drawings complement each other, with the same terms and locations used in both.

Site plans are required for projects that involve multiple buildings or changes such as plantings, regrading, or parking lots. Existing and proposed landscape features must be shown on site plans.

Elevation drawings, both "before" and "after," are usually required when changes are proposed at the exterior.

Both existing and proposed rehabilitation floor plans (drawn in the same scale) are required when changes to the plan are proposed; they must be shown on separate drawings. Drawings must identify existing walls, walls to be removed, areas to be filled in, furring, etc.

Where new plumbing or mechanical work is proposed, plans and section drawings are required to show the impact of new systems on historic fabric and spaces.

Special Documentation Requirements

Windows: Where historic windows are proposed for replacement, thorough photographic documentation of deterioration is necessary. This must include both exterior and interior window details. (See Application, p. 7.) Dimensioned elevation and section drawings of existing window muntins, mullions, stiles, jambs, frames, and top, bottom, and meeting rails are required when historic windows are to be replaced. Dimensioned drawings of the proposed windows in the same scale as the existing drawings are necessary for comparison purposes. NOTE: The installation of a sample new window is often useful and may be required to evaluate the proposed window.

Areas of No Work: Where no work is being done to a major architectural feature or an entire area (such as windows, roof, second floor, etc.), a statement to that effect must be made on the Application. Photographs are still required.

Demolition: Proposals to demolish contributing structures must be accompanied by a structural report prepared by a qualified engineer and by photographs of the building's current condition.

Fees

Please see <http://www.cr.nps.gov/hps/tps/tax/hpcappl.htm> for information on appropriate fees and payment methods. If paying by credit card, please enclose the credit card form available on the website above.