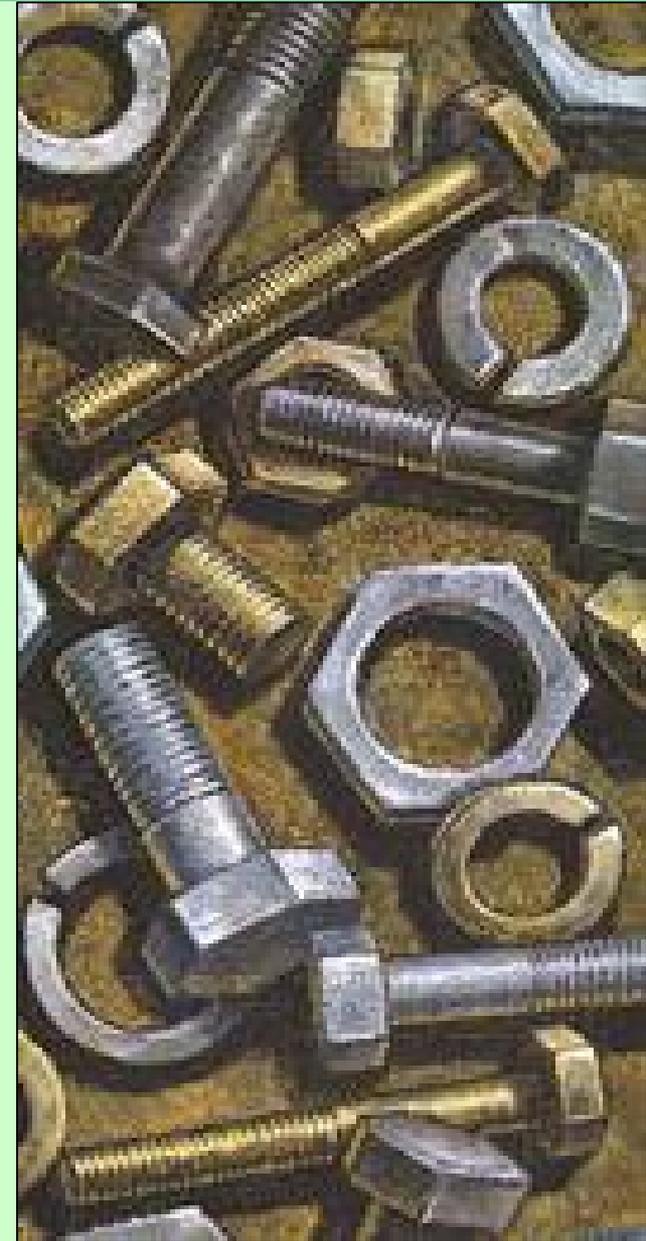


Components of a Successful Application:

Requirements
Exist
for a Reason



In
the
beginning...



Read the Instructions...



Review the Guidance...

<http://www.cr.nps.gov/hps/tps/tax/incentives/index.htm>





**Contact
staff at the
SHPO office
with any
questions
or
concerns**

Call for Help



The Application
Tax Incentives

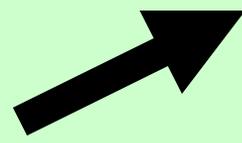
**Certified
Rehabilitation**

PART 1

PART 3

PART 2

AMEND



Part 1 Evaluation:

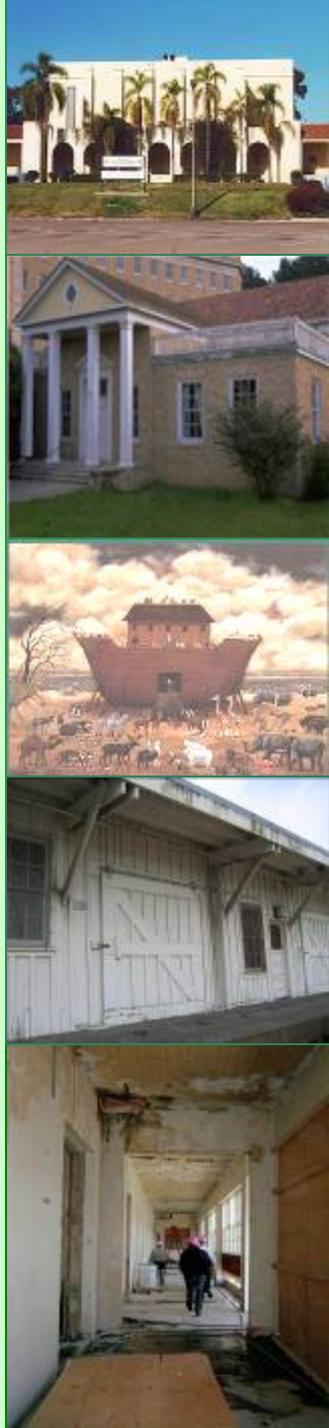
- Base = Historic Districts = Contributor
- Functional Relationship = One Part 1
- Present Condition (not NR list)
- Alterations – when & what





Part 2 Rehabilitation Work:

- Describe whole project
- Feature by feature by feature
- What & How (Quantify)
- Photos: – good-clear-specific
- Match text and plan sheets
- Text takes precedence



**HISTORIC PRESERVATION CERTIFICATION APPLICATION
FEE PAYMENT BY CREDIT CARD**

In accordance with Department of the Interior regulation 36 CFR 67.12, the National Park Service charges a fee to process a Historic Preservation Certification Application. Information on Processing Fees is found on page 8 of the instructions to the Historic Preservation Certification Application.

If you are submitting a Historic Preservation Certification Application – Part 2, a preliminary processing fee of \$250 is charged, except for projects for which rehabilitation costs are under \$20,000. Upon completion of the work and submittal of the Historic Preservation Certification Application – Request for Certification of Completed Work (Part 3), another fee is charged based on the actual rehabilitation costs and is assessed in accordance with the fee schedule listed below:

Fee	Project Cost
\$ 500	\$ 20,000 to 99,000
\$ 800	\$ 100,000 to 499,999
\$ 1,500	\$ 500,000 to 999,999
\$ 2,500	\$ 1,000,000 or more

The National Park Service cannot review your application until the fee is paid. The National Park Service will send you a bill by mail when your application is received from the State Historic Preservation Office. The bill is payable by check or credit card.

Another option is available if you pay the fee by credit card. Rather than waiting for a bill, you may submit this page along with your Historic Preservation Certification Application to the State Historic Preservation Office. Your fee will be charged to your credit card when the National Park Service receives the application and a receipt will be mailed to you. The use of a credit card and this form will expedite the processing of your application.

Name as it appears on credit card _____

Credit card number _____ Expiration Date _____

Authorized signature _____

Name / Address of property as it appears on the Historic Preservation Certification Application

Name _____

Street address _____

City _____ State _____ Zip code _____

Project Number (if known) _____

Is this fee for a Part 2 or Part 3 Application _____

NPS Office Use Only

Date Received: _____

Part 2 amount to be charged: _____

Part 3 amount to be charged: _____

Your credit card has been charged \$_____ for the processing of your Part 2 / Part 3 application. Please contact Dalhaa Dandridge at 202-354-2055 if you have any questions.

Credit Card

Fee Form =

Expedite

if pay up

front



Continuation or Amendment



- **R e q u e s t F o r I n f o r m a t i o n i s a C o n t i n u a t i o n.**
- **Use an Amendment to address NPS conditions or to note field scope changes.**
- **Use for completion of a phase for a phased project.**



This NPS Form 10-168(b) must look like it does in the Application Set

Form 10-168b
Rev. 12/90

SAMPLE

OMB Approved
No. 1024-0009

CONTINUATION / AMENDMENT SHEET

Property Name _____

Historic Preservation
Certification Application

Property Address _____

Instructions. Read the instruction carefully before completing. Type, or print clearly in black ink. Use this sheet to continue sections of the Part 1 and Part 2 application, or to amend an application already submitted. Photocopy additional sheets as needed.

This sheet: Continues Part 1 Continues Part 2 Amends Part 1 Amends Part 2 NPS Project Number: _____

Check the box that applies to the form and include the NPS project number.

*** THIS FORM MUST BE FORMATTED AS IT IS HERE
AND THE OWNER'S AND NPS' SIGNATURE LINES
MUST BE AT THE BOTTOM OF THE PAGE. ***

*** 1. In the blank center – state the number of the
Amendment or Continuation and write a complete
summary of the contents of the submittal.**

*** 2. It would be helpful to include a brief list of any
additional documents and information that will be attached.**

*** Be sure to have an original signature and date on each of the two copies.**

Name _____ Signature _____ Date _____

Street _____ City _____

State _____ Zip _____ Daytime Telephone Number _____

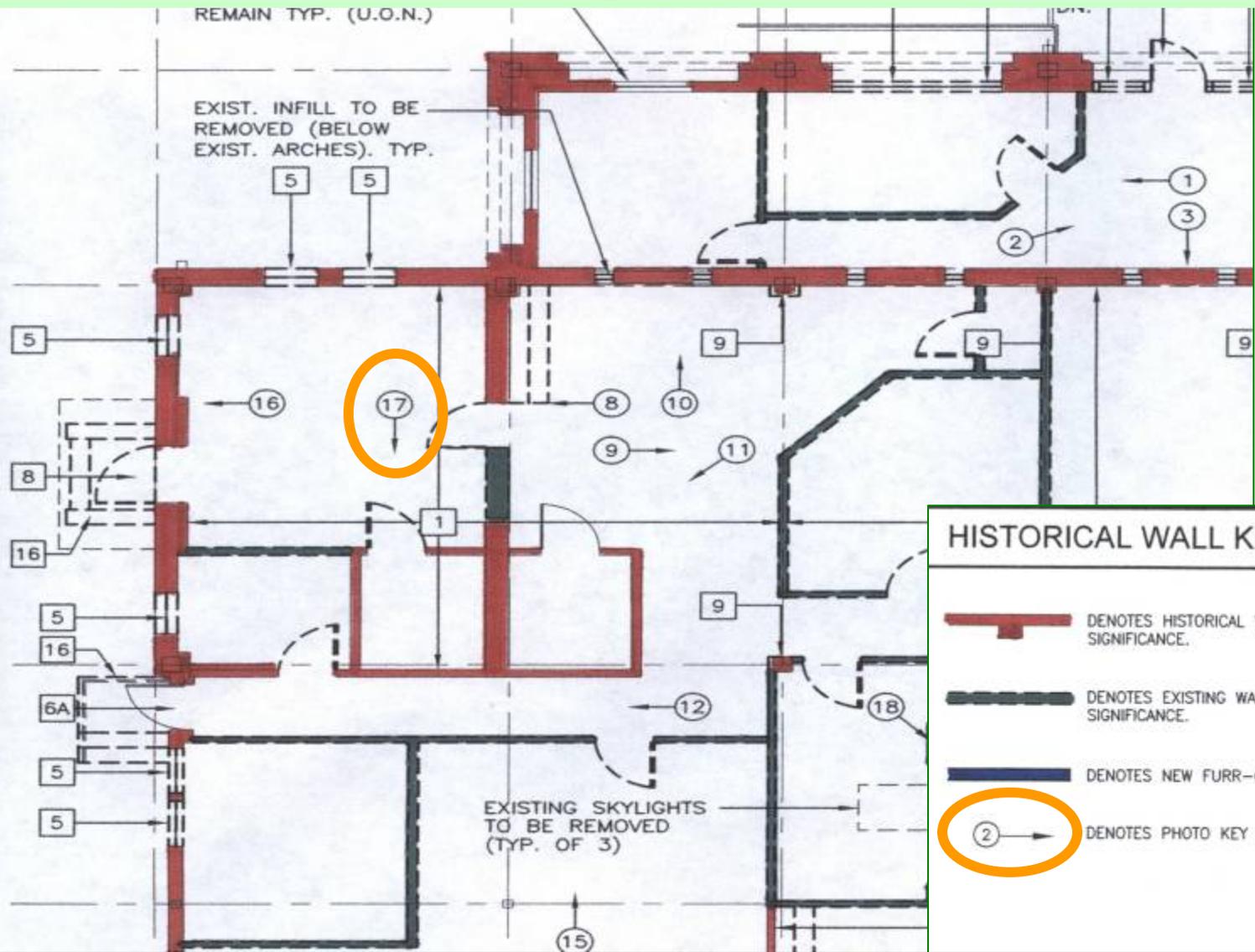
NPS Office Use Only

- The National Park Service has determined that these project amendments meet the Secretary of the Interior's "Standards for Rehabilitation."
- The National Park Service has determined that these project amendments will meet the Secretary of the Interior's "Standard for Rehabilitation" if the attached conditions are met.
- The National Park Service had determined that these project amendments do not meet the Secretary of the Interior's "Standards for Rehabilitation."

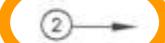
Date _____ National Park Service Authorized Signature _____ National Park Service Office/Telephone No. _____

See Attachments

Supporting Documentation



HISTORICAL WALL KEY:

-  DENOTES HISTORICAL WALL, BUILT WITHIN THE PERIOD OF SIGNIFICANCE.
-  DENOTES EXISTING WALL, BUILT AFTER THE PERIOD OF SIGNIFICANCE.
-  DENOTES NEW FURR-OUT WALL/TENANT DEMISING WALL
-  DENOTES PHOTO KEY REFER TO SHEETS HS-3.1A & HS-3.1B



Photograph:

- Exteriors
- Interiors
- Provide overview and details for both
- Photos are the NPS and SHPO model of the building





Gallery of Photo Examples

Good



Context



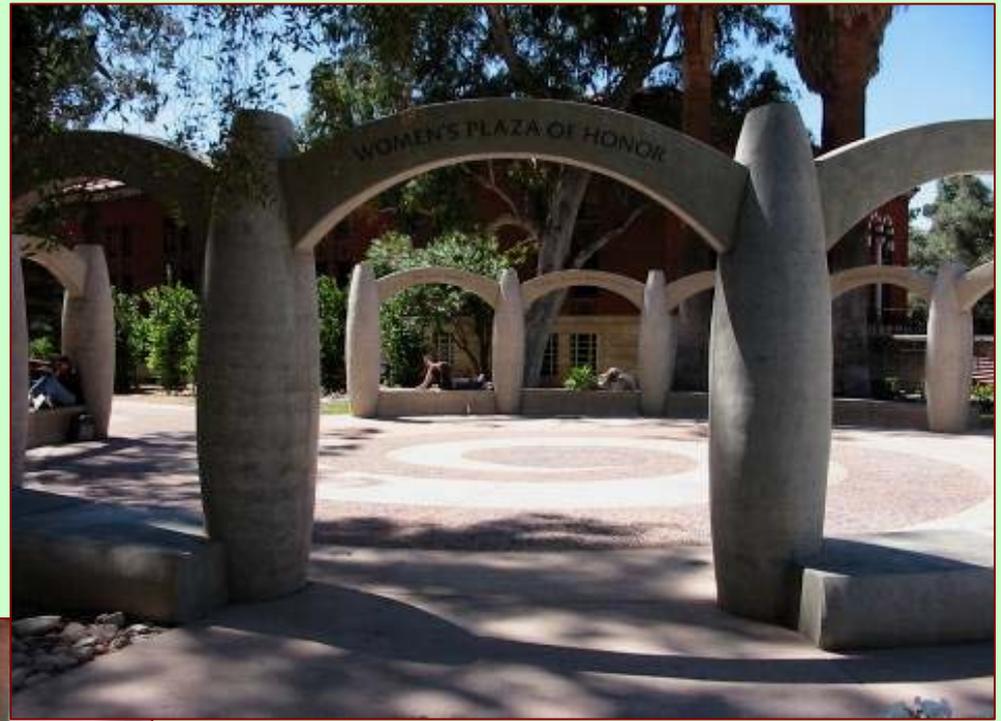


Gallery of Photo Examples

The obscure...



**Adjust
for**



Shadows

PART 3 Completed Work:

- **Final Certification – completeness of scope of work**
- **Phased Project ?**
 - **Advisory Letters**
 - **Final Certification**
- **Matching Photos to Part 2**





Start Early & Stay in Touch:

- Let us know about your project**
- A scope of work approval or a conditional approval does not mean we vanish**
- Keep us informed of design changes or field discoveries**



GOAL:

A clear,
complete,
and concise
set of
applications
for
expeditious
review.



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.



- Two of everything
- Loose, not bound, no photo sleeves
- Text & plans match



- Whole project is described
- Good photos, with labels