FEDERAL HISTORIC PRESERVATION CERTIFICATION APPLICATION CHECKLIST FOR PROPERTY OWNERS/CONSULTANTS

Part 1 Application For is Complete:

___ Cover Letter: Include a cover letter explaining the nature of the submittal and included documents.

___ First Page of Application Form: All forms must be on the newest 2016 version. No old forms are accepted by NPS or IRS. All fields must be filled with special attention paid to the following:

___ Section 2: Nature of Request marked

___ Section 4:

___ Appropriate Attestation marked (consent letter if needed)

___ Name of signatory on “Applicant” line (if two people, both names should be indicated)

___ Applicant Entity (LLC, etc.) on correct line

___ SSN or TIN (if two people with SS#, both need to be present)

___ Original Signature (both signatures if two applicants) and Date

___ Photos: Photographs showing the pre-rehabilitation condition of all buildings on the property – interior, exterior, and surrounding. Part 1 application documents appearance and condition of the property prior to start of rehabilitation project by the owner. Photos need to be printed on photo paper and correctly labeled.

___ Photo Key Plan(s): A plan or plans indicating the view shown on each numbers photograph.

___ Maps:

___ A satellite map that clearly indicates the location of the building. Can use Google Earth for this.

___ If the property contains multiple buildings, all buildings are identified on a site map.

___ Boundary comparison map showing historic property boundaries, current property boundaries, and project boundaries.

___ Description of Physical Appearance: Describe the entirety of the building, elevation by elevation and top to bottom on the exterior and interior. Describe the building in its present, pre-rehabilitation, condition. This information must match the information in the National Register nomination. Special considerations:

___ Provide the construction date and date(s) of alterations. Give the source of the date.

___ Check the appropriate box if the building has been moved.

___ Statement of Significance: Summarizes why the building is significant or how it contributes to the significance of a district. This information must match the information in the National Register nomination.

___ Preliminary Determinations (if applicable): If applicable, a draft National Register of Historic Places nomination must be included in the submittal. This information must match the information in the HPCA Part 1 Application write up. Nominations must include:

___ Description of Physical Appearance

___ Statement of Significance with proposed Period of Significance and justification

___ Supplemental materials document

**ALL SUBMITTALS MUST BE IN DUPLICATE WITH ORIGINAL SIGNATURES**