

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****