

FEDERAL HISTORIC PRESERVATION CERTIFICATION APPLICATION CHECKLIST FOR PROPERTY OWNERS/CONSULTANTS

Part 2 Application Form 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 2019 version. No old forms are accepted by NPS or IRS. All fields must be filled with special attention paid to the following: ___ Project number (if applicable)

___ Section 2:

- ___ Date of building
- ___ No. of buildings
- ___ Est. start date
- ___ Est. completion date
- ___ No. of phases
- ___ Estimated QREs?
- ___ Floor area before / after
- ___ Use(s) before / after
- ___ No. of housing units before / after
- ___ No. of low income housing units

___ 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 2 photos should be a comprehensive representation of the entire property, exterior and interior.

___ **Photo Key Plans:** Site plan and floor plan(s) indicating the view shown on each numbered photograph.

___ **Part 2 Write-Up:** Describe existing conditions and proposed work for every feature of the property. The features to be discussed include, but are not limited to: ___ Phased project?

___ Exterior

- ___ Masonry
- ___ Roof
- ___ Windows
- ___ Site work
- ___ Doors
- ___ Fixtures
- ___ Character defining details

___ Interior

- ___ Fixtures
- ___ Windows
- ___ Finishes
- ___ Doors
- ___ Mechanical
- ___ Spaces
- ___ Electrical
- ___ Plumbing
- ___ Details

___ Photo numbers and drawing numbers indicated for each

___ **Construction Documents (Required):** Architectural drawings of the project should include:

- ___ Existing site plan
- ___ Proposed site plan
- ___ Existing floor plan(s)
- ___ Proposed floor plan(s)
- ___ Existing elevations
- ___ Proposed elevations

___ **Construction Documents (Recommended):** Additional drawings of the project should include, but not limited to:

- ___ Existing RCP(s)
- ___ Proposed RCP(s)
- ___ Building sections
- ___ Mechanical
- ___ Electrical
- ___ Plumbing
- ___ Finishes
- ___ Details

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