Part 2 Application Form is Complete:

___  **Cover Letter and Transmittal Log:** Include a cover letter explaining the nature of the submittal and a list of included documents. Transmittal log must be a Word document so that it may be added to by SHPO staff.

___  **First Page of Application Form:** All forms must be on the newest 6/2023 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 ___  Estimated QREs?
___  No. of buildings ___  Floor area before / after
___  Est. start date ___  Use(s) before / after
___  Est. completion date ___  No. of housing units before / after
___  No. of phases ___  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. Digital photos need to be 1-2 photos per page in a PDF document with label text below. Photos for the hard copy need to be printed on photo paper and correctly labeled.

___  **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 ___  Windows ___  Doors
___  Roof ___  Site work ___  Fixtures ___  Character defining details

___  **Interior**
___  Fixtures ___  Finishes ___  Mechanical ___  Electrical
___  Windows ___  Doors ___  Spaces ___  Plumbing ___  Details

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

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

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

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

** SUBMITTALS MUST BE 1 DIGITAL COPY UPLOADED TO OK/SHPO PORTAL & 1 HARD COPY TO OUR OFFICE **