

**FEDERAL HISTORIC PRESERVATION CERTIFICATION APPLICATION CHECKLIST FOR PROPERTY OWNERS/CONSULTANTS**

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 |

\_\_\_ Photo numbers and drawing numbers indicated for each

\_\_\_ **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\*\***