Components of a Successful Application:

Requirements Exist for a Reason
Read the Instructions...
Review the Guidance...

http://www.cr.nps.gov/hps/tps/tax/incentives/index.htm
Contact staff at the SHPO office with any questions or concerns

Call for Help
Part 1 Evaluation:

• Base = Historic Districts = Contributor
• Functional Relationship = One Part 1
• Present Condition (not NR list)
• Alterations – when & what
Part 2  Rehabilitation Work:

- Describe whole project
- Feature by feature by feature
- What & How (Quantify)
- Photos: – good-clear-specific
- Match text and plan sheets
- Text takes precedence
HISTORIC PRESERVATION CERTIFICATION APPLICATION

FEE PAYMENT BY CREDIT CARD

In accordance with Department of the Interior regulation 36 CFR 76.12, the National Park Service charges a fee to process a Historic Preservation Certification Application. Information on Processing Fees is found on page 9 of the instructions to the Historic Preservation Certification Application.

If you are submitting a Historic Preservation Certification Application – Part 2, a preliminary processing fee of $250 is charged, except for projects for which rehabilitation costs are under $20,000. Upon completion of the work and submission of the Historic Preservation Certification Application – Request for Certification of Completed Work (Part 3), another fee is charged based on the actual rehabilitation costs and is assessed in accordance with the fee schedule listed below:

<table>
<thead>
<tr>
<th>Fee</th>
<th>Project Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 500</td>
<td>$ 20,000 to 99,999</td>
</tr>
<tr>
<td>$ 800</td>
<td>$ 100,000 to 499,999</td>
</tr>
<tr>
<td>$ 1,500</td>
<td>$ 500,000 to 999,999</td>
</tr>
<tr>
<td>$ 2,500</td>
<td>$ 1,000,000 or more</td>
</tr>
</tbody>
</table>

The National Park Service cannot review your application until the fee is paid. The National Park Service will send you a bill by mail when your application is received from the State Historic Preservation Office. The bill is payable by check or credit card.

Another option is available if you pay the fee by credit card. Rather than waiting for a bill, you may submit this page along with your Historic Preservation Certification Application to the State Historic Preservation Office. Your fee will be charged to your credit card when the National Park Service receives the application and a receipt will be mailed to you. The use of a credit card and this form will expedite the processing of your application.

Name as it appears on credit card

Credit card number ___________________ Expiration Date ___________________

Authorized signature ________________________________

Name / Address of property as it appears on the Historic Preservation Certification Application

Name ________________________________

Street address ________________________________

City ___________________ State ___________ Zip code ___________

Project Number (if known) ________________________________

Is this fee for a Part 2 or Part 3 Application ________________________________

NPS Office Use Only

Date Received: ______________

Part 2 amount to be charged: ______________ Part 3 amount to be charged: ______________

Your credit card has been charged $ ______________ for the processing of your Part 2 / Part 3 application. Please contact Dahnia Durrden at 302-354-2955 if you have any questions.
Continuation or Amendment

- **Request For Information** is a Continuation.

- Use an Amendment to address NPS conditions or to note field scope changes.

- Use for completion of a phase for a phased project.
This NPS Form 10-168(b) must look like it does in the Application Set.
Supporting Documentation
Photograph:

- Exteriors
- Interiors
- Provide overview and details for both

- Photos are the NPS and SHPO model of the building
Gallery of Photo Examples

Good

Context
Gallery of Photo Examples

The obscure...
Adjust for Shadows
PART 3  Completed Work:

- Final Certification – completeness of scope of work
- Phased Project?
  - Advisory Letters
  - Final Certification
- Matching Photos to Part 2
Start Early & Stay in Touch:

• Let us know about your project
• A scope of work approval or a conditional approval does not mean we vanish
• Keep us informed of design changes or field discoveries
GOAL:

A clear, complete, and concise set of applications for expeditious review.
• Two of everything
• Loose, not bound, no photo sleeves
• Text & plans match

• Whole project is described
• Good photos, with labels