

Required Supporting Information and Documentation for Historic Preservation Certification Applications

Part 1 Submittal- Evaluation of Significance

Descriptive Information

Describe the major features of the building *on both the exterior and the interior* in its present condition (before rehabilitation, not as it was when first built nor as it will be after rehabilitation). Description to include:

1. Architectural style
2. Exterior construction materials (*wood, brick, etc.*)
3. Type of roof (*flat, gable, hipped, etc.*)
4. Number of stories
5. Basic plan configuration (*rectangular, irregular, L-shaped, etc.*)
6. Distinguishing features (*placement and type of windows, chimneys, porches, decorative interior features or spaces*)
7. Changes since its construction—(*additions, porch enclosures, new storefronts, relocation of door and interior alterations*)
8. Other buildings on the property (*carriage houses, barns, sheds, etc.*)
9. How the building relates to others in the district or neighborhood in terms of siting, scale, material, construction, and date
10. Construction date and date(s) of alterations, including the source of the date

Special Conditions

11. **Moved Buildings** - If the building has been moved, refer to NPS Historic Preservation Certification Application instructions for specific documentation requirements
12. **Properties less than 50 years old** - If the building is less than 50 years old, refer to Standard 3 of the Secretary of the Interior's Standards for Evaluating Significance within Registered Historic Districts, and *National Register Bulletin No. 22* for specific documentation requirements
13. **Multiple buildings** – If the property has multiple buildings, describe all the buildings on the property, even those that will not undergo rehabilitation. Indicate buildings that are candidates for certification of significance or non-significance, and whether or not the buildings were functionally related. Provide photographs of each building and a sketch map or site plan of the entire property.

Other Information as applicable

Significantly Deteriorated or Damaged Buildings - For deteriorated or damaged buildings, it may be necessary to submit a structural engineer's report and additional information as required in order to document the deterioration or structural damage.

Graphic Information

Map - Provide a map of the historic district, clearly identifying the lot on which the building is located. If the application describes a property with more than one building, the map must show each structure. If certification is being sought for one or more of a group of buildings that are listed together in the National Register or seeking a preliminary determination of eligibility, a site plan of the group is necessary.

Photographs and photo key – Applications must include photographs documenting the appearance and condition of the building as it appears before rehabilitation, to include:

1. The building's site and environment
2. All of the building's exterior sides
3. All major interior spaces and features
4. Representative secondary spaces and features
5. Close-ups of character-defining interior and exterior features such as storefronts, windows, doors, decorative ceilings, stairs, millwork and casework
6. Deteriorated conditions, such as crumbling brickwork, rotten wood or water stained plaster

Applicants must use their judgment as to how many photographs adequately describe their building. Large or complex projects often require more photographs to illustrate the project.

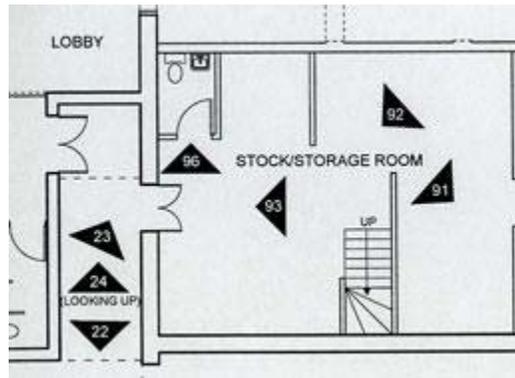


Photo Key Plan

Format of photographs - Photographs must be printed. Photocopied photographs (black and white or color), instant photographs, and photographs smaller than 4" x 6" are not accepted. Applicants may submit disks of digital photographs, *only if* printed photographs meeting all of the criteria specified herein are also included in the application materials submitted for review.

Photograph Annotation – Photographs must be labeled with the following information on the back:

1. Sequential number referenced to a Photo Key Plan
2. Photograph Date
3. Property name and / or address
4. Indicate if the photo is pre- or post-rehabilitation
5. A brief description of what is shown in the photograph

Include a **photo key plan**—that is, a floor plan and, if applicable, a site plan showing numbered photographs and arrows showing the view. Historic photographs should also be provided if possible.

Clarity of photographs - Photographs must be clear and must have sufficient resolution to show the details required for review of rehabilitation work. Photographs must be:

1. In color;
2. Taken at a high resolution;
3. Printed on photographic, not photocopy, paper. Printed at least 4" x 6" in size.

NOTE: Where such documentation is not provided, review and evaluation cannot be completed, resulting in denial of the requested certification. Applications with photographs that are not adequate for review will be placed on hold, and applicants will need to submit better quality photographs before SHPO can complete review of the application.

Part 2 Submittal – Description of Rehabilitation

Descriptive Information

Describe all work that will be undertaken on the property, not simply work for which the tax credit will be sought. Describe each existing feature and its condition and the work and impact on feature as indicated on Item 5 in the Part 2 Form, which should include:

1. Site work
2. Landscaping
3. Exterior repairs and renovations
4. Interior repairs and renovations
5. Additions
6. New construction

Indicate photo, drawing number and specification page, as applicable, associated with each work item that adequately describes the work.

Graphic Information

Photographs and photo key - Provide additional photographs of the property in the format indicated in the Part 1 Graphic Documentation requirements as necessary to adequately document the scope of work.

Construction drawings - Provide 100% construction document phase drawings showing the existing conditions and the proposed rehabilitation work and any new additions, alterations or new construction sufficiently detailed to show existing wall configurations and anticipated changes. *These drawings should be a copy of what was submitted to the local building department or other authority that the building permit was obtained from, and shall bear the seal of the design professional under whom they were produced.* Drawings should include floor plans and, where required by the scope of work, sections and elevations.

Drawings Format

Electronic media – Construction Drawing files shall be in Adobe PDF format and stored on a compact disc

AND

Printed media - Drawings must be of sufficient size that all dimensions and notes are clearly legible. Minimum drawing format size is 11" x 17", and maximum format size should be no larger than 50% reductions of the Construction Drawings unless specifically requested by the SHPO.

Sketches and Product Literature - For small projects, sketches and / or product literature alone may suffice. The SHPO staff can assist the applicant with the determination as to what Graphic Information would be appropriate for a particular project.

Other Drawings - Do not include unnecessary drawings. Typically, mechanical, plumbing and electrical plans generally do not contain information that is pertinent to this review. *However*, the placement and size of these features often impacts the character of historic buildings. A detailed description of the location, size, and finish of these features should be included in the narrative.

NOTE: All drawings, sketches and references to product literature must be numbered and keyed to the application narrative.

Other Information as applicable

Phased projects - In the Part 2, outline the work to be done in each phase. Fully describe all work in those phases for which detailed information is available. Submit Amendments providing full details for work in later phases as they become available.

Storefront alterations - Justify changes to storefronts and provide detailed photographs of the areas to be altered. Document the date of construction of the existing storefront and its condition. If a historical treatment is planned, provide the evidence on which the proposed new storefront designs are based.

New heating, ventilating, and air-conditioning (HVAC) systems - Indicate what effect the new equipment and ductwork will have on the historic building. Provide supporting drawings, details and equipment description as necessary to demonstrate impact to finished spaces.

New windows - If replacement is proposed, the following information must be provided:

1. Condition of all existing windows to be replaced, including Sash, Glazing, Muntins, Mullions and Hardware
2. Justification for replacement, including comparative data on the cost of repairing existing windows versus installing replacements
3. Photographs of sufficient detail and window surveys must be provided as evidence of severe deterioration
4. Documentation indicating that the replacement sash are comparable to and match the original in size, pane configuration, color, trim details, and planar and reflective qualities and materials when possible. Scaled detailed drawings comparing the existing windows with the replacement windows shall be provided.

Interior partitions, trim, and finishes - Document existing condition of the interior with photographs of sufficient detail to delineate items affected, and indicate on an annotated floor plan. Documentation should indicate the following:

1. Both historic and non-historic walls, doors and other interior features
2. Walls, doors and other interior features to be removed or altered, indicating extent and configuration of alteration
3. Trim and wall and ceiling finishes that will be altered

Exterior masonry cleaning – If cleaning of exterior masonry elements is required, the following information must be provided:

1. Indicate the condition of each material to be cleaned
2. Specify what the cleaning is intended to accomplish (soot removal, paint removal, etc.)
3. What cleaning process is to be employed
4. When chemical systems are to be employed, specify the product to be used, and provide specifications for the product application
5. Water pressure in pounds per square inch (300-400 max. psi)
6. Material to support that method selected will not harm the masonry
7. Summary of results of test patches, including close-up color photographs of masonry surfaces before and after cleaning

Exterior masonry repair - If repair of exterior masonry elements is required, the following information must be provided:

1. Document deteriorated areas with photographs and describe repair method proposed
2. Provide evidence that repointing mortar will match the historic in:
 - Composition (i.e., ratio of lime, cement, sand and any additives),
 - Color
 - Texture
 - Tooling

New additions and new construction - *New additions may substantially alter the appearance and form of historic structures, and may cause denial of certification. Owners are strongly encouraged to obtain SHPO approval before undertaking projects involving new additions or new construction.*

Part 3 Submittal – Request for Certification of Completed Work

Graphic Information

Photographs and photo key - Provide photographs taken after completion of the rehabilitation work showing the same views as submitted in the Part 1 and 2 photographs. Photographs should be numbered, dated, and labeled, and include a photo key plan featuring numbered photographs and arrows showing the view. Refer to Part 1 Submittal Graphic Information for photograph requirements.

Architectural drawings or sketches (if applicable) - Provide record drawings indicating any deviations or contract modifications from the proposed work submitted in Part 2 - Description of Rehabilitation. The record drawings shall bear the seal of the design professional under whom they were produced.