

Submission Content Checklist

for Part 2 applications and amendment submissions

Complete and concise applications facilitate faster reviews and more complete review comments. Complete applications allow SHPO and NPS to best evaluate material and visual impact of your project proposal. Well informed reviews provide applicants with better coaching on ways to comply with the Secretary of the Interior's Standards for Rehabilitation.

This is a compiled list of basic and often proposed types of work within a typical tax credit application. **NOTE:** *more information may be needed for differing scopes and unique project needs*

- ✓ **TIP:** For complete guidance on Federal and State applications:
 - **Federal Part 1, 2 and 3** visit the National Park Service's "[Historic Preservation Certification Application Instructions](#)"
 - **Minnesota Part A** visit [PART A INSTRUCTIONS](#)
 - **Minnesota Part B** visit [MINNESOTA PART B APPLICATION INSTRUCTIONS](#)

Basic Submission Content*

**This is not an exhaustive list of categories or information to submit. It has been compiled to provide additional guidance and information on common application sections and contents. This list also contains a few "TIPS" meant to inform treatment decisions.*

Detailed Description of Rehabilitation Work

The Description of Work must describe all work that will be undertaken on the property, not simply work for which the tax credit will be sought.

- ✓ Describe each feature and the work that will be done on it.
 - Many projects use the Guidelines to organize their categories: Site, Masonry, Wood, Architectural Metals, Roofs, Windows, Entrances and Porches, Storefronts, Structural System, Interior Spaces, Interior Finishes.
 - Be succinct but make sure it is fully described.
- ✓ Begin with site work, followed by the exterior, including new construction, and then the interior.
- ✓ Give the photograph or drawing numbers that show the feature, and drawing numbers or other information showing the proposed work.
- ✓ Describe processes, such as masonry cleaning, in the application narrative. Do not attach specification books.

- ✓ For phased projects: In the Part 2, please provide a phase plan that outlines the work to be done in each phase; not all phases must be described in the initial Part 2, but any phase submitted should fully describe all work in that phase. If multiple phases are being described in an application, please be clear as to which phase that work is in. All phases of work must be described and approved by the NPS before an Allocation Certificate can be issued for a project.

Masonry Work

- if cleaning, repointing or other types of masonry repair work are proposed, provide close-up and overall photos showing areas of deterioration, and areas in good condition
- indicate types of deterioration and describe associated proposed repair methods
- indicate the condition of each material to be cleaned. Specify what the cleaning is intended to accomplish (soot removal, paint removal, etc.) and what process will be used
 - ✓ *TIP: features that are unpainted should remain so, and painted features should remain painted, unless historic documentation shows them to be unpainted.*

Proposed Rooftop Addition

- narrative description should include how visible the proposed addition will be from the street
- elevation drawings, and preferably a building section, of the whole building, including the proposed addition
- visibility study that includes a substantive physical mock-up of the proposed addition, photos of the mockup from prominent locations along street and photo key of the visibility study photos. Rendered drawings may also be included as additional information

New Additions

- narrative description, including materials, and drawings

Windows and Doors

- description should clearly indicate if existing windows are historic, non-historic, or have been covered or infilled; and the condition of the windows
- if existing windows will be repaired, describe proposed repair methods including removal of paint and type of repairs expected
- if replacement of historic windows is proposed, include a methodical assessment of the conditions at sash, jamb, sill etc., and the reasons for replacement. Photographs must be provided as evidence of severe deterioration; provide data on the cost of repairing existing windows versus installing replacements
 - ✓ *TIP: Where replacement of existing windows appears justified by supporting documentation: the replacement sash must match the original in size, pane configuration, color, trim details, and planar and reflective qualities, and, in most cases, materials. Also, scaled drawings comparing the existing windows with the replacement windows must be provided.*
- where new window openings and units are proposed, description of locations and sizes of windows, as well as the window units themselves

- ✓ *TIP: New windows generally should not exactly match historic windows, but must be compatible with the building and historic windows – i.e. if the historic windows are double hung units, a likely good choice of new windows are double hung windows of the same general size.*
- ✓ *TIP: If a specific manufacturer has not been selected, detailed drawings of the specific units may be submitted via an amendment, and the window work may be conditioned. Shop drawings of windows must always be submitted in an amendment, even if detail drawings have been included in the Part 2.*

☐ Storefront Work

- document the date of construction of the existing storefront and its condition
 - ✓ *TIP: Some storefronts have only been partially replaced or have elements from different time periods. Several different storefronts may have existed on your building during the period of significance and may have acquired significance.*
- include historic photos of the storefront within the period of significance for comparison purposes
- if replacement is proposed, provide the evidence on which the proposed new storefront designs are based, and justification for replacement if historic
 - ✓ *TIP: Owners are strongly discouraged from introducing a storefront where they would not have existed before, or in areas that would modify the character of the building or that space.*

☐ Interior Plan and Spatial Configurations:

- descriptions of subdivision of historic spaces, where proposed (with drawings)
 - ✓ *TIP: It is not recommended to alter floor plans and interior spaces, which are important in defining the overall historic character of the building, so that the character is diminished. Retention of historic volumes/spaces including, but not limited to, theaters, auditoriums, board rooms, ballrooms, lodge halls, parlors, libraries, gymnasiums, religious spaces, commercial spaces, are highly recommended*
- description of alteration(s) to the historic plan where it is proposed (with drawings), including, but not limited to, circulation spaces (including corridors, stair halls, lobbies), parlors, apartments, classrooms, retail spaces, and hotel spaces
 - ✓ *TIP: Interior circulation spaces are important features of a plan and are usually the most public spaces of a building's interior. Retaining such features is almost always necessary in order to meet the Secretary Standards for Rehabilitation. Circulation spaces include lobbies and corridors.*

☐ Description of Changes and Repairs to Finishes, Features, and/or Surfaces

- include a narrative description of existing finishes and features, as well as the impact to historic finishes, features, and surfaces along with descriptions of any new finishes, features, and surfaces, along with drawings
- document the existing condition of the interior. Indicate both historic and non-historic walls. Include photos of walls to be removed or altered. Note whether trim and wall and ceiling finishes will be affected

- if the finishes, features, and/or surfaces (walls, ceilings, floors), to be worked on are not historic or significant, then evidence that they are not historic or significant and documentation of underlying/uncovered conditions must be included in the project narrative and shown on drawings and in photos
 - ✓ *TIP: Owners are strongly discouraged from changing historic floor plans unnecessarily and from exposing masonry surfaces unless this condition is supported by historical evidence.*
 - ✓ *TIP: These criteria should be used to evaluate a proposed application of substitute materials: Need for substitute material, amount and location of proposed application of substitute materials, visual and other match for the historic materials to be replaced, and physical compatibility of substitute materials.*
- **MECHANICALS: HVAC & Plumbing (including sprinkler), and Electrical Work**
 - narrative descriptions of all systems work, focusing on how the placement of MEP systems will materially and visually impact historic features or spaces, plus drawings (even if only schematic)
 - indicate what effect the new equipment and ductwork will have on the historic building
 - ✓ *TIP: the historic character of the building and spaces largely defines what will be appropriate for a building. Finished buildings should not have exposed mechanical and new systems, where industrial building it is most appropriate to have exposed systems (though potentially only in limited amounts).*
 - include information sufficient to verify that it is feasible to locate the systems as proposed (detailed drawings sufficient to allow SHPO and NPS to understand the physical manifestations/visual impact of MEP)

Photographs and Photo Key

Send photographs showing the interior and the exterior before rehabilitation. Include the building's site and environment, all the building's sides, all major interior spaces and features, and representative secondary spaces and features, including areas where no work is proposed. See [NPS's Documentation Requirements website](#) for instructions on preparing and labeling photographs for certification applications.

Architectural Drawings or Sketches

Send fully developed architectural drawings or sketches showing the existing conditions and the proposed rehabilitation work and any new additions or new construction. Include floor plans, demolition plans, elevations, and where necessary, sections. If no work is proposed in large areas of the building, and only those portions have developed construction documents, at least general plans and elevations of the whole building must be provided to document the building.

- ✓ *TIP: If any of the work items listed above are not in your project scope or if the feature does not exist in your building, state in the narrative that there will be no work and the feature will remain as is/no change.*

- ✓ *TIP: Work that is not adequately planned out, and does not allow for a detailed description to be provided at Part 2, cannot be effectively reviewed for conformance to the Secretary of the Interior's Standards for Rehabilitation.*
- ✓ *TIP: If a work item is critical to make the project function for the desired use, (for example – but not limited to – mechanical work in a building proposed for human occupancy that does not currently have a functioning system, or an addition that your use requires, or a space that you feel must be subdivided for your proposed use, etc.), present details and justification of the work in the narrative.*

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