

# TIP Sheet

## Help With Tax Incentive Application Document Naming Conventions

The National Park Service required naming convention has a regular pattern. Do not to use any spaces or special characters in your document names, except the underscore—which should only be used when shown as part of the convention. See NPS website <https://www.nps.gov/subjects/taxincentives/upload/hpca-file-format-naming-2024-04-03.pdf> for more guidance.



**XXXXX**  
NPS 5-digit Project Number (#####) If it hasn't been assigned yet, no need to put anything in, we'll put this in for you later

**AppPart**  
the Part of the Application that you are submitting for review – This will be a Part1, Part2, Part3 or Amend# (follow the number assignment per NPS's – use the Check Status (link) page to make sure you get the right one.

**DocumentName**  
Document Name is the only component that will change within each application, see list of typical document types below

**HistoricName**  
Use the Historic Name of the building – not the current or future name.  
  
This is the name used by the National Register. If there is no name defined for this building, use the street address, i.e. 345WabashaStreet

**City\_State**  
You know which City and State you're in. Make sure to use the full name of the city – i.e. SaintCloud

| Document Type   | Naming Convention   |
|---|---|
| Transmittal (Word document)   | ##### AppPart_TransmittalLog_HistoricPropertyName_City_State            |
| Form (could include description if on NPS form)   | ##### AppPart_HistoricPropertyName_City_State                           |
| Amendment responding to NPS hold  | ##### AppPart_ResponseToHold_HistoricPropertyName_City_State            |
| Amendment as Advisory Determination   | ##### AppPart_PhaseCompletion_HistoricPropertyName_City_State           |
| Additional Narrative (scope of work description not on an HPCA form)                                    | ##### AppPart_AdditionalNarrative_HistoricPropertyName_City_State       |
| Photo Key   | ##### AppPart_PhotoKey_HistoricPropertyName_City_State                  |
| Photo Sheets (PDF)  | ##### AppPart_Photos_HistoricPropertyName_City_State                    |
| Individual Photos (max 20 photos) JPEG or TIFF - submit in Photos subfolder                             | ##### AppPart_1_NameOfView_HistoricPropertyName_City_State              |
| Existing Drawings   | ##### AppPart_Plans or DrawingsExisting_HistoricPropertyName_City_State |
| Proposed Drawings   | ##### AppPart_DrawingsProposed_HistoricPropertyName_City_State          |
| Ownership Letter  | ##### AppPart_OwnershipLetter_HistoricPropertyName_City_State           |
| Visibility Study  | ##### AppPart_VisibilityStudy_HistoricPropertyName_City_State           |
| Other Additional Documentation (consolidate where possible, but separate large documents where logical) | ##### AppPart_DocumentName_HistoricPropertyName_City_State              |

