

FEDERAL HISTORIC PRESERVATION CERTIFICATION APPLICATION CHECKLIST FOR PROPERTY OWNERS/CONSULTANTSPart 1 Application For 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:
 - ___ Section 2: Nature of Request marked
 - ___ 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 Plan(s):** A plan or plans indicating the view shown on each numbers photograph.
- ___ **Maps:**
 - ___ A satellite map that clearly indicates the location of the building. Can use Google Earth for this.
 - ___ If the property contains multiple buildings, all buildings are identified on a site map.
 - ___ Boundary comparison map showing historic property boundaries, current property boundaries, and project boundaries.
- ___ **Description of Physical Appearance:** Describe the entirety of the building, elevation by elevation and top to bottom on the exterior and interior. Describe the building in its present, pre-rehabilitation, condition. This information must match the information in the National Register nomination. Special considerations:
 - ___ Provide the construction date and date(s) of alterations. Give the source of the date.
 - ___ Check the appropriate box if the building has been moved.
- ___ **Statement of Significance:** Summarizes why the building is significant or how it contributes to the significance of a district. This information must match the information in the National Register nomination.
- ___ **Preliminary Determinations (if applicable):** If applicable, a draft National Register of Historic Places nomination must be included in the submittal. This information must match the information in the HPCA Part 1 Application write up. Nominations must include:
 - ___ Description of Physical Appearance
 - ___ Statement of Significance with proposed Period of Significance and justification
 - ___ Supplemental materials document

**** SUBMITTALS MUST BE 1 DIGITAL COPY UPLOADED TO OK/SHPO PORTAL & 1 HARD COPY TO OUR OFFICE****