# TRANSMITTAL SHEET/CHECK LIST
## FEDERAL HISTORIC PRESERVATION CERTIFICATION APPLICATION

This sheet should help you to assemble a complete application package as you prepare to send your Part 1, Part 2, or Request for Certification of Completed Work (Part 3) to the SHPO. This form may be duplicated to send with each part of the application.

Property Name and Address: _____

_____

_____

☐ **Application Form:** All fields are filled out on the front and back of the form. If an electronic version of the form is used, the one-page format of the front signature page is identical to the official printed form.

☐ **Owner's Signature and Social Security Number or Taxpayer Identification Number:** Form is signed by the owner and the owner's Social Security Number or Tax Identification Number is provided.

☐ **Number of Copies:** Two sets of all application documentation are included.

☐ **Photo Key Plan:** A plan indicating the view shown on each numbered photograph is included.

☐ **Part 1: Evaluation of Significance**

- ☐ **Map:** A map that clearly indicates both the boundaries of the historic district and the property's location within the district is included. If the property contains multiple buildings, *all* buildings are identified on a site map.
- ☐ **Photographs:** Photographs showing the pre-rehabilitation condition of all buildings on the property—interior, exterior, and surroundings are included. (See Supplemental Information Guide.)

☐ **Part 2: Description of Rehabilitation**

- ☐ **Photographs:** Photographs showing all aspects of interior, exterior, and site prior to rehabilitation, including areas where no work is proposed, are included. Photographs of any work which has already started are included. (See Supplemental Information Guide)
- ☐ **Drawings:** Drawings sufficient to describe the rehabilitation work are included. (See Supplemental Information Guide.)
- ☐ **Fees:** ☐ Credit card authorization form enclosed. ☐ Bill the owner upon receipt.

☐ **Request for Certification of Completed Work (Part 3)**

- ☐ **Photographs:** Photographs showing completed rehabilitation taken from the same views provided in Part 2 photographic documentation are provided. (See Supplemental Information Guide.)
- ☐ **Fees:** ☐ Credit card authorization form enclosed. ☐ Bill the owner upon receipt.