

## **Electronic Application Submission Checklist**

### **Federal & State Commercial Part 1 Applications**

*Each of the items listed below must be submitted as an individual file or folder. Application, photo document, and photo key should each be saved and submitted as a separate PDF. Do not combine multiple items.*

#### **Federal Part 1 Application Form (*Individually listed buildings do not require a Federal Part 1*)**

- ☐ Submitted as an individual file that complies with NPS naming conventions for file format, size, and file name
- ☐ Checked completed for all applicable boxes and fields on application
- ☐ Signed application using an acceptable digital signature method
- ☐ Completed second page narrative or submitted narrative as a separate PDF

#### **State Commercial Tax Credit Program Part 1 Application Form**

- ☐ Submitted first page as an individual PDF that meets all of the following:
  - File name complies with posted State naming conventions
  - Checked all boxes
  - Digitally signed

#### **Part 1 Photos - Check which option below you used with the application:**

- ☐ **OPTION A.** One PDF that includes all photos required to fully document the interior and exterior of the building
  - ☐ Submitted as an individual file that complies with NPS naming conventions for file format, size, and file name
  - ☐ Labelled at the top of each page within the PDF document compliant with NPS conventions for property name, address, date photos taken, and **Part 1**
  - ☐ Inserted as maximum two photos per page with individual photo numbers labeled per NPS conventions and matched to photo key (see below)
- ☐ **OPTION B.** Individual JPEG or TIFF files (maximum 20) that fully document the interior and exterior of the building
  - ☐ Saved in a separate folder with individual photo numbers labeled per NPS conventions and matched to photo key (see below)

#### **Part 1 Photo Key Plans**

- ☐ Submitted as an individual file that complies with NPS naming conventions for file format, size, and file name
- ☐ Corresponds to both photographs and the existing building plan, including locations of all walls, doors, and windows

#### **Map**

- ☐ Locates the subject property with highlights or marks within the correct Historic District
- ☐ Submitted as an individual file that complies with NPS naming conventions for file format, size, and file name

#### **Ownership Statement (if the applicant is not fee-simple owner)**

- ☐ Submitted as an individual file that complies with NPS naming conventions for file format, size, and file name

#### **Application Transmittal Log for NPS**

- ☐ Submitted as an individual Word document with NPS naming conventions for file format, size, and file name that lists all of the individual documents included with the Application

## **Electronic Application Submission Checklist**

### **Federal & State Commercial Part 2 Applications**

*Each of the items listed below must be submitted as an individual file or folder. Application, photo document, and photo key should each be saved and submitted as a separate PDF. Do not combine multiple items.*

#### **Federal Part 2 Application Form**

- ☐ Submitted as an individual file that complies with NPS naming conventions for file format, size, and file name
- ☐ Includes the NPS project number from Part 1
- ☐ Completed Description of Rehabilitation for the entire project listed as individual work items, including a detailed and accurate description of the current building condition and the proposed work to be completed
- ☐ Identified and described phases including dates and work to be completed in each phase (for phased projects only)
- ☐ Completed second page (for multiple owners only)
- ☐ Signed application using an acceptable digital signature method
- ☐ Checked completed for all applicable boxes and fields on application

#### **State Part 2 Application Form (if also applying for the State Commercial Tax Credit)**

- ☐ Submitted first page as an individual PDF that meets all of the following:
  - File name complies with posted State naming conventions
  - Checked all boxes
  - Digitally signed
- ☐ Paid by check or money order mailed or hand-delivered to LA DHP with the applicable Part 2 fee as determined by the estimated credit award based on the QREs. See LA DHP fee schedule at [www.crt.state.la.us/Assets/OCD/hp/taxincentives/state-commercial-tax-credit/Fee-Worksheet-Updated-2023.pdf](http://www.crt.state.la.us/Assets/OCD/hp/taxincentives/state-commercial-tax-credit/Fee-Worksheet-Updated-2023.pdf)

#### **Additional Documentation That May be Necessary to Describe the Rehabilitation Project:**

Architectural plans or drawings used to illustrate work items described in the Part 2 Description of Rehabilitation but do not replace the written descriptions provided in the Description of Rehabilitation. All work shown on the drawings must be included in the written description.

- ☐ Submitted in compliance with NPS naming conventions for file format, size, and labeling
- ☐ Reduced file size and flattened plans per NPS conventions with separate files for existing files versus proposed project work

Additional photographs with photo key, historic photographs or drawings, detailed narratives, ownership statements (only if not previously submitted), product specifications, window surveys, sightline studies, engineering reports, etc.

- ☐ Submitted as individual files that comply with NPS naming conventions for file format, size, and file name. Additional photographs must be labelled **Part 2** and submitted according to Part 1 Photos and Photo Key Plan instructions

#### **Application Transmittal Log for NPS**

- ☐ Submitted as an individual Word document with NPS naming conventions for file format, size, and file name that lists all of the individual documents included with the Application

## **Electronic Application Submission Checklist**

### **Federal & State Commercial Part 3 Applications**

*Each of the items listed below must be submitted as an individual file or folder. Application, photo document, and photo key should each be saved and submitted as a separate PDF. Do not combine multiple items.*

#### **Federal Part 3 Application Form**

- ☐ Submitted as an individual file that complies with NPS naming conventions for file format, size, and file name
- ☐ Includes the NPS project number
- ☐ Completed second page if there is more than one owner
- ☐ Signed application using an acceptable digital signature method
- ☐ Checked completed for all applicable boxes and fields on application

#### **State Commercial Tax Credit Part 3 Application Form**

- ☐ Submitted first page as an individual PDF that meets all of the following:
  - File name complies with posted State naming conventions
  - Checked all boxes
  - Digitally signed
- ☐ Paid by check or money order mailed or hand-delivered to LA DHP with the applicable Part 3 fee as determined by the estimated credit award based on the QREs. See LA DHP fee schedule at [www.crt.state.la.us/Assets/OCD/hp/taxincentives/state-commercial-tax-credit/Fee-Worksheet-Updated-2023.pdf](http://www.crt.state.la.us/Assets/OCD/hp/taxincentives/state-commercial-tax-credit/Fee-Worksheet-Updated-2023.pdf)

#### **Part 3 Photos - Check which option below you used with the application:**

- ☐ **OPTION A.** One PDF that includes all photos required to fully document the interior and exterior of the building
  - ☐ Submitted as an individual file that complies with NPS naming conventions for file format, size, and file name
  - ☐ Labelled at the top of each page within the PDF document compliant with NPS conventions for property name, address, date photos taken, and **Part 3**
  - ☐ Inserted as maximum two photos per page with individual photo numbers labeled per NPS conventions and matched to photo key (see below)
- ☐ **OPTION B.** Individual JPEG or TIFF files (maximum 20) that fully document the interior and exterior of the building
  - ☐ Saved in a separate folder with individual photo numbers labeled per NPS conventions and matched to photo key (see below)

#### **Part 3 Photo Key**

- ☐ Submitted as an individual file that complies with NPS naming conventions for file format, size, and file name
- ☐ Corresponds to both photographs and the existing building plan, including locations of all walls, doors, and windows

#### **Application Transmittal Log for NPS**

- ☐ Submitted as an individual Word document with NPS naming conventions for file format, size, and file name that lists all of the individual documents included with the Application

## **Electronic Application Submission Checklist**

### **Federal & State Amendment/Advisory Determination Applications**

*Each of the items listed below must be submitted as an individual file or folder. Application, photo document, and photo key should each be saved and submitted as a separate PDF. Do not combine multiple items.*

#### **Federal Amendment/Advisory Determination Application Form**

- ☐ Submitted as an individual file that complies with NPS naming conventions for file format, size, and file name
- ☐ Includes the NPS project number
- ☐ Completed second page with the complete description of the requested amendment including reasons, time, condition being addressed, etc.
- ☐ Signed application using an acceptable digital signature method
- ☐ Checked completed for all applicable boxes and fields on application

#### **Amendment Application Form for Part 1, Part 2, or Part 3 Amendments OR State Part 3 Advisory Determination (for completed phases)**

- ☐ Submitted first page as an individual PDF that meets all of the following:
  - File name complies with posted State naming conventions
  - Checked all boxes
  - Digitally signed

#### **Additional Documentation That May be Necessary to Describe the Amendment or Advisory Determination request:**

Architectural plans or drawings used to illustrate work items described in the Amendment or Advisory Determination request. All work shown on the drawings must also be included in the written description included with the application.

- ☐ Submitted in compliance with NPS naming conventions for file format, size, and labeling
- ☐ Reduced file size and flattened plans per NPS conventions with separate files for existing files versus proposed project work

Additional photographs with photo key, historic photographs or drawings, detailed narratives, ownership statements (only if not previously submitted), product specifications, window surveys, sightline studies, engineering reports, etc.

- ☐ Submitted as individual files that comply with NPS naming conventions for file format, size, and file name. Additional photographs must be labeled **Amendment** or **Advisory Determination** and submitted according to Part 3 Photos and Photo Key Plan instructions

#### **Application Transmittal Log for NPS**

- ☐ Submitted as an individual Word document with NPS naming conventions for file format, size, and file name that lists all of the individual documents included with the Application