

Electronic Application Submission Checklist

State Commercial Part 1 Application

Each of the items listed below should be submitted as an individual file or folder. Multiple items should not be combined: application, photo document, and photo key should each be a separate PDF.

State Part 1 Application Form

- ☐ Submitted as an individual file and the file format, size, and file name complies with State conventions.
- ☐ Application has all applicable boxes checked and fields completed.
- ☐ Legislature information is filled out.
- ☐ The application is signed using an acceptable digital signature method.
- ☐ The second page is completed (or the additional narrative is submitted as a separate PDF)

Federal Part 1 Application Form: *For buildings that are eligible as contributing to a National Register Historic District, a Federal Part 1 application must be submitted in order to certify contributing status from the National Park Service. This is required even if Federal Tax Credits will not be pursued.*

- ☐ The entire Federal Part 1 application is digitally signed and dated, and the file name complies with NPS conventions.

Part 1 Photos (One of the options shown below)

- ☐ A single PDF that includes all photos required to fully document the interior and exterior of the building.
 - ☐ Submitted as an individual file; file format, size, and file name complies with State or NPS conventions. (NPS guidelines must be followed if submitting the Federal Part 1).
 - ☐ Pages within the PDF document are labeled per NPS conventions: property name, address, date of photos, and application part are listed at the top of each page
 - ☐ No more than two photos per page and individual photos are numbered (corresponding to photo key) and labeled per State or NPS conventions (NPS guidelines must be followed if submitting the Federal Part 1).
- ☐ Individual photos fully documenting the interior and exterior of the building are provided as individual JPEG or TIFF files – must be 20 or less
 - ☐ Photos are placed in a separate folder and are labeled per State/NPS conventions. Individual photos are numbered (corresponding to the Photo key) and labeled per State/NPS conventions (NPS guidelines must be followed if submitting the Federal Part 1).

Part 1 Photo Key

- ☐ Submitted as an individual file; file format, size, and file name complies with State/NPS naming conventions (NPS guidelines must be followed if submitting the Federal Part 1).
- ☐ Corresponds to photographs and the existing plan of the building, including all walls, doors, and windows.

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Map

☐ Map of the applicable district as an individual file; format, size, and file name complies with State/NPS conventions. The location of the subject property is highlighted or marked (NPS guidelines must be followed if submitting the Federal Part 1).

Ownership Statement (applicant is not fee-simple owner)

☐ Submitted as an individual file; file format, size, file name complies with State/Federal naming conventions (NPS guidelines must be followed if submitting the Federal Part 1).

Transmittal Log for NPS (If submitting a Federal Part 1)

☐ An individual Word document in the format required by NPS listing all of the individual documents included with the submission

Electronic Application Submission Checklist

State Commercial Part 2 Application

Each of the items listed below should be submitted as an individual file or folder. Multiple items should not be combined: application, photo document, and photo key should each be a separate PDF.

State Part 2 Application Form

- ☐ Submitted as an individual file and the file format, size, complying with State naming conventions
The application has all applicable boxes checked, all fields completed, and is digitally signed and dated.
- ☐ The State project number is listed (if Part 1 was submitted previously)
- ☐ The scope of work for the entire project is complete and separated into individual work items, including a detailed and accurate description of the current condition and proposed work (or an additional narrative is submitted as a separate PDF)
- ☐ For phased projects, the individual phases are identified and fully described. **Separate Part 2s can be submitted for individual phases.**

State Part 2 Application Fee

- ☐ A check or money order must be mailed or hand-delivered to LA DHP with the applicable Part 2 fee. Part 2 fee is determined by the estimated QREs. Fee schedule is available on the LA DHP website.

Drawings

Architectural plans or drawings may be provided to illustrate work items described in the written Part 2 narrative. Plans/drawings may not be used in lieu of a complete and thorough work description. Work shown on the drawings must also be included in the written description.

- ☐ File format, size, file name complies with State conventions, plans are flattened and file size is reduced.
- ☐ Existing and proposed conditions are submitted as separate files

Additional Documentation As Needed: additional photographs and photo key, additional narratives, ownership statements (if not previously submitted), product specifications, window surveys, sightline studies, engineer's reports, etc.

- ☐ Submitted as an individual file; file format, size, and file name complies with State conventions.
- ☐ Any photographs and/ or photo keys follow the requirements outlined in the Part 1 submission checklist

Electronic Application Submission Checklist

State Commercial Part 3 Application

Each of the items listed below should be submitted as an individual file or folder. Multiple items should not be combined: application, photo document, and photo key should each be a separate PDF.

State Part 3 Application Form

- ☐ Submitted as an individual file and the file format, size, file name complies with State conventions
The application has all applicable boxes checked and fields completed, digitally signed and dated.
- ☐ The State project number is listed.
- ☐ The second page is completed if there is more than one owner.
- ☐ For Revised Part 3s, the appropriate box is checked.

State Part 3 Application Fee

- ☐ A check or money order must be mailed or hand-delivered to LA DHP with the applicable Part 3 fee. Part 3 fee is determined by the estimated credit award, based on the QREs. The fee schedule is available on the LA DHP website.

Part 3 Photos

A single PDF that includes all photos required to fully document the interior and exterior of the building.

- ☐ Submitted as an individual file; file format, size, file name complies with State conventions.
- ☐ Pages within the PDF document are labeled per State conventions: property name, address, date of photos, and application part are listed at the top of each page.
- ☐ No more than two photos per page and individual photos are numbered (corresponding to photo key) file name complies with State conventions.

Individual photos fully documenting the interior and exterior of the building are provided as individual JPEG or TIFF files – must be 20 or less

- ☐ Photos are placed in a separate folder and are labeled per State conventions. Individual photos are numbered (corresponding to the Photo key) and file names comply with State conventions.

Part 3 Photo Key

- ☐ Submitted as an individual file; file format, size, and file name complies with State conventions.
- ☐ Corresponds to photographs and the existing plan of the building, including all walls, doors, and windows.

Electronic Application Submission Checklist

State Amendment Application

Each of the items listed below should be submitted as an individual file or folder. Multiple items should not be combined: application, photo document, and photo key should each be a separate PDF.

State Amendment Application Form

- ☐ Submitted as an individual file and the file format, size, and file name complies with State conventions.
- ☐ The application has all applicable boxes checked and fields completed, digitally signed, and dated.
- ☐ The State project number is listed.
- ☐ The second page is completed describing the intention for the amendment.

Additional Documentation As Needed: additional photographs and photo key, additional narratives, product specifications, window surveys, sightline studies, engineer's reports, etc.

- ☐ Submitted as an individual file; file format, size, and file name complies with State conventions.
- ☐ Any photographs and/ or photo keys follow the requirements outlined in the Part 1 and 2 submission checklist.