

CHECKLIST FOR COMPLETE APPLICATION

Submit Part 1 first or submit Part 1 and Part 2 together before the project begins. Submit Part 3 after the project is complete. Details about the following list of items may be found in the Historic Preservation Certification Application and Instructions. Complete applications are processed by the AHC within a 30-day period and forwarded to the National Park Service for their 30-day review period.

Part 1 - Evaluation of Significance

- Two copies of complete application and attachments
- Original Ink Signature of Owner
- Photographs of Existing condition (labeled)
- Photo Key – keyed to plans
- Map of historic district
- Courier Delivery Payment form

Part 2 - Description of Rehabilitation

- Two copies of complete application and attachments
- Original Ink Signature of Owner
- Fee Payment by Credit Card form (optional but recommended**)
- Courier Delivery Payment form
- Photographs of Existing condition (labeled)
Or specify that Part 1 photos should be used for Part 2 review
- Photo Key – keyed to plans
- Plans and elevations of Existing Condition
- Plans, elevations, sections of Proposed Work
- Specifications of work (i.e., brick cleaning or repointing, window repair) if available

Part 3 - Request for Certification of Completed Work

- Two copies of complete application and attachments
- Original Ink Signature of Owner
- Fee Payment by Credit Card form (optional but recommended**)
- Courier Delivery Payment form
- Photographs of Completed work (labeled)

**The National Park Service charges a fee to review Part 2 and Part 3 applications. Refer to the Application Process at www.nps.gov/tps/tax-incentives/application-process.htm and Application Fees for the fee schedule and to download the payment form. To avoid delays in project reviews, fee payment by credit card is highly recommended. This credit card form must be submitted with the application.

preserve 
ALABAMA HISTORICAL COMMISSION
468 South Perry Street

Montgomery, Alabama 36130-0900

Use zip code 36104 for courier delivery (UPS, FedEx, etc.)

(334) 242-3184

www.preserveala.org