

Transmittal Log

Federal Historic Preservation Certification Applications Historic Preservation Tax Incentives

- A completed transmittal log must accompany each submission.
- Name all digital files according to the NPS File Naming Conventions.
- Locked or encrypted files cannot be accepted.
- Checking the box in the APPLICANT VERIFICATION column assures that required documents have been included in the digital submission.
- Incomplete submissions may result in the return of your application or a delay in processing and review.

APPLICANT VERIFICATION	HISTORIC PROPERTY NAME: STREET ADDRESS WITH CITY: NPS#: SHPO#:	SHPO RECEIVED (SHPO use only)	SHPO FORWRDED (SHPO use only)
	Part 1: Application, completed, dated, signed		
	Part 1: District Map with property highlighted		
	Part 1: Property Site Map		
	Part 1: Labeled Photos		
	Part 1: Photo Key		
	Part 1: Supplemental Information (optional)		
	Part 1: Ownership letter (if required)		
(SHPO use only)	Part 1: SHPO review sheet		
	Part 2: Application - completed, dated, signed		
	Part 2: Scope of Work		
	Part 2: Existing Plans		
	Part 2: Proposed Plans		
	Part 2: Supplemental information (optional)		
	Part 2: Ownership letter (if required)		
	Part 2: Labeled Photos (unless submitted w/Pt.1)		
	Part 2: Photo Key (unless submitted w/Pt.1)		
(SHPO use only)	Part 2: SHPO review sheet		
	Amendment: Application- completed, dated, signed		
	Amendment: Supplemental information		
(SHPO use only)	Amendment: SHPO review sheet		
	Part 3: Application - completed, dated, signed		
	Part 3: Labeled Photos		
	Part 3: Photo Key on updated plan		
(SHPO use only)	Part 3: SHPO review sheet		