

Ohio

Parts 1 & 2 Historic Preservation Certification Application

Ohio Parts 1 & 2 Instructions

This worksheet will provide guidance on what information and documentation are required for the Ohio Parts 1 & 2 Historic Preservation Certification Application component of the Ohio Historic Preservation Tax Credit program application. Please read all instructions carefully before compiling your Ohio Parts 1 & 2 and contact the Ohio Historic Preservation Office at (614) 298-2000 if you have any questions about the form.

- The Ohio Parts 1 & 2 form is to be used by State Only applicants to the Ohio Historic Preservation Tax Credit program. A State Only Project means a project that does not seek Federal Historic Preservation Tax Credits.
- Combined state and federal projects seeking both federal and Ohio Historic Preservation Tax Credits need only submit a Federal Part 1 and Federal Part 2 Historic Preservation Certification Application.
- The Ohio Historic Preservation Tax Credit program material is available on-line at development.ohio.gov/Urban/. Complete the Ohio Parts 1 & 2 form as a PDF form and print out for submission with original signature by the authorized representative of the applicant, along with the attachments required in each section.
- A unique Ohio Parts 1 & 2 form must be submitted for each individual historic building in a project even in cases where multiple historic buildings are included in the same Ohio Historic Preservation Tax Credit application.
- On all forms, only original signatures of the applicant's authorized representative will be accepted; no copies shall be considered.
- Applicants must provide the following:
 - » Two completed original Ohio Parts 1 & 2 forms in hard copy form; and
 - » Two electronic copies of the Ohio Parts 1 & 2 form submitted on compact disc (no flash drives).
- Applicants are strongly encouraged to submit the Ohio Parts 1 & 2 form to the Ohio Historic Preservation Office (OHPO) well ahead of the Ohio Historic Preservation Tax Credit application submission deadline. If a complete Ohio Parts 1 & 2 is not submitted by the Ohio Historic Preservation Tax Credit application submission deadline, the Ohio Historic Preservation Tax Credit application for the historic building will not be considered in that round of funding.
- If submitted before the Ohio Historic Preservation Tax Credit application, you may submit the Ohio Parts 1 & 2 via U.S. mail, delivery service, or in person to:
 - Ohio Historic Preservation Office**
800 E. 17th Avenue, Columbus, Ohio, 43211
- If submitted as an attachment to the Ohio Historic Preservation Tax Credit application, you may submit the Ohio Parts 1 & 2 via U.S. mail, delivery service, or in person to:
 - Ohio Department of Development, Urban Development Division**
77 S. High Street, 26th Floor, Columbus, Ohio, 43215

*The Ohio Historic Preservation Office and Urban Development Division are open between 8:00 a.m. and 5:00 p.m., Monday-Friday.

Owner Declaration Form

PROVIDE AS ATTACHMENT A

I hereby attest that the information I have provided is, to the best of my knowledge, correct. I understand that falsification of representations in this application may subject the applicant to criminal sanctions including fines and/or imprisonment pursuant to ORC 2921.77 and make the applicant ineligible for future state assistance pursuant to ORC 9.66

Authorized Representative's Signature:

_____ Date: _____
(Original Signature only)

Print name of Authorized Representative: _____

Project Information Summary

PROVIDE AS ATTACHMENT B

Note: If the Ohio Parts 1 & 2 form is submitted as an attachment to the Ohio Historic Preservation Tax Credit application, this page does not need to be submitted.

PROJECT INFORMATION

Name of Building/Project: _____

Address: _____

City: _____, Ohio Zip: _____

County: _____

OWNER INFORMATION

Project Owner: _____

Representative Name: _____

Representative Title: _____

Representative Company: _____

Mailing Address: _____

Telephone: _____ Email: _____

PROJECT CONTACT INFORMATION

Contact Name: _____

Contact Title: _____

Contact Company: _____

Mailing Address: _____

Telephone: _____ Email: _____

1. Historic Building Designation

PROVIDE AS ATTACHMENT C

Type of Historic Designation

- Building individually listed on the National Register of Historic Places.
 Building designated a local landmark by a Certified Local Government.
 Building located in a National Register Historic District.
 Building located in a National Park Service Certified Local Historic District.
 Building located in a Historic District designated by a Certified Local Government.

Name of the Historic District: _____

DOCUMENTATION REQUIRED

1. If the building is listed individually on the National Register of Historic Places, provide the listing date.
2. If the building is designated as a local landmark by a Certified Local Government, provide a copy of the signed and dated local ordinance establishing the listing. The effective date of the local listing must be included.
3. If the building is located in a National Register Historic District, provide the listing date and copy of the historic district map showing boundaries and specific location of the property on the map (part of Attachment F).
4. If the building is located in a Local Historic District certified by the National Park Service, provide the date of certification and a copy of the historic district map showing boundaries and specific location of the property on the map (part of Attachment F).
5. If the building is located within a Historic District designated by a Certified Local Government, provide a copy of the signed and dated local ordinance establishing the listing and a statement from the Certified Local Government contact person that the property contributes to the significance of the local historic district. The effective date of the local listing must be included. A copy of the historic district map showing boundaries and specific location of the property on the map must also be submitted (part of Attachment F).

2. Description of Physical Appearance

PROVIDE AS ATTACHMENT D

Definition: Description of the building should contain and is not limited to:

- Information about the major features of the building on both the exterior and interior.
- Description of building in its present condition (before Rehabilitation), not as it was built or as it will be after rehabilitation.
- Note the architectural style, exterior construction materials, (wood, brick, etc.), and distinguishing architectural features (placement and type of windows, chimneys, porches, decorative interior features or spaces.)
- Describe any changes made to the building since its original construction; for example, additions, porch enclosures, and new storefronts, relocation of doors and windows, and alteration to the interiors.
- Other buildings on site, such as carriage houses, barns and sheds should also be fully described.
- Discussion on how the building relates to others in its neighborhood, or district if appropriate, in terms of its scale, building materials, style and period of construction.

DOCUMENTATION REQUIRED

Provide a typed narrative that details the exterior and interior appearance of the building meeting the above definition.

3. Statement of Significance

PROVIDE AS ATTACHMENT E

Definition: Statement of Significance should be a summary of the following:

- Significance of the building, outlining its historic, architectural, and/or cultural significance as appropriate.
- For a building within a registered historic district, a summary of how the building contributes to the significance of the district. This should relate to the significance of the district including the district's period of significance as identified in the district documentation.
- Important figures from the past associated with the building, former uses, and the name of the architect or builder, if known.

DOCUMENTATION REQUIRED

Provide a typed summary description meeting the above definition.

4. Photographs and Maps

PROVIDE AS ATTACHMENT F

Definitions:

a. Photographs: Good clear photographs of the building and the surroundings as they appear before rehabilitation. Submit the labeled photographs unmounted, in a stack in a clasp envelope(s).

- Exterior Photographs showing all elevations, views of the building in its setting on the street.
- Interior Photographs must show all major interior spaces and representative secondary spaces.
- Must be numbered, dated and labeled on the back with the building name, view (e.g. east side), and a brief description of what is shown.
- Must be keyed to the site plan and floor plans. Key photographs to the application narrative where appropriate.
- 35 mm photographs are recommended, clear digital photos printed on photographic paper are also acceptable.

b. Map(s): For a building located within a registered historic district (any of the three types) provide a map of the historic district boundaries and the lot on which the building is located. If the application is for a group of functionally-related buildings that are listed together in the National Register, provide a site plan of the group.

DOCUMENTATION REQUIRED

1. Provide photographs of the exterior and interior of the building prior to the start of rehabilitation and key photographs to site plans and floor plans.
2. If the building is within a registered historic district, locate the building on a map with the boundaries of the historic district clearly shown.

5. Data on Building and Rehabilitation Project

PROVIDE AS ATTACHMENT G

Rehabilitation Period (Staged/Non-Staged): _____

Date(s) of Original Construction: _____

Source(s) of Date(s) of Original Construction: _____

Date(s) of Alteration: _____

Source(s) of Date(s) of Alteration: _____

Has the building been moved? _____

If yes, when was the building moved? _____

Floor area before rehabilitation (sq. ft.): _____

Floor area after rehabilitation (sq. ft.): _____

Use(s) before rehabilitation: _____

Use(s) after rehabilitation: _____

Housing units before rehabilitation: _____

Housing units after rehabilitation: _____

Housing units for low-moderate income before rehabilitation: _____

Housing units for low-moderate income after rehabilitation: _____

Type of Construction (e.g. masonry, bearing wall, wood frame, steel frame, etc.): _____

6. Detailed Description of Rehabilitation/Preservation Work

PROVIDE AS ATTACHMENT H

Definition: The detailed description requires the description of the entire project in the rehabilitation narrative worksheets provided. Use a separate narrative worksheet for each architectural feature, including but not limited to, such items as site work, roof, masonry walls, windows, lobby, floors, stairways, HVAC, offices, apartments, anything that has architectural or historical significance, or anything being added to the building.

The following must be described:

- Identify the architectural feature requiring work and indicate whether the feature described is original to the building, was added at a later date, or is proposed new construction.
- Give approximate date of the feature.
- Physical condition - Describe existing state of the feature indicating drawing numbers that show the feature described.
- Rehabilitation Work - Explain in detail the rehabilitation work to be undertaken.
- Describe the effect (visual, structural, or other) on existing features.
- List drawings, photographs, or specification page numbers that show the rehabilitation work and impact on existing building.

Drawings or sketches are required to show planned alterations or new construction.

- Must be sufficiently detailed to show existing wall configurations and anticipated changes.
- Must include floor plans, and when necessary sections and elevations.

Must be numbered and keyed to the rehabilitation narrative worksheets.

DOCUMENTATION REQUIRED

1. Provide description of all rehabilitation work meeting the above definition using as many rehabilitation worksheets (Page 10) as necessary.
2. Provide required drawings numbered and keyed to the application.

Rehabilitation Narrative Worksheet and Drawings

PROVIDE AS ATTACHMENT I

Number: _____ Architectural Feature: _____

Approximate Date of Feature: _____

Description of existing feature and its condition (attach additional pages if required):

Description of work and impact on existing feature (attach additional pages if required):

Photo Number: _____ Drawing Number: _____