

Basic Submission Requirements:

The State Historic Preservation Office (SHPO) is here to assist you with any questions throughout the tax credit application submission process. These OH SHPO basic submission requirements afford us a better opportunity to provide applicants with more complete review comments, because the submitted information is more complete, which in turn affords applicants confidence that their project, if completed as approved, will receive final certification. The BSRs help evaluate proposed material and visual impact on features, including those listed below, and as they relate to the Secretary of the Interior's Standards for Rehabilitation. These are basic, however, and your project may include other work for which additional information may be needed, depending on the project scope, to assess conformance to the Standards.

- 1) **HVAC & Plumbing** (including sprinkler), and **Electrical Work** - narrative descriptions of systems work, focusing on how the placement and finish of MEP systems will materially and visually impact historic features or spaces, plus drawings. Information sufficient to verify that it is feasible to locate the systems as proposed, is requested. If systems are to be concealed above/within ceilings or walls, please provide, in your narrative, the dimensions of the largest system feature and the dimension of the space available. (*Goal - details sufficient to allow SHPO and NPS to understand the physical manifestations/visual impact of MEP work.*)
- 2) **Description of Changes to Finishes, Features, and/or Surfaces** - if building finishes, features, or surfaces (walls, ceilings, floors), to be worked on are not historic or significant, then please provide evidence of this and of underlying/uncovered conditions, along with a narrative description of impact to finishes, features, and surfaces that are historic. Please provide descriptions of any new finishes, features, & surfaces.
- 3) **Alteration of Historic Spaces**
 - a) description of any subdivision of significant, historically open spaces where it is proposed (with drawings as applicable)
 - b) description of alteration(s) to the historic plan where it is proposed (with drawings as applicable)
- 4) **Storefront Work** - narrative description of the work and indication of any historic fabric remaining, supplemented by drawings, representing the design, configuration, scale of elements, colors and materials.
- 5) **Rooftop Work** – narrative description detailing visibility (or lack thereof) supported by physical mock-ups and drawings
- 6) **New Additions** - narrative description of material and visual impact, including materials for the proposed addition, plus drawings
- 7) **Windows** – where new window or window replacement work is proposed. (and if historic, windows have been demonstrated to be beyond reasonable repair), information should be submitted sufficient to guarantee the appropriate compatibility or match and outlining how the appropriate appearance will be achieved. If detailed drawings are not available at application submission, window work can be conditioned, with details then submitted via an amendment. If replacing historic windows, justification for replacement, including photos showing level of deterioration, should be submitted with Part 2 and/or prior to the initiation of window work.
- 8) **Masonry Work** – if cleaning, repointing or rebuilding is proposed, close-up photos of the affected areas should be included along with descriptions of areas to be affected, work proposed, and impact – including percentages and verification that the work will be done without damage and to match surrounding historic material. After photos should be provided at Part 3.

While the submission of exterior paint colors is no longer a basic submission requirement, all work, including all finishes, must be compatible to the building, inside and out, to conform to the Standards. As a result, applicants are still welcome to submit colors for a recommendation, if desired.

Please do not hesitate to discuss work item(s) with your Part 2/Amendment reviewer at or before the submission of your Part 2 application or Amendment submission for any guidance, as well as any other needed work not mentioned in the basic items listed above. Thank you.



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