

# SEVEN STEPS TO ENSURE SUCCESSFUL CERTIFICATION OF HISTORIC REHABILITATION PROJECTS

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# Seven Steps to Ensure Successful Certification of Historic Rehabilitation Projects

1. Make sure you can use the credits!
2. Pick a building that is appropriate for the proposed use.
3. Hire design professionals and contractors who have experience with historic rehabilitation projects.
4. Pre-construction planning is essential for ensuring a project will come in on time and on budget.
5. Follow the instructions when completing the Historic Preservation Certification Application!
6. Do not start construction without an approved Part 2.
7. Do not change any approved Part 2 work without an approved NPS Amendment.

# Seven Steps to Ensure Successful Certification of Historic Rehabilitation Projects

1. Make sure you can use the credits! Consult with a tax professional to ensure your tax situation or your corporate structure will be eligible for using the credits. There are also timing issues related to meeting the substantial rehabilitation test, placing the building in service and especially phased projects.



2. Pick a building that is appropriate for the program you intend to use it for. If the intended use of the building does not necessitate major changes to its character defining features (i.e. the project meets Standard #1) the rest of the design work is just working out the detailing.

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3. Hire design professionals and contractors who have experience with historic building projects that have been reviewed to meet the Secretary of the Interior's Standards.
  - ★ Experienced designers and contractors will save the project money because they can anticipate typical old building problems, design choices that will conflict with the Standards AND they will not proceed with changes in pre-approved work without an approved amendment.



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4. Pre-construction planning is essential for ensuring a project will come in on time and on budget. The most important pre-construction step is a comprehensive building condition assessment. Without this the architect cannot develop construction documents and a budget that are realistic and the project cost will be driven up by change orders. The disjointed nature of Maine's building related codes also necessitates considerable time be spent on sorting out code issues in the design phase.

# Seven Steps to Ensure Successful Certification of Historic Rehabilitation Projects

Form 10-130  
Rev. 12/96

UNITED STATES DEPARTMENT OF THE INTERIOR  
NATIONAL PARK SERVICE

OMB Approved  
No. 1024-0008

**HISTORIC PRESERVATION CERTIFICATION APPLICATION  
PART 1 - EVALUATION OF SIGNIFICANCE**

**NPS Office Use Only**  
Habitat: \_\_\_\_\_ Project: \_\_\_\_\_

**Instructions:** Provide instructions carefully before completing application. No certification will be made unless a completed application form has been received. Type or print clearly in black ink. If additional space is needed, use continuation sheets or attach blank sheets.

1. **Name of Property:** \_\_\_\_\_  
**Address of Property:** Street \_\_\_\_\_  
 City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
**Name of Historic District:** \_\_\_\_\_  
 National Register district  certified state or local district  potential district

2. **Check nature of request:**  
 certification that the building contributes to the significance of the above named historic district (or National Register property) for the purpose of rehabilitation.  
 certification that the structure or building, and entire neighborhood, the full area or block in which such structure or building is located, contributes to the significance of the above named historic district (or National Register property) for the purpose of rehabilitation.  
 certification that the building does not contribute to the significance of the above named historic district.  
 preliminary determination for individual listing in the National Register.  
 preliminary determination that a building (or multiple buildings) in a potential historic district contributes to the significance of the district.  
 preliminary determination that a building (or multiple buildings) outside the period or area of significance contributes to the significance of the district.

3. **Project contact:**  
 Name \_\_\_\_\_  
 Street \_\_\_\_\_ City \_\_\_\_\_  
 State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone Number \_\_\_\_\_

4. **Owner:**  
 I hereby attest that the information I have provided, to the best of my knowledge, is correct, and that I own the property described above. I understand that fabrication of false representations in this application is subject to criminal sanctions of up to \$10,000 in fines or imprisonment for up to five years pursuant to 18 U.S.C. 1001.  
 Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Organization \_\_\_\_\_  
 Social Security or Taxpayer Identification Number \_\_\_\_\_  
 Street \_\_\_\_\_ City \_\_\_\_\_  
 State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone Number \_\_\_\_\_

**NPS Office Use Only**

The National Park Service has reviewed this Historic Certification Application - Part 1 for the above named property and hereby determines that the property:

- contributes to the significance of the above named district (or National Register property) and is a "certified historic structure" for the purpose of rehabilitation.
- contributes to the significance of the above named district and is a "certified historic structure" for a candidate contribution to conservation purposes in accordance with the Tax Incentives Extension Act of 1980.
- does not contribute to the significance of the above named district.

**Preliminary determinations:**

- appears to meet the National Register Criteria for Evaluation and will only be listed in the National Register of Historic Places if recommended by the State Historic Preservation Officer according to the procedures set forth in 36 CFR Part 60.
- does not appear to meet the National Register Criteria for Evaluation and will not be listed in the National Register.
- appears to contribute to the significance of a potential historic district, which will only be listed in the National Register of Historic Places if recommended by the State Historic Preservation Officer.
- appears to contribute to the significance of a neighborhood, district or area of significance as documented in the National Register nomination or district documentation on file with the NPS.
- does not appear to qualify as a certified historic structure.

Date \_\_\_\_\_ National Park Service Authorized Signature \_\_\_\_\_ National Park Service Official Telephone No. \_\_\_\_\_

See Attachments

5. Follow the instructions when completing the Historic Preservation Certification Application!

Preservation Tax Incentives for Historic Buildings



U.S. Department of the Interior  
National Park Service  
Cultural Resources  
Heritage Preservation Services

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6. Do not start construction without an approved Part 2 HPCA. Local planning board or historic district commission board approval of a project is not equivalent to an approved Part 2. In fact, local review board decisions often jeopardize project certification because of the way they interpret and apply the Standards to rehabilitation projects.



South Berwick, Cummings Shoe  
Factory Certified  
Rehabilitation 2001

Window submittal - Part 2  
preconstruction site visit with  
SHPO reviewer.

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**7. Do not change any approved Part 2 work without an approved NPS Amendment!**