

**Tennessee Historical Commission
Transmittal Log/Application Checklist**

- Applications must use the current application forms and instructions dated “Rev. 6/2023”.
- All applications must follow the NPS file- and photo-naming conventions and instructions on organizing files for electronic submission. Further guidance can be found [at this link](#) on the National Park Service website.

Name of Historic Property _____

Address of Historic Property _____

Application Part Being Submitted _____

NPS Project Number (if applicable) _____

Part 1: Evaluation of Significance

- Part 1 Application Form** with owner’s electronic signature on the current form.
- Ownership Statement** if applicable
- Photographs** Submit a PDF photosheet with the Historic Property Name, Address, Application Part, and Date in the Header and no more than two (2) photographs per sheet numbered and keyed to a basic floorplan and/or site plan of the building
- Photo Key** showing the location, within the building, of the numbered photos from the photosheet and the direction in which the photos were taken
- Map(s)** showing the building within the historic district; or if a multi-building property, the building within the property; or a site map showing all functionally related buildings on the property under the applicant’s ownership or control
- Other** _____

Part 2: Description of Rehabilitation

- Part 2 Application Form** with owner’s electronic signature on the current form and complete description of the proposed rehabilitation work, describing the building’s existing features and impact of proposed work on these features.
- Photographs** Submit a PDF photosheet with the Historic Property Name, Address, Application Part, and Date in the Header and no more than two (2) photographs per sheet numbered and keyed to a basic floorplan and/or site plan of the building. These photos should show the condition of the building **prior** to rehabilitation. Photograph all areas of the building and site, and key to the description of work.
- Photo Key** showing the location, within the building, of the numbered photos from the photosheet and the direction in which the photos were taken
- Existing Floorplans** can include existing exterior elevations and demo plans. Does not need to be to scale. Dimensions are often best. Must be legible.

- Proposed Floorplans** can include proposed exterior elevations, reflected ceiling plan, HVAC/MEP, finishes plan, based on the scope of the project. Does not need to be to scale. Dimensions are often best. Must be legible.
- Existing Window Drawings** showing elevation, vertical, and horizontal. Including dimensions is often best. Must be legible.
- Proposed Window Drawings** showing elevation, vertical, and horizontal. Including dimensions is often best. Must be legible.
- For phased projects, a **phasing plan** outlining work proposed for each phase plus approximate cost and start and end dates for each phase
- Other**

Part 3: Request for Certification of Completed Work

- Part 3 Application Form** with owner's electronic signature on the current form.
- Photographs** Submit a PDF photosheet with the Historic Property Name, Address, Application Part, and Date in the Header and no more than two (2) photographs per sheet numbered and keyed to a basic floorplan and/or site plan of the building
- Photo Key** showing the location, within the building, of the numbered photos from the photosheet and the direction in which the photos were taken

Amendment

- Amendment Form** with owner's electronic signature on the current form.
- Other**

FOR TENNESSEE HISTORICAL COMMISSION/SHPO USE ONLY:

- SHPO Part 1 Comment Sheet**
- SHPO Part 2-3 Comment Sheet**
- SHPO Conditions Sheet**
- Other** _____
