

# TEXAS HISTORICAL COMMISSION

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## Texas Historic Preservation Tax Credit Application Instructions Amendment and Advisory Determination

All forms must be fully completed with all information necessary to fully evaluate the project. Incomplete forms or missing documentation will result in applications being placed on hold while additional information is requested.

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**Property information:** This information should match the corresponding section of the Part A and B applications.

**Application purpose:** Please check one box that describes why this application is being submitted.

**Contact Information:** Applicant is the person or entity who will receive the credits. Project Contact is usually the person who completed the forms and who will serve as the primary point of communication with the THC. Property owners must be identified in cases where the applicant does not own the property.

**Amendment summary:** Use this page to present the additional or altered project information, address previously issued conditions, or describe any other changes to the project.

**Applications and all supporting documents must be submitted in hard copy.**

**Photographs, plans, and other documentation:** Attach photos, plans, or other documents as necessary to support the information being presented.

Photos must be labeled and formatted according to directions on page 12 of the Application Guide.

Photos must also be numbered and keyed to site plans and floor plans.

Architectural or engineering plans must be printed at a size that allows all notes to be legible.

Information in the amendment can also reference photos and drawings previously submitted with the Part B application, but must clearly note which documents to refer to.

**The applicant must sign and date the form.**

**If applying for both state and federal credits:** submit one copy of the state form, including page 2. Submit two copies of the federal form (one with original signature), and 2 copies of all photographs, plans, and other documentation.

**If applying for the state credits only:** submit one copy of the state form and one copy of all photographs, maps, and other supporting documentation.

*Address applications to:*  
Texas Historical Commission  
Texas Historic Tax Credit Program

*via courier or delivery service (preferred), at:*  
108 W 16<sup>th</sup> St, 2<sup>nd</sup> Floor  
Austin, TX 78701

*via USPS, at:*  
P.O. Box 12276  
Austin, TX 78711-2276

# TEXAS HISTORICAL COMMISSION

## Texas Historic Preservation Tax Credit Application Amendment and Advisory Determination Form

Read instructions carefully before completing application. No certification will be made unless a completed, signed application form has been received. Type or print clearly in black ink. If additional space is needed, attach blank sheets. Please submit only **one** copy of this application and supporting materials. Please do not use spiral binding, binders or folders to submit your application. You may submit your application in person, via courier service or U.S. Mail. E-mailed or faxed applications will not be accepted.

**Note:** If you wish to participate in the Federal program, you must submit the appropriate Federal application(s) to the THC. Visit [www.nps.gov/tps](http://www.nps.gov/tps) to download applications.

**Please Check One:**       **State and Federal Application**                       **State Only Application**

**Property Name:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_  
Street    City    County    Zip Code

**State Project ID: THPTC** \_ \_ \_                      **Federal Project ID: NPS #** \_\_\_\_\_

- This form**  Includes additional information requested by THC for an application currently on hold  
 Amends a previously submitted  Part A  Part B  Part C application.  
 Updates applicant or contact information  
 Requests an advisory determination for a project or part of a project

Applicant (if different from owner listed below)				Project Contact		
Name				Name		
Organization				Organization		
Address				Address		
City	State	Zip		City	State	Zip
Telephone	Email			Telephone	Email	
Property Owner 1				Property Owner 2 (list additional owners on separate page)		
Name				Name		
Organization				Organization		
Address				Address		
City	State	Zip		City	State	Zip
Telephone	Email			Telephone	Email	

Applicant Agreement		
<p>I hereby swear or affirm, under penalty of perjury, that the information which has been provided in this application is, to the best of my knowledge, true, correct, and complete. I further swear or affirm that I am the owner or have the authority to act on behalf of the owner(s) of the above-described property (within the meaning of <i>owner</i> set forth in Title 13, section 13.1 of the Texas Administrative Code). If I am not the owner of this property, the owner(s) is/are aware of the action I am taking relative to this application, and has no objection.</p>		
<p>_____</p> <p>Applicant Signature</p>	<p>_____</p> <p>Applicant name</p>	<p>_____</p> <p>Date</p>

**Summarize supplementary or amended information.** Attach additional pages if necessary.

**THC Official Use Only**

The Texas Historical Commission has reviewed the Historic Preservation Tax Credit Application: Amendment for the above-named property and has determined that:

- The proposed rehabilitation described herein is consistent with the character of the property and, where applicable, with the district in which it is located and that the project meets the Secretary of the Interior's *Standards for Rehabilitation*. This letter is a preliminary determination only, since a formal certification of rehabilitation can be issued to the owner(s) of a certified historic structure only after rehabilitation work is complete and found to conform to the description provided in this application.
- The proposed rehabilitation will meet the Secretary of the Interior's *Standards for Rehabilitation* if the attached conditions are met.
- The proposed rehabilitation is not consistent with the historic character of the property or the district in which it is located, and that the project does not meet the Secretary of the Interior's *Standards for Rehabilitation*.

\_\_\_\_\_  
Texas Historical Commission Authorized Signature

\_\_\_\_\_  
Date