

TEXAS HISTORICAL COMMISSION

Texas Historic Preservation Tax Credit Application Instructions Part A: Evaluation of Significance

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.

Property information: This is identifying information for the property that will be rehabilitated. The property name should be the historic name of the building.

Historic Designation: For properties that are already designated, please check all that apply. Historic designations may be found using the THC Atlas at <https://atlas.thc.state.tx.us>

For undesignated properties, please check the appropriate preliminary request box.

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.

Project Information: Information on page 2 is used to determine if your property is eligible for historic designation, or to verify an existing designation. This information should describe the history and current conditions of the project, not future plans. Additional information can be found on pages 4-6 of the THPTC Application Guide.

Additional pages can be used, if necessary.

Description of Physical Appearance: This section is used to establish whether the building has the physical integrity required to support historic designation. Please describe the building's *current* appearance, noting its major features. This section should also include an overview of any known changes to the building since its construction. If the property includes multiple buildings, each building must be described.

Fill out all blanks as appropriate.

Statement of Significance: This section is used to establish if the building meets the criteria for historic designation. Please give a brief overview of the building's history and its significance, including information about past owners, occupants, uses, architects, engineers, design features, etc., as appropriate. For buildings located in a district, this section should relate your individual building to the larger district.

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

Photographs and Maps: Submit photos of the building from before work began, as well as current photos if work has already begun. Photos must include overall shots of all sides of the building's exterior and all major interior spaces, along with general photos of the overall property and surrounding areas.

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.

Historic photos of the building should also be submitted, if available.

Submit a current map showing the property, and the location of the building(s) on the site. Historic maps may also be useful.

Additional information, such as newspaper clippings or other historic documentation, may also be submitted.

The applicant and owner, if separate from 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, maps, and other supporting 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.

There is no review fee for the Part A application.

Address applications to:

Texas Historical Commission
Texas Historic Tax Credit Program

via courier or delivery service (preferred), at:

108 W 16th St, 2nd Floor
Austin, TX 78701

via USPS, at:

P.O. Box 12276
Austin, TX 78711-2276

Description of Physical Appearance	(add continuation sheets if necessary)
Construction date(s) _____ Date(s) of alterations _____ Source(s) of date(s) _____	
No. buildings on site _____ No. buildings contributing _____ Has building been moved? <input type="checkbox"/> Y <input type="checkbox"/> N Date _____	

Statement of Significance	(add continuation sheets if necessary)
Note: this section is not required if the property is a Registered Texas Historic Landmark or State Antiquities Landmark and has no additional outbuildings or secondary resources.	

Photographs and Maps
Please submit photos (exterior and interior) and a map with your application. See instructions for details.

Applicant Agreement												
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, has no objection, and has signed below to affirm the same.												
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border-bottom: 1px solid black;"></td> <td style="width: 33%; border-bottom: 1px solid black;"></td> <td style="width: 33%; border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-top: 1px solid black; padding-top: 5px;">Applicant Signature</td> <td style="border-top: 1px solid black; padding-top: 5px;">Applicant Name</td> <td style="border-top: 1px solid black; padding-top: 5px;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-top: 1px solid black; padding-top: 5px;">Owner Signature</td> <td style="border-top: 1px solid black; padding-top: 5px;">Owner Name</td> <td style="border-top: 1px solid black; padding-top: 5px;">Date</td> </tr> </table>				Applicant Signature	Applicant Name	Date				Owner Signature	Owner Name	Date
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Continuation sheets attached