

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.texas.gov>

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.

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 in a PDF document 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. Valid signature types are:

- 1) Digital signatures using a digital ID;
- 2) Scanned or digitized versions of an original handwritten signature; or
- 3) Scanned PDFs of original wet-signature applications.

If applying for both state and federal credits: submit the electronic file of the state form, including all pages. With your federal application, submit one total copy of all photographs, maps, and other supporting documentation; duplicates for the state program are not needed.

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

There is no review fee for the Part A application.

Applications and all supporting documents must be submitted to our office electronically at:

<https://xapps.thc.state.tx.us/TaxCredits2>

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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 and scan. If additional space is needed, attach blank sheets. Please submit only one copy of this application and supporting materials. Applications must be submitted electronically to the Texas Historical Commission at <https://xapps.thc.state.tx.us/TaxCredits2>. E-mailed, 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 to download applications.

Please Check One: State and Federal Project State Only Project

Property Name: _____

Property Address: _____
Street City County Zip Code

Historic Designation (select all that apply)	
<input type="checkbox"/> Individually listed in the National Register of Historic Places	<input type="checkbox"/> This is a preliminary request for individual determination of eligibility for the National Register of Historic Places
<input type="checkbox"/> Individually listed as a Recorded Texas Historic Landmark	
<input type="checkbox"/> Individually listed as a State Antiquities Landmark	
<input type="checkbox"/> Contributing resource in existing National Register District	
<input type="checkbox"/> Contributing resource in certified Local Historic District	<input type="checkbox"/> This is a preliminary request for a property outside the Area or Period of Significance of an existing district
Name of district: _____	<input type="checkbox"/> This is a preliminary request for a property that would contribute to a proposed historic district

Applicant			Project Contact		
Name			Name		
Organization			Organization		
Address			Address		
City	State	Zip	City	State	Zip
Telephone	Email		Telephone	Email	
Property Owner 1			Property Owner 2		
Name			Name		
Organization			Organization		
Address			Address		
City	State	Zip	City	State	Zip
Telephone	Email		Telephone	Email	

THC Official Use Only

THPTC - _____ - _____ - _____

The Texas Historical Commission has reviewed Part A for the above-named property and has determined that the property:

- is currently listed individually in the National Register, or as a State Antiquities Landmark or Recorded Texas Historic Landmark.
Date of listing _____ Name as listed _____
- contributes to the significance of a district or functionally-related complex listed in the National Register.
Date of listing _____ Name as listed _____
- does not contribute to the significance of the above-named district or property.

Preliminary determinations of eligibility:

- appears to meet the National Register Criteria for Evaluation or criteria for approval as a SAL or RTHL, and will likely be listed as such if nominated according to official procedures.
- does not appear to meet the criteria for individual listing in the National Register or as a SAL or RTHL.
- appears to contribute to the significance of a potential historic district, which will likely be listed if duly nominated.
- appears to contribute to the significance of a registered historic district if the period or area of significance as currently documented in NPS/THC records is expanded.
- does not appear to qualify as a certified historic structure.
- cannot be evaluated because insufficient information has been provided.

Texas Historical Commission Authorized Signature

Date 8/2023

Description of Physical Appearance	(add continuation sheets if necessary)
Original 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.		
_____	_____	_____
Applicant Signature	Applicant Name	Date
_____	_____	_____
Owner Signature	Owner Name	Date

Continuation sheets attached