

1.5 HISTORIC PRESERVATION AND CULTURAL AND ENTERTAINMENT DISTRICT FY2015 PART 2 PRE-APPLICATION

STC Number

PART 2 – PRE-APPLICATION MEETING INFORMATION

The Iowa State Historic Preservation Office requires that all applicants for the HPCED Tax Credit Program attend a “Pre-Application Meeting” prior to submitting the Part 2 Application.

The purpose of this 45-minute meeting is to provide feedback to the owner, consultant, developer, designer, builder or other interested parties (jointly referred to as the “applicant”) that will enable the applicant to better plan and prepare for formal submittal of necessary documents for review.

This information and feedback includes: identification of required technical documents (drawings, photos, descriptive text); preliminary comments on character defining features (comments on primary and secondary character defining features); what technical or historical research may be required (window survey, historical design basis – windows or physical documentation) and discussion of other professionals who may need to be added to the project team (historian, tax advisor, architect etc.). This meeting will also offer pertinent information regarding technical assistance available through the NPS, SHPO, and preservation professionals.

This meeting offers an opportunity to give an overview of the proposed work and invite comments in preparation of the application. This meeting will allow the applicant to ask questions they may have regarding these processes, requirements, or other aspects regarding their project. It will also provide an opportunity for staff to offer comments, observations and guidance which will enable the applicant to make informed decisions, as well as submit a complete package of material at the time of the Part 2 Application submittal.

In certain instances, it may be necessary to hold a pre-application meeting in advance of the Part 1 submission. Buildings which have a complex construction history or projects which include more than one resource are examples of projects that may warrant a pre-application meeting before the Part 1 is submitted. If you have questions about this, please consult with the SHPO staff at SHPOTaxCredit@iowa.gov.

Pre-Application Meeting Request Instructions

At the time that your Part 1 is submitted, CACTAS will assign a STC number and provide a link to the online meeting scheduler.

As part of the request for a pre-application meeting with SHPO staff, please submit the following information to our office:

1. The Pre-application Meeting Request Form. You must provide all requested information to allow us to process your request.
2. If the applicant is not the property owner, a letter from the Simple Fee Owner authorizing the SHPO to meet with the applicant and/or agent.

In addition, please provide the following information (items 1-4) the day of the meeting. If the teleconference option is chosen, this information must be submitted electronically 1 week prior to the meeting date.

1. Preliminary plans/drawings
2. Photos - exterior (all elevations) and interior
3. Preliminary list of character defining features and treatments or a draft Part 2 Application (The Part 2 application is available at www.iowahistory.org/SHPOTaxCredit.)
4. A list of questions for which you need specific guidance

Please keep in mind that providing any other available information may allow staff to better evaluate your project. Other information that may be helpful in SHPO’s review includes photographs of the site, more detailed drawings, historic photographs, etc. Indicate on the form whether you wish to meet in the SHPO office or via online meeting. Please submit the form (and letter from owner, if applicable) to the email address SHPOTaxCredit@iowa.gov.

The SHPO staff will contact you with a confirmation email to confirm your meeting time details. A meeting may be rescheduled if you provide at least 24 hours advance notice.

Pre-Application Meeting Request Form

Applicant Contact Information

Applicant: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
Email: _____

Other Participants Contact Information

Name: _____ Name: _____ Name: _____ Name: _____
Role: _____ Role: _____ Role: _____ Role: _____
Email: _____ Email: _____ Email: _____ Email: _____

Pre-Application Meeting Request

- 1. The meeting is requested at the SHPO office On-Line Meeting
- 2. SHPO staff should contact the Applicant Owner

Project Information

Historic Building Name: _____
Project Name: _____
Name of Historic District (if applicable): _____ Is the property individually eligible? Yes No
Address: _____
City: _____ State: _____ ZIP: _____

- 1. Project Description: Provide a description of the proposed project scope of rehabilitation. Please include any details of the operation that may be important, including change of use, whether it is a single or multiple building project, whether or not it is going to be phased etc. *(use additional sheets if necessary, see page 3*)*:

- 2. Estimated total project square footage prior to the rehabilitation: _____
- 3. Will other funding sources be involved? Yes No
- 4. Have you completed a state tax credit project in the past? Yes No
- 5. Is the proposed project income producing? Yes No
- 6. Will the rehabilitation project include an addition? Yes No
- 7. Will you also be submitting a federal HPTC application? Yes No

I hereby certify that I am familiar with the information contained in this application, that it is true and accurate. I understand that there are penalties for submitting false information and that any finding pursuant to this request may be revoked if information on this request is untrue.

Applicant Signature: _____ Date: _____

* Project Description: Use this space to provide additional information about the project.

Provide a description of the proposed project scope of rehabilitation. Please include any details of the operation that may be important, including change of use, whether it is a single or multiple building project, whether or not it is going to be phased etc.