



HPCA Part 1 Submittal Checklist

- Transmittal letter [optional] provided in duplicate.
- Nature of Request checked [see Section 2 of application – check only **one** box]
- An **original ink signature** on at least one copy [preferably both] of the application.
- Appropriate Applicant attestation box checked [see Section 4 of application].
- Complete Sections 5 and 6 of application as instructions request [i.e. one or two brief paragraph statements of description and significance in each respective section].
- Documentation equivalent to a draft National Register Nomination [as complete as possible with attached photos and maps], for unlisted properties. This **must** include proposed period, area(s), and level of significance, and appropriate historic context.
- Statement explaining whether work in progress was carried out by applicant or a previous owner [if applicable].
- Copies of relevant research [i.e. Sanborn maps, newspaper articles]
- Photographs that meet National Park Service requirements. [See HPCA instructions.](#)
- Pre-rehabilitation photographs of the overall building[s], interior and exterior.
- National Register historic district map with subject property clearly marked. Many maps are available online via the [South Carolina Historic Properties Records \(SCHPR\)](#). If a map is not online, please contact SHPO staff and we will provide you with an electronic copy to print and submit.
- Site plan with contributing/non-contributing resources noted.

Please contact Virginia Harness at vharness@scdah.sc.gov or 803-896-6179 with questions.

April 28, 2020