

**COMMONWEALTH OF KENTUCKY**  
**Kentucky Heritage Council**  
Kentucky Historic Preservation Tax Credit Certification Application

Part 1 – Evaluation of National Register Status

Questions? Contact Us:  
<https://bit.ly/KyTaxCredit>  
KHC.taxcredits@ky.gov  
502-892-3620

Read all Instructions and Guidelines carefully before completing this application. Contact us with questions at: KHC.TaxCredits@ky.gov or 502-892-3620.

This page must bear the applicant’s signature and must be dated. Kentucky Heritage Council certification is based on the descriptions in this application form. In the event of any discrepancy between the application form and other supplementary material submitted with it (architectural plans, drawings, specifications etc.), the application takes precedence. A copy of this form may be provided to the Kentucky Department of Revenue. Submit this completed application, along with a completed Part 2 application and fee, **no later than April 29** for credits under KRS 171.397 of the calendar year in which you want to receive a tax credit allocation.

There is no fee for a Part 1 – Evaluation of National Register Status application.

1. **Historic Property Name** (if unknown, leave blank): \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: **KY** Zip: \_\_\_\_\_  
[9-Digit Zip Code.](#)

2. **National Register Listing:** Refer to the Instructions and Guidelines for determining NR listing; check only one:

- Property is listed individually on the National Register of Historic Places
- Property is within the boundaries of a district listed on the National Register of Historic Places.\*\*

Name of historic district: \_\_\_\_\_

\*\*Attach a copy of the official National Register district map noting location of this property.

3. **Applicant/owner** (please print): \_\_\_\_\_ Signature: \_\_\_\_\_

Organization: \_\_\_\_\_ Social Security or Taxpayer ID#: \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Date: \_\_\_\_\_

**Applicant: I hereby attest that the information I have provided is, to the best of my knowledge, correct. I further attest that (check one box)**  
**(1)**  *I am the owner or authorized representative of the owner of the above-described property within the meaning of “owner” set forth in 300 KAR 6:011E, Section 1(18), or* **(2)**  *I am not the owner of the above-described property, but I attest that the owner is aware of the action I am taking relative to this application and has no objection, as noted in a written statement from the owner, a copy of which is attached to this application form and incorporated herein.*

4. **Consultant** (please print): \_\_\_\_\_ Signature: \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Organization: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please send a copy of all correspondence to both applicant/owner and project consultant.

**KHC Office Use Only**

The Kentucky Heritage Council has reviewed this Application for the above-named property and has determined:

- This property is listed individually on the National Register of Historic Places and is a “certified historic structure” for the purpose of rehabilitation.
- This property contributes to the historic significance of the district listed on the National Register of Historic Places and is a “certified historic structure” for the purpose of rehabilitation.
- This property is not a contributing building to the district listed on the National Register of Historic Places nor is it individually listed on the National Register of Historic Places and is not a “certified historic structure” for the purpose of rehabilitation.

\_\_\_\_\_  
Kentucky Heritage Council /State Historic Preservation Office Authorized Signature \_\_\_\_\_  
Date

Please note: All information other than Social Security and/or Taxpayer ID number is subject to open records requests.

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Historic Property Name: \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: KY Zip: \_\_\_\_\_

**5 Description of physical appearance:**

Date(s) of building(s): \_\_\_\_\_ Source of date: \_\_\_\_\_

Date(s) of alteration(s): \_\_\_\_\_

Has building been moved?       No       Yes, specify date \_\_\_\_\_

**6 Statement of significance:**

**7. Photographs and maps**

Attach photographs and maps to application. Photographs must show conditions prior to rehabilitation.

Are continuation sheets attached?       No       Yes

**8 Other (optional)**

- I give permission to allow this project to be showcased as a positive tax credit “before and after” case study for educational purposes, on the agency’s website, for use on social media, in press releases and other public venues, and for all other uses. By checking this box, I also grant permission to publish total QREs and tax credit amount.
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Alternatively, I give permission to allow my project to be showcased etc. as above, but I **DO NOT** grant permission for the release of QREs or tax credit amount, unless mandated by an Open Records Request.

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***This page is for informational purposes only.***

**NOTE:** If the owner of this property is also applying for a federal tax credit, **only the first page of this form, plus the first page of the state Part 2 application and fee**, are required to be completed and submitted along with the completed federal Part 1 and 2 applications. If applying for both programs, **two sets of all documentation must be submitted** (including photos, photo key plan, National Register district map, etc.). We recommend that the applicant make an additional copy of all forms, attachments, photo key plans, numbered photos etc. to keep for their own records.

**Checklist** – please check each item to ensure that a completed application is submitted.

**1. Form**

- Completed *Part 1 – Evaluation of National Register Status* form.
- Form has the applicant’s original signature and must be dated.
- On item 3, the applicant must check either box (1) or (2).

**2. Attachments** (photographs, photo key plans, district map)

- If the property is a building within a National Register historic district, please attach a map highlighting the location of the property within the boundaries of the district. Maps without the National Register boundaries **are not** acceptable. National Register maps are available from the Kentucky Heritage Council’s National Register Coordinator.
- A plan of each floor of the building as it appears before rehabilitation. This plan is not required to be drawn by an architect and can be done on graph paper. Interior photos must be keyed to these plans. These plans should not exceed 11x17” in size and should be in a single PDF document for electronic submission.
- A site plan of the building as it appears before rehabilitation. This plan is not required to be drawn by an architect and can be done on graph paper. Exterior photos must be keyed to these plans, which should not exceed 11x17” in size in size and should be in a single PDF document for electronic submission. .
- Photos of the building as it appears prior to rehabilitation.** If the project has already started, please contact Kentucky Heritage Council Site Development staff before submitting an application.
- A photo of every outside face of the building taken from far enough away so that the entire façade is visible. If not possible (due to adjacent buildings or trees), please attempt to show as much of the façade as possible. This will require at least 4 photos plus any additional “detail” photos necessary to show important historic fabric or areas of damage and or deterioration.
- A photo of every interior room of the building (including areas where no work is being proposed). Please show some portion of both the ceiling and floor. If not possible, submit two photos, one slightly higher showing the walls and part of the ceiling, and a second slightly lower showing the walls and part of the floor. At larger rooms, please stand in the corner and photograph toward the opposite corner, then go to that opposite corner and photograph from the other direction. A typical residential house will need 50 or more photos. Large or complex projects often require more photos to illustrate the various elements and areas of the building.
- A photo of the neighboring buildings/site/environment that surround this building. A typical residential house will need a photo of the houses across the street and also a photo taken far enough away to show the property and its two neighboring houses.
- Photos must be submitted according to the Photo Form's formatting.** All of the photos should be included in a single PDF. Refer to the electronic submittal instructions and Photo Form directions for more details.
- Photos should be numbered and correspond to a Photo Key Plan.