



ALABAMA HISTORIC REHABILITATION TAX CREDIT PROGRAM APPLICATION INSTRUCTIONS

Thank you for your interest in the Alabama Historic Rehabilitation Tax Credit Program. Follow these instructions when filling out Parts A, B, C, and Amendment forms. The Alabama Historical Commission (AHC) does not accept electronic applications. Upon receipt, applications and attachments become property of the State of Alabama and become public record. For additional information, refer to the Program Rules available at: <http://ahc.alabama.gov/alabamarehabtaxcredits.aspx/>. The AHC strongly recommends all documents be mailed to the AHC Main Office via a method that provides delivery confirmation.

A complete Part A and Part B must be submitted simultaneously along with half of the required review fee. The remaining half of the fee is due when the AHC notifies the applicant that their project will receive a full or partial Tax Credit Allocation Reservation. The application fee is based on the amount of estimated Qualified Rehabilitation Expenditures listed on the Part B. **All fees are payable by a Cashier's Check only.** The fees are not refundable.

Fee Schedule:

Tier One: For Qualified Rehabilitation Expenditures of \$1,000,000 or less, a fee of one percent (1%) of the Qualified Rehabilitation Expenditures is due. Half of the fee is due upon submission of Part A and Part B, and the other half is due upon notification of a tax credit allocation reservation.

Tier Two: For Qualified Rehabilitation Expenditures from \$1,000,001 to \$10,000,000, a fee of \$15,000 is due. Half of the fee is due upon submission of Part A and Part B, and the other half is due upon notification of a tax credit allocation reservation.

Tier Three: For Qualified Rehabilitation Expenditures over \$10,000,001, a fee of \$20,000 is due. Half of the fee is due upon submission of Part A and Part B, and the other half is due upon notification of a tax credit allocation reservation.

For buildings not currently listed in the National Register of Historic Places, a Determination of Eligibility (DOE) application form should be submitted prior to the Part A and Part B. No fee is required for the eligibility application. Once the AHC determines a property eligible for the National Register, an applicant can then proceed with Part A and Part B of the application process.

Application Part A—Evaluation of Significance

Part A is the first of a three-part application for the Alabama Historic Rehabilitation Tax Credit program. The AHC uses Part A to evaluate a property's historic significance and will verify if a property is individually listed in the National Register of Historic Places (NRHP), contributes to an existing National Register historic district, or if a property is eligible for listing in the NRHP. To be considered eligible for the NRHP, a property must meet Criteria for Evaluation established for the National Register program by the National Park Service, which considers age, integrity, and significance.

Note: determination that a property is eligible for listing in the NRHP as part of the Alabama Historic Rehabilitation Tax Credit process is not the same as it being formally listed in the NRHP.

Part A, Page 1

1. **Property name:** Provide the historic or common name of the building or leave blank if the name is unknown. Complete the address information.
2. **Applicant Name:** Provide the name and mailing address of the applicant and indicate ownership status of the property.
3. **Project Contact:** Provide the name and contact information for anyone (architect, consultant, etc.) who is providing professional assistance to the applicant.
4. **National Register of Historic Places Status:** Select the box that identifies the historic status of the building.
5. **Alabama Legislative District:** provide the Senate and House of Representatives district for the location of the property. Use the “find my legislator” feature here: <https://www.sos.alabama.gov/alabama-votes/elected-official-map>
6. **Applicant’s Signature:** The applicant’s original signature is required.

Part A, Page 2

7. **Physical Description of the Property:** Provide a description of the exterior and interior of the property as it appears at the time of application. For the exterior, note the number of stories; construction and exterior materials; foundation type and material; roof type and material; shape of the building; and features such as chimneys, porches, storefronts, windows, doors, and decorative elements. The interior description should include the general floor plan and room configuration; wall and ceiling materials; floor materials; decorative trim and doors; and other distinctive features such as mantles or original restrooms. Provide an explanation of all alterations. Describe outbuildings or distinctive landscaping, if applicable.
8. **Property Dates:** Provide date of construction, dates of alterations that changed the appearance of the property, and date property was moved from its original location, if applicable. If moved, provide a description and location map that illustrates the original and new locations.
9. **History and Significance:** First provide the history of the property from its date of construction. Include the name of the architect or builder, if known, and owners, tenants, businesses, and uses of the property up to the present day. Next, explain the significance, or why it is important. If the property is part of an existing National Register historic district, describe how this building relates to the areas of significance identified in the National Register nomination in terms of its use and appearance.
10. **Required Attachments:**
 - ✓ Letter from owner: Attach a letter from the current property owner indicating you either own a lease-hold interest in the property for a term on not less than 39 years OR you have an option to purchase the property.
 - ✓ Photographs: Provide current photographs of the property (taken within the last six months). They must be printed in color on photographic paper and a digital version of the images must also be submitted. Printed photos must be clear and have sufficient resolution to show details and must be at least 4” x 6”. Photos should include views of all exterior sides of the building, major interior spaces and features, and representative secondary spaces. Number each photo and label the back with the building name and address, date taken and the view or location of the image, such as “North

elevation, façade” or “Second level hallway.” Photos should be keyed to a site plan and floor plan sketches or drawings that reflect the existing conditions of the building.

- ✓ Existing site and floor plans should be clearly labeled as “existing site plan” and “existing floor plan.” Existing site and floor plans with keyed photographs must be submitted for all exterior and interior areas/spaces, even where no work is being considered. For example, interior photographs must be submitted and keyed to the existing floor plans, even if no work is to be done to the interior of the building. If no work is being done to the exterior of the building, an existing site plan must still be submitted with keyed photographs of the exterior.
- ✓ Maps: Include a map of the existing National Register historic district with the building identified. If the property is already listed individually in the National Register, provide a general location map that shows the building’s location in proximity to its adjacent buildings with the subject building identified. If the property is not listed, provide a general location map that shows the building’s location in proximity to any adjacent buildings with the building identified. Please ensure that street names are clearly visible.

11. **Disqualifying Use:** By checking this box, the Owner is certifying that the property is not occupied by the Owner and is not used exclusively as a primary or secondary residence.

Application Part B—Program Eligibility and Description of Rehabilitation

Part B Application certifies a project is eligible for the Alabama Historic Rehabilitation Tax Credit program and proposed rehabilitation work is consistent with the *Secretary of the Interior’s Standards for Rehabilitation*, which can be found on the last page of these instructions. The AHC will depend on the application documentation in evaluating the property as it existed prior to the start of the rehabilitation work to determine compliance with the *Standards*.

The *Standards* apply to both interior and exterior work, and the AHC reviews the entire rehabilitation project, including any attached, adjacent, or related new construction. Certification of the project is based on whether the overall project meets the *Standards*. If there is not sufficient information for the AHC to determine that work follows the *Standards* or if aspects of the project do not follow the *Standards*, the AHC will not recommend the project to the Evaluating Committee.

The *Standards* take precedence over other regulations and codes in determining whether the rehabilitation project is consistent with the historic character of the property and, where applicable, the district in which it is located. Approval by a local architectural review board (ARB) does not mean the project meets the *Standards*.

Part B, Page 1

1. **Property name:** Provide the historic or common name of the building or leave blank if the name is unknown. Complete the address information.
2. **Work completed before submission of this application:** check the appropriate box. If necessary, use additional sheets to describe all work performed and provide before and after photographs. Emergency work or temporary measures can only be performed to stop active water penetration, deter vandalism, or work to stabilize building components likely to otherwise collapse. Emergency or temporary measures included as Qualified Rehabilitation Expenditures and performed no earlier than six months prior to submitting an application must be justified and certified by a licensed architect or engineer.
3. **Project Data:** Completely fill out this section based on project specifications. Note: Estimated Start Date should be after the submission of the Application, unless Emergency or Temporary Work is being submitted for review in item 2.

4. **Attachments:** Submit all listed attachments.
 - ✓ **Architectural drawings or sketches.** Provide construction drawings showing proposed demolition, proposed rehabilitation work, and any new additions or new construction. Include site plan, floor plans, and where necessary, sections, elevations, and mechanical drawings. Drawings must be of sufficient size that all dimensions and notes are clearly legible. For small projects, sketches may suffice. Drawings must be numbered and keyed to the application narrative. Proposed site and floor plans must be submitted for all areas/floors, even where no work is being considered.
5. **Applicant's Signature:** The applicant's original signature is required.

Part B, Page 2

6. **Evaluating Criteria:** The Historic Tax Credit Evaluating Committee will use the answers to the questions in this section to rank your project. Answer the questions as fully as possible and use additional pages as necessary.

Part B, Page 3

7. Summarize your project for the Evaluating Committee.

Part B, Page 4

Description of Rehabilitation: Describe all work to be performed on the property, including any work not covered by the tax credit. A Project includes all work to a Certified Historic Structure or Certified Historic Residential Structure and its site and landscape features, the scope of which is fully described in a Part B and a Rehabilitation Plan. For this Program, all work completed on a building and its site and landscape features is subject to review for compliance with the Standards during the period beginning six (6) months before the Application is submitted and continuing through the end of the recapture period. Describe each feature and the work to be completed on it. Begin with site work, followed by the exterior, including new construction, and then the interior. Indicate the photograph or drawing numbers that show the feature and/or area of the proposed work. **Federal Part 2 applications may NOT be submitted as a substitute for the Part B.**

Application Part C—Request for Certification of Completed Work

Part C certifies the completed work follows the *Standards* and the Rehabilitation Plan as approved by the AHC in the Part B review. The completed project may be inspected by an authorized representative of the Alabama Historical Commission to determine if the work meets the *Standards*. Part C and its attachments must be received by the Alabama Historical Commission within a reasonable time after completion of the project. The entire project must be completed within sixty (60) months after the date of issuance of the written notice of a Tax Credit Allocation Reservation.

Part C, Page 1

First page of form. This page of the form must be identical to the official form and must bear the applicant's original signature.

1. **Property name:** Provide the historic or common name of the building or leave blank if the name is unknown. Complete the address information.
2. **Applicant Name:** Provide the name and mailing address of the applicant and indicate ownership status of the property.
3. **Project Contact:** Provide the name and contact information for anyone (architect, consultant, etc.) who is providing professional assistance to the applicant.

4. **Project Data:** Completely fill out this section based on project specifications.
5. **Attachments:**
 - ✓ **Photographs** taken after completion of the rehabilitation work showing similar views as in Part A must be submitted. They must be printed in color on photographic paper and a digital version of the images must also be submitted. Printed photos must be clear and have sufficient resolution to show details and must be at least 4" x 6". Photographs should be numbered and labeled with the date, property name and address, and view in the image and keyed to site and floor plans. If no work was proposed for a certain area, photographs of post-rehabilitation conditions of the area must still be submitted. For example, if no work was proposed for a particular interior area, photographs of that area must be submitted to ensure that no work took place.
 - ✓ **Post-rehabilitation site and floor plans** with photo directions indicated must be submitted for all exterior and interior areas/spaces, even where no work was performed.
 - ✓ **A cost and expense certification** based upon a complete schedule of qualified and non-qualified expenditures prepared by a licensed certified public accountant that is not an affiliate of the owner certifying the total qualified rehabilitation expenditures and the total amount of tax credits against any state tax due.
 - ✓ **A post-rehabilitation appraisal** (two copies) prepared by an independent MAI designated and licensed real estate appraiser.
 - ✓ **A Certificate of Occupancy** from the city in which the property is located. If the city does not issue a Certificate of Occupancy for the particular type of rehabilitation, then please include a letter from the appropriate city official indicating this is the case.
6. **Applicant's Signature:** The applicant's original signature is required.

Amendment Form

Use an Amendment Form to amend an application previously submitted (Part A, B, or C).

1. **Property name:** Provide the historic or common name of the building or leave blank if no name is known. Provide its location information.
2. **This form amends:** Select the appropriate box. In the space provided, briefly describe—or list—changes to the original application. Describe in detail and provide any attachments that may be necessary. Note is QRE or Non-QRE is changing. Use as many copies of Page 2 as necessary.
3. **Applicant Name:** Provide the name and mailing address of the applicant and indicate ownership status.
4. **Project Contact:** Provide the name and contact information for anyone (architect, consultant, etc.) who is providing professional assistance to the applicant.
5. **Applicant's Signature:** The applicant's original signature is required.

For projects also applying for the federal Rehabilitation Tax Credit Program, a Historic Preservation Certification Application-Amendment Sheet may **NOT** be substituted for Page 2 of the Alabama Historic Rehabilitation Tax Credit Amendment Form.

The Secretary of the Interior's Standards for Rehabilitation

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

For questions contact:
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