



## Historic Preservation Certification Applications Instructions for Electronic Submission April 3, 2024

### Electronic File Format Standards and File Naming Conventions

#### Electronic File Format Standards

- Each application component (i.e., Part 1, Part 2, Part 3, Amendments, photos, drawings, etc.) must be saved as an individual PDF file and named according to the **NPS Naming Conventions**.
  - If using the second page of the Part 1 (Description/Statement of Significance) or Part 2 (Detailed Description of Rehabilitation Work) of the HPCA application, complete the application by providing all requested information.
  - Additional Narrative: If not providing this information on the actual HPCA application form itself, save the second page of the Part 1 (Description/Statement of Significance), Part 2 (Detailed Description of Rehabilitation Work), or additional Amendment narrative as a separate PDF.
- Photos: Photos should be contained in a separate PDF file with no more than two photos per page, and with a minimum photo size of 4" x 6" per photo. The property name, address, date of photos, and application part (i.e., Part 1, Part 2, Part 3, Amendment) must be listed at the top of each page. The photo number (labeled according to a Photo Key) and caption must be listed under each photo. The caption must include the view shown (e.g., north side) and a description of the view (e.g., plaster damage in dining room, north wall). The Photo Key must be a separate PDF file. See **Photo Page Example: [Documentation Requirements](#)**
- Individual Photo Files: NPS will accept individual photo files limited to no more than 20 JPEG or TIFF files per submission. Only JPEG and TIFF file formats will be accepted. Individual photo files must be saved within their own folder and named according to the **NPS Naming Conventions**.
- Architectural Plans and Drawings: Architectural plans and drawings must be flattened and submitted as PDFs in order to reduce file size and facilitate faster uploading/downloading. Plans of existing and proposed conditions should be submitted as separate files. In order to flatten the electronic files for architectural plans, select the "Print" function, then select "Adobe PDF" as the printer, and save the file.
- Signatures: Acceptable types of electronic signatures ("e-signatures") for the application components are (1) digital signatures using a digital ID (e.g., using Adobe software), (2) scanned or digitized versions of an original handwritten signature, and (3) scanned PDFs of original wet-signed HPCA applications. E-signatures that include a typed name in a different font and other types of generated signature images will not be accepted. See **E-Signatures: [Electronic Submission of Certification Applications](#)**.

**Accepted types of electronic signatures (e-signatures) are:**

<p><i>Scanned PDFs of actual, original wet-signed application cover sheets</i></p>	<p><i>Scanned or digitized versions of actual, original handwritten signatures</i></p>
<p><i>Digital signatures using a digital ID (e.g., using Adobe software), that include a digitally signed stamp.</i></p>	<p><i>A typed name in a different font and other types of generated signature images are <b>not</b> accepted.</i></p>

- Supplemental Information: Supplemental information (e.g., correspondence between the SHPO and applicant) should be saved as a separate PDF file named according to the **NPS Naming Conventions**.
- *New Submission Requirement* Transmittal Log: For each project, include a Transmittal Log (see **Transmittal Log Example** [Electronic Submission of Certification Applications](#)) that lists all files that are being uploaded to the HPCA Submissions Site. The Transmittal Log may be submitted as a Word document. If any files listed in the log are missing, TPS administrative staff will reach out to the SHPO [or the applicant, if submitted by the applicant] within one business day.

## Electronic File Naming Conventions

The electronic file names of application components and materials must follow the convention below.

The general naming convention is: **NPSNumber\_ApplicationPart\_HistoricPropertyName [or PropertyAddress if no HistoricPropertyName]\_City\_State**. There should be no spaces, punctuation, or special characters in the folder and file names, and underscores are used in place of spaces (NPS electronic file requirements limits the use of special characters for transfer, sorting, and other reasons). File names should be limited to 75 characters.

[Note: The State of Ohio has a shorter character limit for file names than NPS, and NPS has approved alternative file-naming conventions for projects in Ohio that still follow the basic NPS format. See Ohio SHPO website [link](#) for more information.]

1. **Project File Folder**, in which application components will be saved:
  - Initial submission, prior to NPS project number being assigned: **HistoricPropertyName or PropertyAddress\_City\_State** (use Historic Property Name; alternatively, if no Historic Property Name, use Property Address)

- Ex.: XYZBottlingPlant\_Denver\_CO
- Ex.: 111KingSt\_Washington\_DC

- Once NPS project number has been assigned:  
**NPSNumber\_HistoricPropertyName or PropertyAddress\_City\_State** (Do NOT include “#” sign as part of project number)
  - Ex.: 45921\_XYZBottlingPlant\_Denver\_CO
  - Ex.: 45921\_111KingSt\_Washington\_DC

**2. Preliminary Application**, in which application components will be saved:

- Initial submission, prior to Part 1 and NPS project number being assigned:  
**Prelim\_HistoricPropertyName or PropertyAddress\_City\_State** (use Historic Property Name; alternatively, if no Historic Property Name, use Property Address)
  - Ex.: Prelim\_XYZBottlingPlant\_Denver\_CO
  - Ex.: Prelim\_111KingSt\_Washington\_DC

**3. Application Components** and materials to be saved in the project file folder:

- For New Applications (first submission prior to NPS project number being assigned):  
**ApplicationPart\_HistoricPropertyName or PropertyAddress\_City\_State** (use Historic Property Name; alternatively, if no Historic Property Name, use Property Address)
  - Ex.: Part1\_XYZBottlingPlant\_Denver\_CO
  - Ex.: Part2\_111KingSt\_Washington\_DC
  - Ex.: Amend1\_111KingSt\_Washington\_DC
- For Applications with NPS project number:  
**NPSNumber\_ApplicationPart\_\_HistoricPropertyName or PropertyAddress\_City\_State**
  - Ex.: 45921\_Part2\_XYZBottlingPlant\_Denver\_CO
  - Ex.: 45921\_Amend1\_XYZBottlingPlan\_Denver\_CO
  - Ex.: 39461\_Part3\_111KingSt\_Washington\_DC
- For Amendments responding to NPS Holds:  
**NPSNumber\_ApplicationPart\_ResponseToHold**
  - Ex.: 45921\_Part2\_ResponseToHold
  - Ex.: 45921\_Amend1\_ResponseToHold
- Additional Narrative: if providing Part 1 (Description/Statement of Significance), Part 2 (Detailed Description of Rehabilitation Work), or additional Amendment narrative as a separate PDF and not on the actual HPCA application form itself. Prior to NPS project number being assigned:  
**ApplicationPart\_AdditionalNarrative\_HistoricPropertyName or PropertyAddress\_City\_State**  
 With NPS project number: **NPSNumber\_ApplicationPart\_AdditionalNarrative\_HistoricPropertyName or PropertyAddress\_City\_State**
  - Ex.: Part1\_AdditionalNarrative\_111KingSt\_Washington\_DC
  - Ex.: 45921\_Part2\_AdditionalNarrative\_XYZBottlingPlant\_Denver\_CO
- Photos (PDF Document) prior to NPS project number being assigned:  
**ApplicationPart\_Photos\_HistoricPropertyName or PropertyAddress\_City\_State**

- Ex.: Part1\_Photos\_XYZBottlingPlant\_Denver\_CO
- Ex.: Part2\_Photos\_111KingSt\_Washington\_DC
- Ex.: Amend1\_Photos\_XYZBottlingPlant\_Denver\_CO
  
- Photos (PDF Document) with NPS project number:  
**NPSNumber\_ApplicationPart\_Photos\_HistoricPropertyName or PropertyAddress\_City\_State**
  - Ex.: 45921\_Part3\_Photos\_XYZBottlingPlant\_Denver\_CO
  - Ex.: 45921\_Amend5\_Photos\_XYZBottlingPlant\_Denver\_CO
  
- Photo Key prior to NPS project number being assigned:  
**ApplicationPart\_PhotoKey\_HistoricPropertyName or PropertyAddress\_City\_State**
  - Ex.: Part1\_PhotoKey\_XYZBottlingPlant\_Denver\_CO
  - Ex.: Amend1\_PhotoKey\_XYZBottlingPlant\_Denver\_CO
  
- Photo Key with NPS project number:  
**NPSNumber\_ApplicationPart\_PhotoKey\_HistoricPropertyName or PropertyAddress\_City\_State**
  - Ex.: 45921\_Part2\_PhotoKey\_XYZBottlingPlant\_Denver\_CO
  - Ex.: 45921\_Amend1\_PhotoKey\_XYZBottlingPlant\_Denver\_CO
  
- Architectural Plans and Drawings prior to NPS project number being assigned:  
**ApplicationPart\_Plans[or Drawings]\_HistoricPropertyName or PropertyAddress\_City\_State**
  - Ex.: Part1\_Plans\_111KingSt\_Washington\_DC
  - Ex.: Amend1\_Plans\_111KingSt\_Washington\_DC
  
- Architectural Plans and Drawings with NPS project number:  
**NPSNumber\_ApplicationPart\_Plans[or Drawings]\_HistoricPropertyName or PropertyAddress\_City\_State**
  - Ex.: 45921\_Part1\_Plans\_XYZBottlingPlant\_Denver\_CO
  - Ex.: 45921\_Amend1\_Plans\_111KingSt\_Washington\_DC
  
- Phase Completion:  
**NPSNumber\_PhaseCompletionNumber\_HistoricPropertyName or PropertyAddress\_City\_State**
  - Ex.: 45921\_PhaseCompletion1\_111KingSt\_Washington\_DC
  
- JPEGs/TIFFs only (Max. 20 Photos):
  - Create a subfolder for the photos only, following instructions in Step 1, above
  - Label Photos 1-20 with brief description and historic property name or address (Photos must be numbered and keyed to both the description of proposed work in the application and plans of the building and site)
    - Ex.: 1\_Frontelevation\_111KingSt\_Washington\_DC
    - Ex.: 2\_Westelevation\_XYZBottlingPlant\_Denver\_CO

- Other Supporting Information (e.g., ownership statement or map for Part 1 or 2 application, etc.)
  - OwnershipLetter\_HistoricPropertyName or PropertyAddress\_City\_State**
    - Ex.: OwnershipLetter\_XYZBottlingPlant\_Denver\_CO (without NPS Number)
    - Ex.: 45291\_OwnershipLetter\_111KingSt\_Washington\_DC
  
- Transmittal Log prior to NPS project number being assigned:
  - ApplicationPart\_TransmittalLog\_HistoricPropertyName or PropertyAddress\_City\_State**
    - Ex.: Part1\_TransmittalLog\_XYZBottlingPlant\_Denver\_CO
    - Ex.: Amend2\_TransmittalLog\_XYZBottlingPlant\_Denver\_CO
  
- Transmittal Log with NPS project number
  - NPSNumber\_TransmittalLog\_HistoricPropertyName or PropertyAddress\_City\_State**
    - Ex.: 45291\_TransmittalLog\_111KingSt\_Washington\_DC
    - Ex.: 45291\_Amend2\_TransmittalLog\_XYZBottlingPlant\_Denver\_CO
    - Ex.: 45291\_Part2\_TransmittalLog\_XYZBottlingPlant\_Denver\_CO