

## AMENDMENTS

If you have an approved Part 2 and during your project you need to change the scope of work or the type of work needed to be undertaken; or if the project is phased and work write-up for each phase has not been submitted for approval, then an Amendment form needs to be submitted describing the new work or additional to be undertaken to the building/project.

Work write-up/description should be similar to those that were submitted in the Part 2 application and should address the following:

1. Architectural feature:

Approximate date of feature:

Describe existing feature and its condition:

Describe proposed work and impact to existing feature:

If there is more than one feature, each additional feature should be sequentially numbered and include the same information.

Amendment requirements:

- Two copies of the amendment, one application must have an original signature
- Property name and Address
- Signature(s) of owner(s) in blue ink
- NPS project number - this number will be from the Part 1 or the Part 2 application.
- PHOTOGRAPHS: Two (2) sets showing the completed work in this phase. Photographs must be:
  - 3 x 5 or 4 x 6 color photographs
  - They must be clear and properly exposed.
  - **Digital, Polaroid, or color copy machine copies will not be accepted**

All photographs must be labeled with photograph number, property name, address, city, county, date and a specific description of what is shown (such as “2nd Floor, front room”) on the back of each photograph. Views should correspond closely with those submitted with the Part 2 application. **Do not mount photographs.**

- Two (2) sets of plans noting any plan changes

## **PART 3 - REQUEST FOR CERTIFICATION OF COMPLETED WORK**

If your rehabilitation project is complete or nearing completion (95% complete), Part 3 application, "Request for Certification of Completed Work." along with two (2) sets of final photographs corresponding directly to those included with Part 2 of your application, should be submitted.

### Part 3 Application Requirements:

- Signature(s) of owner(s) (One application must have an original signature in blue ink)
- Social security or taxpayer I.D. number(s) of owner(s).
- Name(s) and address(es) of all owners. (Use continuation sheets as necessary).
- NPS project number - this number will be from the Part 1 or if Part 1 has not been submitted, the Part 2 application.
- Final estimated costs associated with the rehabilitation
- Final estimated costs associated with new construction
- Date work was started and date work was completed
  
- PHOTOGRAPHS: Two (2) sets showing the completed work. Photographs must be:
  - 3 x 5 or 4 x 6 color photographs
  - they must be clear and properly exposed.
  - **Digital, Polaroid, or color copy machine copies will not be accepted**

All photographs must be labeled with photograph number, property name, address, city, county, date and a specific description of what is shown (such as "2nd Floor, front room") on the back of each photograph. Views should correspond closely with those submitted with the Part 2 application. **Do not mount photographs.**