

## AMENDMENTS FOR COMPLETED PROJECTS

If you have an approved Part 3 and within the 5-year recapture period, you need to undertake additional work, then an Amendment form needs to be submitted describing the new work 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 3 application.
- PHOTOGRAPHS: Two (2) sets showing the where the additional work will be undertaken.  
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

