



**IV. APPLICANT CHECKLIST**

- ✓ All documents should be provided in 8.5" x 11", or please fold to appropriate size if larger. All drawings must be to scale.
- ✓ Please provide electronic copies, if available. Other pertinent information to support said request should also be attached.

- [ ] **Pre-Application Meeting with City Staff** (Staff initial here if waived: \_\_\_\_\_)
- [ ] **Narrative of proposed work**
- [ ] **Statement of expected costs of improvements**
- [ ] **The projected time schedule for completion**

**RESULT OF ELIGIBILITY DETERMINATION – STAFF USE ONLY**

\_\_\_\_\_ The proposal meets the requirements for eligibility for the Substantial Rehabilitation for Historic Properties Program. Please note, when the work is complete an application for Tax Verification must be submitted for review by the Landmark Commission and City Council.

\_\_\_\_\_ The proposal does **NOT** meet the requirements for eligibility for the Substantial Rehabilitation for Historic Properties Program.

\_\_\_\_\_  
Historic Preservation Officer

\_\_\_\_\_  
Date