

APPLICATION INSTRUCTIONS: PART 1B

Electronic Submission: The instructions below are guidelines for supporting documentation to be used for applications accepted electronically by the Department of Economic Development.

Floor Plans and Drawings:

Floor plans and drawings submitted should be in pdf format. The first page should be an index of the included drawings and if more than 10 sheets then all pages should be bookmarked in the pdf.

The Photo Key(s) referencing submitted Before Photos should be on pre-rehabilitation (existing) site and floor plans. All photographs should be numbered and keyed to both the photo key plans and the description of proposed work. After Photographs are to be shown on post-rehabilitation site and floor plans.

Photographs:

Photographs must be clear (non-blurry) and must have sufficient resolution and lighting to show the details required for review of the rehabilitation work. Each photograph must be an individual file that is:

- An individual color photo in .jpg or .tif format; other formats or multiple images on a page will not be accepted,
- An original digital photograph; scanned images of an original will not be accepted.
- Submitted at a minimum resolution of 300 dpi,
- All images should be in an upward orientation that does not require rotating when opened,

Identifying photographs: * Labeling should NOT be placed on the photo image *****

- Each file name should contain the following fields separated by an underscore character: photo number, date photo was taken, whether before or after photo, and the street address (do not include the city).
 - Example: 001_20200514_BEFORE_1739 Broadway
(photo #_yyyymmdd_before/after_street address)
- In addition to the required Photo Key provide an index of photos in a table format in a pdf file. Table should include the historic building name (if known) and address, Before or After photos, date taken, photograph number, and a description of the photograph view.

EXAMPLE:	PHOTO KEY INDEX – 1739 Broadway, Missouri City	
	Before Photographs – taken 11/14/19	
Photo #	View shown and description of the view (e.g., first floor entry hall, north side, plaster damage in the dining room, north wall)	Date Taken (if different from date in title)
001	North façade, historic building entry, non-historic door	
018	Entry Hall, south-west view, non-historic wall base trim, south & west wall	
023	Front primary room, north-east view, historic mantel, east wall	12/05/19
044	Second floor Hall, south-west view, non-historic interior doors, west wall	