



# City of LaSalle

La Salle County, Illinois

City Offices - 745 Second Street - La Salle, Illinois 61301-2599

Bus: 815-223-3755

Fax: 815-223-9508

www.lasalle-il.gov



## Instructions for Completing Historic Preservation Certification Application

It is best to call and discuss your project with the Illinois State Historic Preservation before doing any renovations. Below is the staff to contact for the City of La Salle:

Dyson, Carol - carol.dyson@illinois.gov 217-524-0276

Barris, Anna Margaret - 217-785-7929, annamargaret.barris@illinois.gov

Bryjka, Darius - 217-558-8918, darius.bryjka@illinois.gov

Rubano, Anthony - 217-782-7459, anthony.rubano@illinois.gov

Click here to visit the National Park Service's webpage and download the [Tax Credit application](#). (Attached)

Click here to download a [sample completed Tax Credit application](#). (Attached)

You must submit two copies of all pieces of the application. IL SHPO retains one copy in Springfield, and we mail the other copy to the NPS in Washington, DC, for their review.

Parts 1, 2, and 3, and the Amendment form require that the applicant attest that he or she is the fee simple owner of the building by checking (or not checking) a box above his or her signature. If you are not the fee simple owner, you must obtain the owner's signature or attach a statement from the owner indicating that he or she has no objection to the application. The NPS won't review your application if the boxes are not appropriately checked (or left unchecked as in the case of the Part 3).

### Part 1

If your building is listed individually on the National Register, you do not need to complete Part 1 of the application. Hooray! (This Includes all building in the La Salle Historic District)

If your building is not yet listed on the National Register but is in the process of being listed, you need to fill out a Part 1 and include a draft of the National Register nomination when you mail it to the IL SHPO. Ideally, you should already be working with the [IL SHPO's National Register staff](#) at this point.

If your building is in a National Register historic district, you must fill out a Part 1 so that your building can be certified as historic and contributing to the historic character of the district. That will officially make the building eligible for the tax credits. In your Part 1, briefly describe the building's architectural style, materials, and current condition. You should also write a brief statement of significance—how it adds to the significance of the district. Include a map of the historic district (available from this office) with your building marked and some exterior photos. The Part 1 of [the sample application](#) describes a

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**Jeff Grove**

Mayor  
815-223-3755 Ext. 5026

**Carrie Brown**

City Clerk  
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**Katherine Toraason**

Economic Development Director  
815-488-4442  
815-223-3755 Ext. 5021

**Brian Brown, P.E.**

City Engineer  
815-223-3755 Ext. 5019

**Jeff Bumgarner**

Superintendent of Public Works  
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**Building Department**  
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**Attorney: James McPhedran of  
Anthony Raccuglia & Associates**  
815-223-0230

**Rob Uranich**  
Chief of Police  
815-223-2131

**John Duncan**  
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815-223-0834

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typical Main Street-type building found in many of Illinois' historic downtowns. If you need additional assistance, contact our office, and we will help.

Site Visit—Early in the development of your application, you should contact the IL SHPO so we can schedule a site visit, which will greatly assist us in our review. Generally, we will not forward an application to the NPS until after a site visit has been made.

## Part 2

All projects must submit a Part 2, which is a narrative of your project's scope of work. It should be submitted before any construction begins. The Part 2 must be accompanied by two sets of labeled, high-resolution, color photographs of the interior and exterior, cross-referenced to the Part 2 descriptions. If you have plans and specifications, submit them along with the filled-out Part 2 form.

The Part 2 in [the sample application](#) breaks down a typical Main Street-type project into brief but specific components. Obviously, every structure is different, and the construction and techniques described may not apply to your project. While the sample describes treatments that meet the Secretary of the Interior's Standards, each project is evaluated on an individual basis.

We encourage you to discuss a draft of your Part 2 with us before you mail us two final hardcopies.

The Part 2 asks for an estimate of Qualified Rehabilitation Expenditures (QREs), which is the money spent to and within the building as it sits when construction begins, not including purchase price, site work, or furnishings, generally speaking. [Click here to read about the precise definition of QREs and a whole lot more in this helpful IRS document.](#) No, really. You should be relatively accurate on your estimate, but it's OK if it doesn't exactly match the actual QREs that you will be asked for on the Part 3 when construction is complete.

The NPS charges a review fee based on a project's QREs, and it will not review a Part 2 unless one half of the review fee is paid. Sorry about that. When the NPS receives the Part 2 from IL SHPO, it will e-mail you an invoice for half the fee to be paid via pay.gov.

- For project with less than \$80,000 in estimated QREs, there is no fee.
- For projects between \$80,000 and \$3,849,999 in estimated QREs, the fee equals \$845 + 0.15% of the estimated QREs over \$80,000.
- For projects with QREs of over \$3,850,000, the fee is a flat \$6,500.

So for a project with estimated QREs of \$2,750,000, the total review fee would be:

$$\$845 + (.0015 \times (\$2,750,000 - \$80,000)) = \$4,850$$

The NPS will charge one half of that, or \$2,425, at the Part 2 stage.

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## Amendments

If a project changes during construction after a Part 2 is certified, you need to submit an Amendment form that describes those changes before they are constructed. Think of an Amendment like a miniature Part 2, where the change(s) is/are described and accompanied by photos or drawings, as needed. This same Amendment form is used to notify us of changes in ownership or, in the case of 60-month phased projects, to request approval of a completed phase. Submit two copies of the Amendment, and IL SHPO will review and send to the NPS for their review.

## Part 3

You submit the Part 3 once construction is complete. Include two sets of labeled "after" photographs. The form asks for the total project cost (QREs plus non-QREs) and the final estimated QREs, which will be used to calculate the final part of your review fee.

For the above example that had \$2,750,000 of QREs at the Part 2 stage, its final estimated QREs wound up being \$2,900,000. To find the rest of the review fee, recalculate based on the new QRE amount and subtract what you paid at the Part 2 stage:

$$\$845 + (.0015 \times (\$2,900,000 - \$80,000)) = \$5,075$$

$$\$5,075 - \$2,425 = \$2,650 \text{ that must be paid before the NPS will review your Part 3}$$

## One Last Thing

An incomplete or incorrect form may cause the application to be returned, so contact our office if you have any questions.

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## Fees for Application

Fees are charged for the review of Historic Preservation Certification Applications, based upon the schedules listed below. The NPS cannot review your application until the fee is paid. Instructions for payment are included in your bill. Acceptable forms of payment are credit card and check.

## Fee Schedule

Project Cost	Fee
\$5,000—\$19,999	No fee
\$20,000—\$99,999	\$500
\$100,000—\$499,999	\$800
\$500,000—\$999,999	\$1,500
\$1,000,000 or more	\$2,500

## Frequently Asked Questions

### When are fees assessed?

\$250 of the total fee will be billed upon receipt of a Part 2–Description of Rehabilitation. Upon receipt of Part 3–Request for Certification of Completed Work, the total fee less the \$250 already paid will be billed.

### How are project costs determined?

Estimated project costs must be reported on both Part 2 and Part 3 of the application. The reported costs should be the estimated rehabilitation costs—that is, the project's estimated “Qualified Rehabilitation Expenditures” (QRE) pursuant to section 47 of the Internal Revenue Code. If Part 2 and Part 3 applications are received at the same time, the application review fee will be assessed on the rehabilitation costs reported on the Part 3.

### I overestimated my total project costs at Part 2. How will my Part 3 fee be calculated under Fee Schedule 1?

If the estimated rehabilitation costs reported on the Part 3 application are lower than those reported on the Part 2 application previously submitted, then the Part 3 portion of the review fee will be based on the costs reported on the Part 3. No refund of the Part 2 fee difference—if any—will be made.

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## **I underestimated my total project costs at Part 2. How will my Part 3 fee be calculated under Fee Schedule 1?**

If the estimated rehabilitation costs reported on the Part 3 application are higher than those reported on the Part 2 application previously submitted, then the Part 3 portion of the fee will be 100% of the review fee less the Part 2 portion of the fee previously paid.

## **How are fees assessed for functionally-related complexes?**

For a project involving multiple buildings that were functionally related historically pursuant to 36 CFR pt. 67, the application review fee will be based on the estimated rehabilitation costs of the entire project.

## **I have multiple applications for similar buildings. Is there a discount available?**

No. For all applications received by a SHPO on or after December 31, 2012, NPS will not group applications of adjacent or contiguous buildings of the same architectural type, such as rowhouses, for the purposes of assessing the review fee. Under Fee Schedule 1, fees will be calculated for each individual property unless the buildings are within a functionally-related complex.

Exception: For Part 3 applications for a set of projects that were previously grouped for billing, the final fee will be assessed according to the schedule and grouping determined at payment of the Part 2 fee.

## **How are fees assessed for phased projects?**

For a phased project pursuant to 36 CFR pt. 67, the application review fee will be based on the total estimated rehabilitation costs for all phases.

## **My project has changed substantially and a new Part 2 application is required, must I pay a new review fee?**

Yes. Projects requiring submittal of a new Part 2 application will be assessed a review fee equal to the fee for a new Part 2 application under Fee Schedule 1. No refunds or credits toward the new application will be issued for the fees paid for the prior Part 2 application.

## **How will I receive my invoice and pay my bill?**

Upon receipt of the Part 2 or Part 3 application, NPS generates an invoice that is mailed via the United States Postal Service to the address listed on the application. Where an email address is provided, NPS sends the invoice electronically. Payment is made through Pay.gov, the Department of the Treasury's electronic payment system. Detailed instructions on how to use Pay.gov are included on the invoice.

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## Guidelines for Rehabilitating Historic Buildings

### Introduction to the Guidelines

The **Guidelines for Rehabilitating Historic Buildings** were initially developed in 1977 to help property owners, developers, and Federal managers apply the Secretary of the Interior's **Standards for Rehabilitation** during the project planning stage by providing general design and technical recommendations. Unlike the Standards, the Guidelines are not codified as program requirements.

Together with the Standards for Rehabilitation they provide a model process for owners, developers, and Federal agency managers to follow.

The Guidelines are intended to assist in applying the Standards to projects generally; consequently, they are not meant to give case-specific advice or address exceptions or rare instances. For example, they cannot tell owners or developers which features of their own historic building are important in defining the historic character and must be preserved--although examples are provided in each section--or which features could be altered, if necessary, for the new use. This kind of careful case-by-case decision-making is best accomplished by seeking assistance from qualified historic preservation professionals in the planning stage of the project. Such professionals include architects, architectural historians, historians, archeologists, and others who are skilled in the preservation, rehabilitation, and restoration of the historic properties.

The Guidelines pertain to historic buildings of all sizes, materials, occupancy, and construction types; and apply to interior and exterior work as well as new exterior additions. Those approaches, treatments, and techniques that are consistent with the Secretary of the Interior's "Standards for Rehabilitation" are listed in **bold-face type** under the "**Recommended**" section in each topic area; those approaches, treatments, and techniques which could adversely affect a building's historic character are listed in the "**Not Recommended**" section in each topic area.

To provide clear and consistent guidance for owners, developers, and Federal agency managers to follow, the "Recommended" courses of action in each section are listed in order of historic preservation concerns so that a rehabilitation project may be successfully planned and completed--one that, first, assures the preservation of a building's important or "character-defining" architectural materials and features and, second, makes possible an efficient contemporary use. Rehabilitation guidance in each section begins with protection and maintenance, that work which should be maximized in every project to enhance overall preservation goals. Next, where some deterioration is present, repair of the building's historic materials and features is recommended. Finally, when deterioration is so extensive that repair is not possible, the most problematic area of work is considered: replacement of historic materials and features with new materials.

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To further guide the owner and developer in planning a successful rehabilitation project, those complex design issues dealing with new use requirements such as alterations and additions are highlighted at the end of each section to underscore the need for particular sensitivity in these areas.

## How to Use The Guidelines

### Identify, Retain, and Preserve

The guidance that is basic to the treatment of all historic buildings--**identifying, retaining, and preserving** the form and detailing of those architectural materials and features that are important in defining the historic character--is always listed first in the "Recommended" area. The parallel "Not Recommended" area lists the types of actions that are most apt to cause the diminution or even loss of the building's historic character. It should be remembered, however, that such loss of character is just as often caused by the cumulative effect of a series of actions that would seem to be minor interventions. Thus, the guidance in *all* of the "Not Recommended" areas must be viewed in that larger context, e.g., for the total impact on a historic building.

### Protect and Maintain

After identifying those materials and features that are important and must be retained in the process of rehabilitation work, then **protecting and maintaining** them are addressed. Protection generally involves the least degree of intervention and is preparatory to other work. For example, protection includes the maintenance of historic material through treatments such as rust removal, caulking, limited paint removal, and re-application of protective coating; the cyclical cleaning of roof gutter systems; or installation of fencing, protective plywood, alarm systems and other temporary protective measures. Although a historic building will usually require more extensive work, an overall evaluation of its physical condition should always begin at this level.

### Repair

Next, when the physical condition of character-defining materials and features warrants additional work **repairing** is recommended. Guidance for the repair of historic materials such as masonry, wood, and architectural metals again begins with the least degree of intervention possible such as patching, piecing-in, splicing, consolidating, or otherwise reinforcing or upgrading them according to recognized preservation methods. Repairing also includes the limited replacement in kind--or with compatible substitute material--of extensively deteriorated or missing parts of features when there are surviving prototypes (for example, brackets, dentils, steps, plaster, or portions of slate or tile roofing). Although using the same kind of material is always the preferred option, substitute material is acceptable if the form and design as well as the substitute material itself convey the visual appearance of the remaining parts of the feature and finish.

### Replace

Following repair in the hierarchy, guidance is provided for **replacing** an entire character-defining feature with new material because the level of deterioration or damage of materials precludes repair (for

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example, an exterior cornice; an interior staircase; or a complete porch or storefront). If the essential form and detailing are still evident so that the physical evidence can be used to re-establish the feature as an integral part of the rehabilitation project, then its replacement is appropriate. Like the guidance for repair, the preferred option is always replacement of the entire feature in kind, that is, with the same material. Because this approach may not always be technically or economically feasible, provisions are made to consider the use of a compatible substitute material.

It should be noted that, while the National Park Service guidelines recommend the replacement of an entire character-defining feature under certain well-defined circumstances, they never recommend removal and replacement with new material of a feature that--although damaged or deteriorated--could reasonably be repaired and thus preserved.

## Design for Missing Historic Features

When an entire interior or exterior feature is missing (for example, an entrance, or cast iron facade; or a principal staircase), it no longer plays a role in physically defining the historic character of the building unless it can be accurately recovered in form and detailing through the process of carefully documenting the historical appearance. Where an important architectural feature is missing, its recovery is always recommended in the guidelines as the *first* or preferred, course of action. Thus, if adequate historical, pictorial, and physical documentation exists so that the feature may be accurately reproduced, and if it is desirable to re-establish the feature as part of the building's historical appearance, then designing and constructing a new feature based on such information is appropriate. However, a second acceptable option for the replacement feature is a new design that is compatible with the remaining character-defining features of the historic building. The new design should always take into account the size, scale, and material of the historic building itself and, most importantly, should be clearly differentiated so that a false historical appearance is not created.

## Alterations/Additions to Historic Buildings

Some exterior and interior alterations to historic building are generally needed to assure its continued use, but it is most important that such alterations do not radically change, obscure, or destroy character-defining spaces, materials, features, or finishes.

Alterations may include providing additional parking space on an existing historic building site; cutting new entrances or windows on secondary elevations; inserting an additional floor; installing an entirely new mechanical system; or creating an atrium or light well. Alteration may also include the selective removal of buildings or other features of the environment or building site that are intrusive and therefore detract from the overall historic character.

The construction of an exterior addition to a historic building may seem to be essential for the new use, but it is emphasized in the guidelines that such new additions should be avoided, if possible, and considered only after it is determined that those needs cannot be met by altering secondary, i.e., non character-defining interior spaces. If, after a thorough evaluation of interior solutions, an exterior

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addition is still judged to be the only viable alternative, it should be designed and constructed to be clearly differentiated from the historic building and so that the character-defining features are not radically changed, obscured, damaged, or destroyed.

Additions to historic buildings are referenced within specific sections of the guidelines such as Site, Roof, Structural Systems, etc., but are also considered in more detail in a separate section, New Additions to Historic Buildings.

## Energy Efficiency/Accessibility Considerations/Health and Safety Considerations

These sections of the rehabilitation guidance address work done to meet accessibility requirements and health and safety code requirements; or retrofitting measures to conserve energy. Although this work is quite often an important aspect of rehabilitation projects, it is usually not a part of the overall process of protecting or repairing character-defining features; rather, such work is assessed for its potential negative impact on the building's historic character. For this reason, particular care must be taken not to radically change, obscure, damage, or destroy character-defining materials or features in the process of rehabilitation work to meet code and energy requirements.

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