



Historic Preservation Tax Incentives Program

Technical Preservation Services
National Park Service

Preliminary Consultations and Meetings

The National Park Service is available to provide advice and guidance in the early stages of project planning. These guidelines apply to all requests for preliminary consultations and meetings about projects for which the Historic Preservation Certification Application has not yet been submitted.

Preliminary Consultations

To the extent possible within its workload, NPS accommodates requests for a preliminary consultation on a project for which no formal Part 2 application has been submitted. These guidelines apply to all requests for preliminary consultations:

1. It is at the discretion of the SHPO, not the applicant, to request a preliminary consultation. The SHPO must feel that NPS input is warranted prior to submission of the Part 2 application.
2. A preliminary consultation focuses on one or several specific issues (e.g., change to a street façade or change to a significant floor plan); it is not a review of an entire project.
3. Preliminary consultations are advisory only because facts and circumstances of a project may change between the time of a preliminary consultations and submission of the Part 2 application. NPS response will be conveyed directly to the SHPO.
4. Even when a preliminary consultation has occurred, NPS advises applicants to submit a complete Part 2 application early so that any questionable treatments can be resolved prior to beginning work.

Preliminary Meetings

To the extent possible within its workload, NPS accommodates requests for a preliminary meeting on a project for which no formal Part 2 application has been submitted. These guidelines apply to all requests for preliminary meetings:

1. It is at the discretion of the SHPO, not the applicant, to request a preliminary meeting. The SHPO must feel that NPS input is warranted prior to submission of the Part 2 application.
2. If not previously provided, photographs of the historic property, a description of the significance of the property (such as a draft or completed National Register nomination), and applicable plans of existing conditions and proposed work must be provided through the SHPO to NPS for review prior to meeting.
3. The location, whether on site or in Washington, and time of the meeting will be determined by NPS.
4. If in Washington, the SHPO will have the opportunity to attend the meeting in person or to participate via the telephone. Where the SHPO is unable to attend the meeting, the applicant must first consult with the SHPO about the issues of concern.