



Alteration Request Application

This application is intended to be used by the easement property owners and/or an authorized project contact to ensure that each Alteration Request Application contains the minimum documentation required for review. Submission of this application comprises a formal request for project review.

Please note that Easement Program staff will provide project approval only in response to receipt of this application, however preliminary informal discussion of potential projects with staff is encouraged.

Property owners* must receive **prior** written approval before commencing work. All applications, along with all necessary attachments, must be submitted in advance of the project with time allotted for review, consultation, and written approval—typically forty-five (45) days prior to the commencement of the proposed work. Handwritten applications will not be accepted.

Return completed applications and supporting documentation, either by mail or e-mail to:

Dan Everhart, Outreach Historian
Idaho State Historic Preservation Office
210 Main St.
Boise, Idaho 83702
dan.everhart@ishs.idaho.gov

If an expedited review is requested, the property owner will need to submit a fee of \$500 for the expedited services. The fee must be submitted with a [Billing Statement](#), available on the Easement Program's webpage, and may be mailed with completed applications and supporting documentation. Checks should be made out to the "Idaho State Historical Society."

*If the property owner has designated a representative to complete and submit the application, the property owner must first submit a [Property Owner Consent Form](#), authorizing the representative to act on their behalf.

Please keep a copy of the completed review form for your records. Questions or concerns may be directed to Dan Everhart at 208-488-7461 or dan.everhart@ishs.idaho.gov.

Alteration Request Checklist

Please check that you have included the following information as part of your completed application:

Required:

- Alteration Request Checklist
- Alteration Request Application
- Photographs of existing conditions*
- Timeline for the project

As Necessary (Recommended):

- Sketches/Drawings (elevations, site plans, floor plans)*
- Product Information/Specifications
- Other:

* **Photographs** should be captioned, clearly identifying where and what is depicted. *If the application is electronically submitted, photographs must be compiled into one document and not attached individually to an email or document exchange website. Easement Program staff do not have the resources to download, sort, identify, and print individual photo files. Please use the [Photo Submission Guidance and Template](#) when submitting any photographs, available on the Easement Program's webpage.*

***Sketches/Drawings** can range from hand or computer augmentation of existing images to professional architectural project drawings. The level of the drawings will likely depend upon the extent of the project scope. Think about what is necessary to depict the proposed alteration in relation to the historic space, and how the project will physically and visually interact with historic features and materials. If depiction is deemed insufficient, the Easement Program staff may request additional drawings.

Easement Property and Owner Information

Easement Property Information		<i>All applicable fields must be filled.</i>	
Name of Property:			
Alternate/Historic Name:			
Address of Property:			
Property Owner Information			
Name of Current Property Owner:			
Address of Property Owner:			
Phone:		Email:	
<i>If application is completed by someone other than owner</i>			
Name of Authorized Representative:			
Relationship to Owner:			
Address of Authorized Representative:			
Phone:		Email:	
Project Funding Information			
Is this project being funded by any of the following sources? <i>Please check all that apply.</i>		<input type="checkbox"/> Idaho Heritage Trust <input type="checkbox"/> National Park Service Grants <input type="checkbox"/> Historic Tax Credits (<input type="checkbox"/> Federal) <input type="checkbox"/> Other State/Federal Funding: <input type="checkbox"/> Other Funding:	

Signature of Owner or Authorized Representative

Date

Detailed Description of Proposed Project

Scope of Work

Please provide a brief summary of the proposed project. *Note that a single approval request may involve multiple project components. If so, address all project components fully in the application.*

Narrative Description of Proposed Work

Attach a detailed narrative description of the proposed project. Your narrative may be however long you think is sufficient to explain the project in detail, but please address the following:

- Location(s) of work
- Existing feature(s) and its (their) condition
- Proposed work and impact on existing feature(s)
- Detailed plan of the actions taken to conserve elements protected by the easement
- Clear cross-references to related photographs and plans/drawings
- If proposed action may/will deviate from National Park Service treatment recommendations, it will be efficient and helpful to include a brief explanation of less invasive alternatives and reasoning for why they can't be used.

Photographs

Representative "before" photographs, including exterior, interior (if applicable), and detail shots of where work will occur must be attached.

Photographs should be captioned, clearly identifying where and what is depicted. If the application is electronically submitted, photographs must be compiled into one document and not attached individually to an email or document exchange website. Easement Program staff do not have the resources to download, sort, identify, and print individual photo files. Please use the [Photo Submission Guidance and Template](#) when submitting any photographs, available on the Easement Program's webpage.

Timeline of Project

Attach a detailed timeline for your project.