



Completed Alteration Documentation

When the alteration project is completed, property owners must send a Completed Alteration Documentation form along with photographic evidence that the project was completed according to the agreed upon terms of alteration.

If Easement Program staff do not receive a Completed Alteration Documentation form or general update from the property owner within six (6) months from the time approval was given, the Easement Program Manager will contact the property owner for an update on the project. *Projects do not need to be completed within six (6) months, but a general update would be appreciated.*

The form may be completed in PDF or Microsoft Word format. Handwritten forms will not be accepted.

Return Completed Alteration Documentation form and photographic documentation of completed project, 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

* **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.*

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:	

Approved Project Information

Project Description

Attach a brief summary of the work completed, and please address the following:

- Date when project was completed
- Location(s) of work
- How the work improved/impacted the existing feature(s) and its (their) condition
- Any work that was included in the original Alteration Request Application but was not able to be completed during proposed timeline*
- If any actions/work deviated from the application's proposed plan**
- Clear cross-references to related photographs

*Work approved by Easement Program staff that is not completed in the proposed timeline is acceptable.

**Work unapproved by Easement Program staff may constitute as a violation. Property owners must consult Easement Program staff prior to taking any actions that deviate from the proposed plan.

Photographs

Representative "after" photographs, including exterior, interior (if applicable), and detail shots of where work occurred 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.