



Completed Corrective Action

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

For technical or minor violations, property owners must submit a Completed Corrective Action form within thirty (30) days of receipt of the Violation Letter outlining the required corrective action.

For moderate or major violations, property owners must submit a Completed Corrective Action form within the specified timeframe that was determined during the follow-up meeting between the property owner and the Easement Program Manager.

If Easement Program staff do not receive a Completed Corrective Action form or general update from the property owner within the specified timeframe, the Easement Program Manager will contact the property owner for an update.

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

Return Completed Corrective Action 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 | All applicable fields must be filled. | |
|---|---------------------------------------|--------|
| Name of Property: | | |
| Alternate/Historic Name: | | |
| Address of Property: | | |
| Property Owner Information | | |
| Name of Current Property Owner: | | |
| Address of Property Owner: | | |
| Phone: | | Email: |
| If application is completed by someone other than owner | | |
| Name of Authorized Representative: | | |
| Relationship to Owner: | | |
| Address of Authorized Representative: | | |
| Phone: | | Email: |

Completed Corrective Action Information

Corrective Action Description

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

- Brief summary of how the corrective action addressed the violation
- Date when work/corrective action was completed
- Location(s) of work
- Any work that was included in the Corrective Action Plan but was not able to be completed during proposed timeline*
- If any actions/work deviated from the proposed corrective plan**
- Clear cross-references to related photographs

*Additional time or an augmentation to the agreed upon timeframe must be approved by Easement Program staff.

**Work unapproved by Easement Program staff may constitute an additional 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.