

## **PART 1 APPLICATION: DESCRIPTION OF PROPOSED WORK**

### **STATE INCOME TAX CREDIT FOR REGISTERED CULTURAL PROPERTIES**

*(Pursuant to the Income Tax Act and the Corporate Income Tax Act, Section 7-2-18.2 and section 7-2A-8.6, NMSA 1978 respectively.)*

***Please Note:*** Part 1 Applications must be approved at a scheduled meeting of the Cultural Properties Review Committee (CPRC) **PRIOR** to commencement of work, including, but not limited to, purchase of materials or labor. The completed application must include all items requested in order to be considered. Send the completed application to:

NM Historic Preservation Division  
Department of Cultural Affairs  
407 Galisteo Street, Suite 236  
Santa Fe, NM 87501

Property owners are strongly encouraged to send applications **30 days** before the posted CPRC meeting date on our website <http://www.nmhistoricpreservation.org/> Applications must be in our office 14 days prior to the CPRC meeting.

### **1. PROPERTY IDENTIFICATION**

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_

Vicinity (if rural): \_\_\_\_\_

State Register District or Individual Listing Name: \_\_\_\_\_

SR# \_\_\_\_\_ (State Register Number for district or individual listing)

County: \_\_\_\_\_

Map included

### **2. OWNER IDENTIFICATION**

Name(s): \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Telephone number(s) with area code(s): \_\_\_\_\_

**Complete** Taxpayer Identification Number(s) or Social Security Number(s):  
\_\_\_\_\_

Email addresses: \_\_\_\_\_

### 3. PROPERTY DESCRIPTION AND PHOTOGRAPHS

Write a brief description of the property, including exterior and interior materials, character-defining features, and any alterations to the property since the property/district was listed in the State Register.

Key photographs to the description (see *Part 1 Instructions* for more information.)

Alterations since property/district entered on the State Register of Cultural Properties:

Photographs included:

Floor plan/diagram included if complex or large project:

*The Cultural Properties Review Committee is an advisory group. Committee members are not acting as professional consultants, nor are they providing professional architectural or engineering services for any project while in the process of reviewing and making recommendations for conformance with the tax incentive programs. The actions and approvals of the Cultural Properties Review Committee and/or the Historic Preservation Division staff are NOT a substitute for any other necessary design and construction reviews or actions by the State of New Mexico or local building officials or for your local historic preservation commissions, and vice versa. Review of projects is provided solely for the purpose of compliance with the State Income Tax Credit for Cultural Properties program requirements and standards.*





**5. COST ESTIMATE OF PROPOSED WORK**

Provide estimated costs by feature (#4a eligible and #4b not eligible.) Attach additional sheets, if needed, to itemize all work. Attach contractors' written estimates.

Contractor(s) estimate(s) included:

**ELIGIBLE Work Items (#4a):**

**Estimated Costs:**


**NOT ELIGIBLE Work Items (#4b):**

**Estimated Costs:**


**TOTAL ESTIMATED PROJECT COSTS**

ELIGIBLE EXPENSES: \_\_\_\_\_

NOT ELIGIBLE EXPENSES: \_\_\_\_\_

ESTIMATED TOTAL PROJECT COSTS: \_\_\_\_\_

**5. PROJECT STARTING DATE AND COMPLETION DATE:**

Estimated start date: \_\_\_\_\_ Estimated completion date: \_\_\_\_\_

**6. OWNER'S SIGNATURE:**

I have been informed that the above property is entered in the State Register of Cultural Properties, and I hereby accept the registered status. I hereby apply for participation in the State Income Tax Credit for Registered Cultural Properties program, and I attest that the information I have provided is, to the best of my knowledge, correct:

**Signature(s):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CERTIFICATION (FOR STATE USE ONLY):**

The Cultural Properties Review Committee certifies that this property:

- is individually listed in the State Register of Cultural Properties. SR# \_\_\_\_\_
- is **not** individually listed in the State Register of Cultural Properties.
- is located in a historic district that is listed in the State Register of Cultural Properties and
  - contributes to the district
  - does **not** contribute to the district

**CHAIRPERSON, CULTURAL PROPERTIES REVIEW COMMITTEE**

**DATE**

**CERTIFICATION (FOR STATE USE ONLY):**

The Cultural Properties Review Committee has reviewed this application and:

- approves the application *as submitted*** and authorizes the owner to proceed with the proposed project.
- approves the application *with conditions*** stated on the attached sheet or letter and authorizes the applicant to proceed with the project with the understanding that the conditions shall be met.
- rejects the application** because the proposed work does not conform to the standards set forth in the program regulations.
- tables the application** and *requests additional information* stated on the attached sheet or letter before the application will be reviewed.

**CHAIRPERSON, CULTURAL PROPERTIES REVIEW COMMITTEE**

**DATE**