

## **RHODE ISLAND HISTORICAL PRESERVATION & HERITAGE COMMISSION**

### **PHOTOGRAPHIC REQUIREMENTS FOR TAX CREDIT APPLICATIONS (2013)**

Photographs are required for all three parts of the application process. Photographs must be in color of a good, clear quality to adequately show details of the building's exterior and interior and its site before rehabilitation and after rehabilitation. In order to assure that the quality of photographs submitted will be sufficiently clear to convey all the detail that we need to see, we have established minimum requirements for photographs. Photographs that do not meet these criteria will be returned with the application and marked "incomplete." Please refer to the following requirements before taking your photographs.

- The standard requirement is 35 mm color photographs. Polaroids do not provide adequate clarity and detail and will not be accepted. Low resolution digital photographs are unacceptable because of their grainy quality and poor detail. Digital photographs with a high resolution (5.0 megapixels or greater) can be considered only if printed on glossy photographic paper. The back of the paper must say "photo paper;" digital photographs of any quality will not be acceptable if printed on flat stock printer paper. In addition to prints, the digital images (jpegs) must be submitted on a compact disk and labeled. The RIHPHC relies on submitted photographs to document pre-development conditions and completion of rehabilitation construction. It is important that we be able to see the details of the building clearly. For these reasons it is extremely important that the original images be of a high quality. We reserve the right to reject poor quality photographs whether 35mm or digital.
- Size can be 4x6, or 5x7. Applications for federal tax credits must submit photographic prints in duplicate (two original sets of prints – not one original and one photocopied). Only one complete set is required for state credit-only projects
- Prints should be mounted in an 8 ½ x 11 format, labeled with the photo number and the description of the view on the front. Photos can be mounted to a piece of paper with label underneath or along side the picture, or inserted into clear plastic photo sleeves.
- "Before" photographs are required of all applications. If demolition and construction have started before the application has been submitted, and good clear "before" photographs are unavailable (or only partially available), the applicant should submit views of the current condition. The RIHPHC reserves the right to disqualify a project due to lack of pre-development documentation.
- Provide a photo key, where the numbered photographs are keyed to a floor plan showing the location and direction where the view was taken.
- Provide a CD of all of the images that are included in the application. The images must be formatted as jpegs.