



REQUEST FOR PERMISSION TO UNDERTAKE STRUCTURAL OR VISUAL ALTERATIONS

Name of Organization or Owner Requesting Permission: _____

Mailing Address: _____

Property Name: _____

Property Address: _____

Year Property Built: _____ Expiration Date of Covenants: _____

In accordance with current Covenants (Stipulation 2) in effect on the property above, the above named Organization or Owner is requesting written permission to undertake visual or structural alterations as described in the attached documentation. (Use as many pages as needed)

Submit request form, description of work, and supplementary materials to knbrown@shpo.nv.gov or by mail to:

State Historic Preservation Office
901 S. Stewart St., Ste. 5004
Carson City, NV 89701-5247

Please allow up to **14 business days** for this form to be processed. Proposed work must not begin until this form has been reviewed and approved by the State Historic Preservation Office.

Note: Methods and materials must follow the SOI Standards. Visit the National Park Service’s Technical Preservation Services website (<https://www.nps.gov/tps/standards.htm>) Click on the top tab "How to Preserve." Look through the preservation tech notes and preservation briefs, or search by preservation topic.

Secretary of the Interior (SOI) Standards for Rehabilitation: <https://www.nps.gov/tps/standards/four-treatments/treatment-rehabilitation.htm>

Request Submitted by:

Print Name

Signature

Date

Title

Organization (if applicable)

Email

Phone



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Documentation (*required) Please check boxes for all attached documentation.

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| <input type="checkbox"/> Description of Proposed Work* | <input type="checkbox"/> Sketches, plans, or architectural drawings depicting the proposed work |
| <input type="checkbox"/> Location on building | <input type="checkbox"/> Sketch or site plan of project location |
| <input type="checkbox"/> Approximate size of area affected | <input type="checkbox"/> Specs of materials to be used |
| <input type="checkbox"/> Existing conditions | <input type="checkbox"/> Historic photographs depicting past condition or design |
| <input type="checkbox"/> Materials to be used | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Proposed methods | |
| <input type="checkbox"/> Photographs of existing conditions* | |
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Description of Proposed Work (attach additional pages as needed)