



## Historic Preservation Certification Applications Instructions for Electronic Submission July 14, 2023

### Photo Naming Conventions, JPEG Requirements and Photo Sheet Examples

- Photos should be contained in a separate PDF file with no more than two photos per page, and with a minimum photo size of 4" x 6" per photo. The property name, address, date of photos, and application part (i.e., Part 1, Part 2, Part 3, Amendment) must be listed at the top of each page. The photo number (labeled according to a Photo Key) and caption must be listed under each photo. The caption must include the view shown (e.g., north side) and a description of the view (e.g., plaster damage in dining room, north wall). The Photo Key must be a separate PDF file.
- Individual Photo Files: NPS will accept individual photo files limited to no more than 20 JPEG or TIFF files per submission. Only JPEG or TIFF formats will be accepted. Individual photo files must be saved within their own folder and named according to the **NPS Naming Conventions**.

#### Photo Naming Conventions

- Photos (PDF Document) prior to NPS project number being assigned:  
**ApplicationPart\_Photos\_HistoricPropertyName or PropertyAddress\_City\_State**
  - Ex.: Part1\_Photos\_XYZBottlingPlant\_Denver\_CO
  - Ex.: Part2\_Photos\_111KingSt\_Washington\_DC
- Photos (PDF Document) with NPS project number:  
**NPSNumber\_ApplicationPart\_Photos\_HistoricPropertyName or PropertyAddress\_City\_State**
  - Ex.: 45921\_Part3\_Photos\_XYZBottlingPlant\_Denver\_CO
- Photo Key prior to NPS project number being assigned:  
**ApplicationPart\_PhotoKey\_HistoricPropertyName or PropertyAddress\_City\_State**
  - Ex.: Part1\_PhotoKey\_XYZBottlingPlant\_Denver\_CO
- Photo Key with NPS project number:  
**NPSNumber\_ApplicationPart\_PhotoKey\_HistoricPropertyName or PropertyAddress\_City\_State**
  - Ex.: 45921\_Part2\_PhotoKey\_XYZBottlingPlant\_Denver\_CO

## JPEG Naming Conventions

- JPEGs/TIFFs only (Max. 20 Photos):
  - Create a folder for photos, following instructions in Step 1, above
  - Label Photos 1-20 with brief description and property name or address (Photos must be numbered and keyed to both the description of proposed work in the application and photo keyed plans of the building and site)
    - Ex.: 1\_Frontelevation\_111KingSt\_WashingtonDC
    - Ex.: 2\_Westelevation\_XYZBottlingPlant\_DenverCO

See next pages for Photo Sheet Examples

Federal Land Bank Building - 310 State Street Springfield, MA  
Part 2, June 2021



1. South and East Elevations of 1924 Bank Building and 1935 Addition, looking north.



2. South and East Elevation Elevations of 1924 Bank Building and 1935 Addition, looking north.



Federal Land Bank Building - 310 State Street Springfield, MA  
Part 2, June 2021



3. North Elevation of 1924 Bank Building, looking west.



North Elevation of 1924 Bank Building, looking east.





19. North Elevation of 1924 Bank Building, looking west.



20. North Elevation of 1924 Bank Building, looking southwest.