

A HOW-TO GUIDE

# Route 66 Auto Sales & Service Design Guide



Last updated: May 2025

For questions, contact [Route66@cityoftulsa.org](mailto:Route66@cityoftulsa.org)

Tulsa Route 66 Commission – Economic Development Committee  
[Facebook.com/Tulsa66Commission](https://www.facebook.com/Tulsa66Commission)

Photos courtesy of Rhys Martin, Cloudless Lens Photography, Bar 473, Bud's Tire & Wheel Shop, and the City of Edwardsville



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## INTRODUCTION

# Why Route 66 Matters

Tulsa is the Capital of Route 66 with 28 miles of active and original alignments of the Mother Road.

According to the National Parks Service, "the automobile and construction of the vast network of highways that gave motorists a route to travel were both marvels of the 20th century."

After World War I, cross-country travel was no longer limited to the wealthy. Route 66 opened up a way for the masses to travel.

As a result of these marvels, a booming economy of mom-and-pop businesses serving traveling motorists was born! Auto sales and service businesses are a part of that history.



"The growth of the automobile industry and the addition of more drivers [set the stage] to build a transcontinental American highway. which became steeped in the history of the land it crossed."

- *Michael Wallis*

## INTRODUCTION

# The Design Guide

This guide aims to provide auto-centric business and property owners with ideas, resources, and funding opportunities to improve curb appeal and property value.

The goal of this design guide is to enhance the experience of Route 66 in Tulsa for locals and tourists alike. Improving the visual aesthetics of private and public spaces has many benefits:

- Enhances safety and creates a welcoming atmosphere.
- Contributes to beautification of the entire 28 mile corridor.
- Catalyzes economic development and reinvestment.
- Provides wayfinding through visual elements tied to Route 66 (like shields, banners, signage, etc.).
- Attracts new customers and tenants.
- And so much more!

This guide highlights three different approaches to beautifying your business or property:

1. Historic Preservation
2. Route 66 Curb Appeal
3. Adaptive Reuse

# Historic Preservation

Many auto-centric properties on Route 66 in Tulsa are historic and were built during the years of historic significance for Tulsa's Route 66 alignments, 1926–1959.



Any service stations, buildings, or other structures built during this period are eligible for additional funding and resources.

Historic preservation is one of many ways to beautify your auto-centric business, attract new customers, and take advantage of Route 66.

The next few pages will detail lessons to learn from historically preserved properties and businesses.





HISTORIC PRESERVATION

# Cities Service Station No. 8

Years Built: 1926 & 1940

Location: 1648 Southwest Blvd.

Operating Business: Studio 45 Architects



CITIES SERVICE STATION NO. 8

# Lessons to Learn



## Neon Signage and Building Accents

Neon sign and building wraparound lights provide atmosphere, lighting, and color. It also highlights the architectural style of the building.

U.S. Department of the Interior  
National Register of Historic Places Registration Form

1. Name of Property  
Historic name:  
Other names/old names:  
Number of related multiple property listings:

2. Location  
Street & number:  
City or town:  
State:  
County:  
Zip or ZIP+4:  
Village:  
City or town:

3. State/Federal Agency Certification  
As the designated authority under the National Historic Preservation Act, we hereby  
certify that this property is a historic place of national significance. We warrant that the information furnished on this form is true and correct. We understand that any false or misleading information may result in the property being removed from the National Register of Historic Places and may subject the applicant and professional preparer to civil or criminal penalties under the National Historic Preservation Act, 16 U.S.C. 470.

## National Register of Historic Places Listing

In 2011, the station was listed on the National Register of Historic Places. Historic designation provides access to historic tax credits, funding, and additional resources.



## Billboard as Branding

The billboard on the property provides the business with a contemporary branding style separate from their historic façade.

## HISTORIC PRESERVATION

# Vickery Phillips 66 Station

Year Built: 1931

Location: 602 S. Elgin Ave.

Operating Business: Avis Car Rental



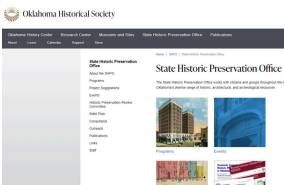
VICKERY PHILLIPS 66 STATION

# Lessons to Learn



## Consistency in Building Facades

There are two historic buildings on the property, a service station and garage. Both use the same color palette and accents which creates great curb appeal.



## National Register of Historic Places Listing

In 2004, the station was listed on the National Register of Historic Places. Historic designation provides access to historic tax credits, funding, and additional resources.



## Seamless Integration of Brand

Avis branding is well integrated into the historic property through paint and color. “Avis Red” adorns the doors, signage, window stickers, brick accents, and bollards that outline their parking lot.



## HISTORIC PRESERVATION

# Sinclair Station

Year Built: 1929

Location: 3501 E. 11th St.

Operating Business: Rossi Brothers Door & Window Company



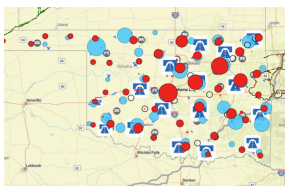
## SINCLAIR STATION

# Lessons to Learn



## Modern Signage Mimics Historic Signage

The modern business signs mimic the placement, size, and general color palate of original signage.



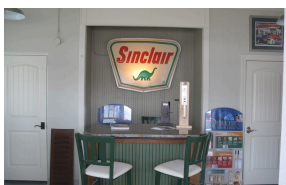
## National Register of Historic Places Listing

In 1996, the station was listed on the National Register of Historic Places. Historic designation provides access to historic tax credits, funding, and additional resources.



## Branded Logo in Historic Style

The Rossi Brothers Door & Window Company's logo displayed in the circular sign pays homage to the era of the station with a 1930s art style.



## Route 66 Themed Accents & Greenery

Simple Route 66 accents decorate the exterior and interior of the historic station, including a concrete Route 66 planter, interior historic sign, and artifacts on display. Strategically placed greenery provides a natural pop of color.

## HISTORIC PRESERVATION

# Threatt Filling Station

*Notable Example beyond Tulsa*

Year Built: 1915

Location: Luther, OK

Operating Business: Threatt Filling Station



## THREATT FILLING STATION

# Lessons to Learn



## Utilize Federal Grants in addition to Local Funding Resources

The restoration of the historic station was accomplished with a mixture of local donations, federal grants to bring in experts to make repairs, and state grants for paint.



## Leverage Local Trade School & Vocational Programs

Restoring historic properties is an opportunity for local trade schools and vocational programs to teach valuable skills and techniques. By working on their station, these students now have the skills to restore and save other similar buildings.



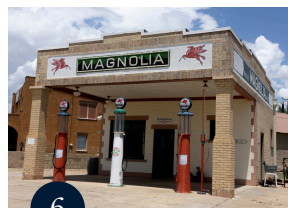
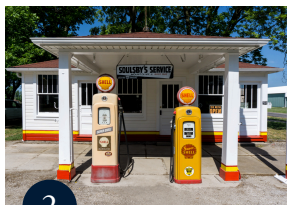
## Research Unique Materials

Replacing historic materials can be challenging. In some cases, you may not have extra materials in reserve for repairs. To restore part of the wall that had been improperly repaired, the Threatt Family sourced sandstone from a local quarry that matched the original color of the historic materials and was nearby the location where the original stones were sourced.



## HISTORIC PRESERVATION

# Examples Beyond Tulsa



On Route 66 in other Oklahoma towns as well as other states, there are more great examples of historic preservation of service and gas stations that can serve as inspiration.

1. Standard Oil Gas Station, Odell, Illinois (1932)
2. Soulsby's Shell Service Station, Mt. Olive, Illinois (1926)
3. Spencer Phillips Service Station, Spencer, MO (1926-1928)
4. Lucille's Service Station, Hydro, Oklahoma (1929)
5. Phillips Gas Station, McLean, Texas (1929)
6. Magnolia Service Station, Shamrock, Texas (1929)

## HISTORIC PREERVATION

# Tips

## Where do you begin? Research!

- Begin by identifying the era of your building(s), architectural style, prior businesses that operated there, and any historically significant events that occurred there. (For ex., did Elvis eat there?).
- Great research resources are old maps, City of Tulsa directories, newspapers, photographs, tax property records, and historical societies.
- Conduct a historic “audit” of your building(s) with the help of an expert. Determine what features of your building are not original.
- Use photos of your building(s) and property to determine what architectural elements have been lost to time. For ex. your building once had an awning or a neon sign.

## Why Invest in Historic Preservation?

- Historic buildings attract people. They are unique and often convey a sense of place and character.
- New small businesses and entrepreneurs prefer old buildings. New construction is often too expensive to rent or lease.
- Older buildings, especially those built prior to WWII, are often made of higher quality materials.
- Repairing and reusing existing buildings uses energy and materials more efficiently and reduces waste.
- It increases property value.
- Historic preservation enhances the curb appeal of your business and/or property.
- You can take advantage of historic tax credits and grants available only for historic preservation and rehabilitation.

## HISTORIC PRESERVATION

# Historic Preservation Standards

The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings (2017) is a guide for historic building owners and building managers, preservation consultants, architects, contractors, and project reviewers prior to beginning work.

The guide addresses preservation, rehabilitation, restoration, and reconstruction in detail. Link to guide is below.

**<https://www.nps.gov/orgs/1739/secretary-standards-treatment-historic-properties.htm>**



## HISTORIC PREERVATION

# Resources & Funding

## Resources

- Tulsa Preservation Commission
- Tulsa Planning Office, Historic Preservation Officer
- Tulsa Foundation for Architecture
- Tulsa Historical Society
- Tulsa City-County Library
- Tulsa County Assessor
- State Historic Preservation Office (SHPO)

## Grants & Funding for Historic Preservation

### For Neon Sign Restoration/Creation/Re-Creation:

Neon Sign Grant Program  
Tulsa Route 66 Commission  
[cityoftulsa.org/neongrant](http://cityoftulsa.org/neongrant)

### For Façade Improvements:

Route 66 Façade Grant Program  
Tulsa Route 66 Commission  
[cityoftulsa.org/facadegrant](http://cityoftulsa.org/facadegrant)

### For State & Federal Historic Tax Credits:

State Historic Preservation Office (SHPO)  
[okhistory.org/SHPO](http://okhistory.org/SHPO)

### For Cost-Share Funding:

National Parks Service  
Route 66 Corridor Preservation Program  
[nps.gov/orgs/1453/route-66-corridor-preservation-program](http://nps.gov/orgs/1453/route-66-corridor-preservation-program)



# Route 66 Curb Appeal

## Worldwide Brand Recognition & Appeal

On Route 66 in Tulsa, there are many properties that operate as auto sales or service businesses, but not all of them take advantage of the internationally recognized brand of Route 66 or have great curb appeal.

Increasing your curb appeal can positively impact your business. It's the FIRST impression that your business will make on prospective customers!

Retail studies indicate:

- **95%** of customers state that a store's exterior influences their decision on where to shop.
- **70%** of first-time sales are based on curb appeal.

Reap the benefits of increased curb appeal and take advantage of your unique location in Tulsa!

## Why Invest in your Business's Curb Appeal?

- Gain new customers.
- Increase property value.
- Deliver a positive customer experience.
- Build your community reputation.
- Increase awareness of your business/brand.



ROUTE 66 CURB APPEAL

# Interparts of Tulsa

Location: 3615 E. 11th St.  
Full-Service Auto Repairs & Services



## INTERPARTS OF TULSA

# Lessons to Learn



## Neon Signage

Take advantage of local grant programs to beautify your business and attract customers. Interparts of Tulsa was awarded a Neon Sign Grant to repair their old neon sign. *The grant is also available to create new neon signs.*



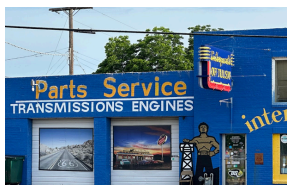
## Murals

Paint colorful Route 66, Tulsa, or automobile/motorcycle themed murals on your building.



## Visual Business Milestones

Celebrate your business's milestones in visible ways. For ex., Interparts painted their windows for their 32nd business anniversary! This is a great way to tell their story and convey their reliability in the community.



## Route 66 Decoration Theme

Decorate the interior and exterior with Route 66 themed art, photography, or artifacts! Neutral or unused space, like bay doors, can be transformed with colorful vinyl wraps of Route 66 icons, murals, or photos. This creates a more pleasant and interesting space for your customers.

## ROUTE 66 CURB APPEAL

# Mother Road Motorsports

Location: 2208 Southwest Blvd.

Motorcycle Sales & Service



## MOTHER ROAD MOTORSPORTS

# Lessons to Learn



## Tie into the Route 66 Brand

Incorporate Route 66 into your brand in meaningful ways. Mother Road Motorsports did this in two ways: through their business name and by including a Route 66 shield in their logo.



## Utilize Patriotic Colors & Classic Route 66 Iconography

Many international travelers associate Route 66 with freedom and the promise of America. The red, white & blue Route 66 Shield creates a visual focal point for the front of their building.



## Repurpose Underutilized Space

The area in front of Mother Road Motorsports is a large sidewalk and walkway. Instead of a giant walkway, MRM uses the space as a “sidewalk showroom” that catches your attention as you drive by.



## Collaborate with your District/Area

Mother Road Motorsports is a part of Tulsa Route 66 Main Street. Outside their shop, is a cement Route 66 planter with colorful flowers and other seasonal plants that they help to maintain. In the planter, there is a banner for the Main Street which ties their area into the overall district-wide brand.



ROUTE 66 CURB APPEAL

# Bud's Tire & Wheel

*Notable Example beyond Tulsa*

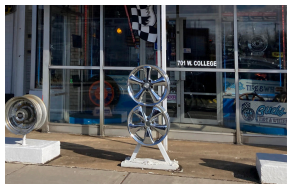
Location: Springfield, MO  
Auto Repairs & Sales





## BUD'S TIRE AND WHEEL

# Lessons to Learn



## Embrace Automotive Kitsch

Create automotive art and décor from automotive/motorcycle parts. Bud's Tire & Wheel has several sculptures made out of tire wheels strategically placed around their property.



## Participate in Route 66 Events

Springfield is home to the Birthplace of Route 66 Festival and Bud's Wheel & Tire participates in a fun way. They invite loyal customers to watch the parade in the parking lot. They have a branded Route 66 cornhole game, selfie spot, and food during their parade tailgate.



## Route 66 Themed Merchandise

Carrying Route 66 themed merchandise, sodas, or other items for your customers and travelers is a revenue-generating way to engage with the Mother Road.

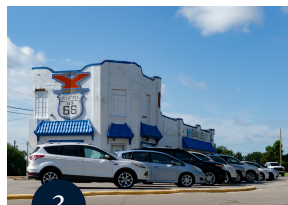
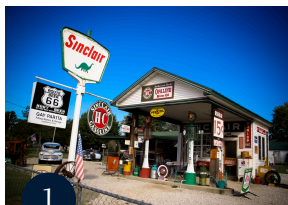


## Eye-Catching Murals

Bud's Wheel & Tire's murals are striking as you drive by. They have large murals on large walls, bay doors, storage units, and even their windows! These murals transform otherwise neutral surfaces into something special.

## ROUTE 66 CURB APPEAL

# Examples Beyond Tulsa



1. Gary's Gay Parita Station, Paris Springs, Missouri
2. Sprague Super Service, Normal, Illinois
3. Y Service Station & Used Car Sales, Clinton, Oklahoma

## How to Increase your Curb Appeal

- Add or improve signage.
- Repair sidewalk and steps to your business.
- Clean your building's exterior regularly and touch up any paint.
- Use landscaping to create an inviting atmosphere and introduce color.
- Add light fixtures to make your business more visible and to increase the safety of your property.

## ROUTE 66 CURB APPEAL

- Improve accessibility to your business. This is an excellent way to stand out from your competitors, especially if they don't make similar accommodations.
- Utilize unused space as a sidewalk or parking lot "showroom."
- Perform regular maintenance to your customer parking lot.
- Decorate your exterior with seasonal décor (like holiday lights, pumpkins, flags, etc.)
- Create window displays that tie into seasonal décor or your business's specials or deals.



# Adaptive Reuse

**Def.** Adaptive reuse is the “renovation and reuse of pre-existing structures (such as warehouses or garages) for new purposes.”

Route 66 is an attractive opportunity for entrepreneurs and small businesses looking to scale and grow.

Property owners can expand their prospective tenants and lessees by reimagining spaces that previously housed only auto-centric businesses through adaptive reuse.

For some properties, adaptive reuse is very simple and for others, adaptive reuse could mean a larger investment and improvement overall.

This guide provides you with some excellent local and regional examples of adaptive reuse on Route 66.



Source: Merriam-Webster



ADAPTIVE REUSE

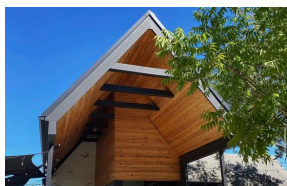
# 473 Bar & Backyard

Location: 2224 E. Admiral Blvd.  
 Adaptive reuse of a 1929 Phillips 66 Service Station  
 New Use: Bar and Entertainment Venue



## 473 BAR &amp; BACKYARD

# Lessons to Learn



## New Structures Match the Old

473 built new structures to serve its customers better. The new structures pay homage to the historic station while still being modern and fresh.



## Décor Tied to Architectural Style

Small details contribute in a big way to creating a unique atmosphere. 473 created bird houses to look like miniature versions of their building and placed them around their property.



## Utilize Xeriscaping

Xeriscaping is landscaping that reduces or eliminates the need for irrigation by planting drought-tolerant plants and trees. 473 uses this type of landscaping in several areas.



## Tie into your District/Neighborhood

The historic Phillips 66 Station was built in a cottage style to blend into neighborhoods. 473 continues this philosophy by intentionally designing to fit into the neighborhood that surrounds it on two sides. Landscaping, twinkle lights, and lawn furniture around the bar create a backyard atmosphere.



ADAPTIVE REUSE

# Buck Atom's Cosmic Curios

Location: 1347 E. 11th St.

Adaptive reuse of a 1950s PEMCO Gas Station

New Use: Retail & Souvenir Shop and Roadside Attraction



## BUCK ATOM'S COSMIC CURIOS

# Lessons to Learn



## Subleasing Underutilized Space

Use underutilized space by subleasing it to businesses who will compliment or attract more customers for your business. For ex., Buck's subleases to a food truck and an ice cream stand.



## Lean into Route 66 Kitsch

Create one (or many) selfie spots with murals, statues, sculptures, or your very own muffler man! Embrace the beloved kitsch of Route 66 while making it your own!



## Create Reasons & Spaces to Linger

Buck's is a spot where you spend time because of all of the reasons customers have to linger: branded benches for seating, several selfie spots to snap photos, and a guest book to sign, and a place to get Route 66 passports stamped.



## Host Pop Ups & Events

To attract new and different customers to your business, host your own pop ups and events. This also helps your space feel more dynamic.

## ADAPTIVE REUSE

# Decopolis, Sky Gallery, Transcendent Tulsa, & Red Light Chicken

Location: 1401 E. 11th St.

Adaptive reuse of a 1920s Transmission Shop

New Uses: Retail, Restaurant, Spa, and Art Gallery Spaces



DECOPOLIS, SKY GALLERY, TRANSCENDENT TULSA & RED LIGHT CHICKEN

# Lessons to Learn



## Reimagine Large Properties

Repurpose large commercial spaces and properties into smaller retail and restaurant spaces. This 1920s transmission shop once housed a single business and now houses four separate businesses and a mini Art Deco Museum.



## Install Multiple Levels of Lighting

Increase your visibility to customers, enhance safety, and decrease vandalism by installing multiple levels of lighting on your building and/or property.



## Utilize Built In Overhangs & Awnings

Utilize built in overhangs and awnings as a space for pedestrian and customer amenities, like benches, trash cans, flowers, and outdoor patio dining. It's also a great space for pop ups and events!



## Create Permanent Photo Booth

Use your building exterior's built in features or negative space to your advantage by creating a permanent photo booth.

ADAPTIVE REUSE

# Examples Beyond Tulsa

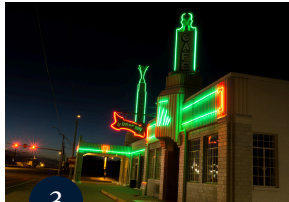
As Retail...



1



2



3



4

1. Cars on the Route, Galena, Kansas
2. Gearhead Curios, Galena, Kansas
3. The Tower Station, Shamrock, Texas
4. Cools Springs Service Station, Cool Springs, Arizona

As Restaurants...



1



2

1. Weir on 66, Cuba, Missouri
2. Dairy King, Commerce, Oklahoma



## ADAPTIVE REUSE

# Examples Beyond Tulsa

As museums or Route 66 Interpretive Centers...



1. West End Service Station, Edwardsville, Illinois
2. Seaba Station Motorcycle Museum, Warwick, Oklahoma
3. Pete's Gas Station Museum, Williams, Arizona
4. Cools Springs Service Station, Cool Springs, Arizona
5. Rancho Cucamonga Service Station, Rancho Cucamonga, California



## ADAPTIVE REUSE

# Brownfields

As defined by the Environmental Protection Agency, a brownfield is “a property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant.”

Many auto-centric businesses who wish to reimagine the use of their property (as retail, a restaurant, etc.) will likely need conduct a brownfield assessment.

**Resources:**

- Partner Tulsa
- Environmental Protection Agency (or EPA)
- Oklahoma Corporation Commission
- Oklahoma Department of Environmental Quality (DEQ)



## ADAPTIVE REUSE - BROWNFIELDS

# Resources & Funding

## Grants & Funding for Brownfields

Grants and funding are available for:

- **Assessment** (to assess sites and the cleanup needed)
- **Cleanup** (to cleanup the site and other related activities)
- **Job Training** (to provide environmental training for those impacted by sites)
- **Revolving Loan Fund** (a loan to fund cleanup and redevelopment)

## Grants Offered Through:

- PartnerTulsa ([partnertulsa.org/doing-business/commercial-developers/help-for-broken-real-estate/](http://partnertulsa.org/doing-business/commercial-developers/help-for-broken-real-estate/))
- EPA ([epa.gov/brownfields/grants-and-funding](http://epa.gov/brownfields/grants-and-funding))
- DEQ ([deq.ok.gov/land-protection-division/cleanup-redevelopment/brownfields/brownfields-revolving-loan-fund-2](http://deq.ok.gov/land-protection-division/cleanup-redevelopment/brownfields/brownfields-revolving-loan-fund-2))
- OCC ([oklahoma.gov/occ/divisions/oil-gas/brownfields.html](http://oklahoma.gov/occ/divisions/oil-gas/brownfields.html))

## Additional Information, Toolkits, & Resources

### On Cleaning up Gas Stations:

[oklahoma.gov/occ/divisions/oil-gas/pollution-abatement-department/brownfields.html](http://oklahoma.gov/occ/divisions/oil-gas/pollution-abatement-department/brownfields.html)

### On Underground Storage Tanks:

Covers regulations, testing requirements, remediation, and safety when dealing with fuel tanks in detail. (While this resource is provided by the EPA, underground storage tanks are regulated by the Oklahoma Corporation Commission.)

<https://www.epa.gov/ust>

### For Technical Assistance for Tulsa Brownfields:

Partner Tulsa ([partnertulsa.org/doing-business/commercial-developers/help-for-broken-real-estate/](http://partnertulsa.org/doing-business/commercial-developers/help-for-broken-real-estate/))

OFF THE ROUTE CASE STUDY: REEDER'S AUTO & TIRE CENTER

# Local Appeal Drives Local Traffic

While off of Route 66 by roughly a mile, local Tulsa gas, convenience, and service station Reeder's has capitalized on local appeal. In addition to some national brands and goods, they carry locally sourced and made sodas, snacks, candies, and pre-packaged foods.

By working with local food entrepreneurs and businesses, their gas station offers something unique that you can't get anywhere else in Tulsa.

Not only does this drive more local traffic to their station, but travelers seeking an authentic experience will be attracted to the local flavors that they carry.



## CONCLUSION

# Keep Your Business Kickin' on 66

We hope this guide has provided you with ideas, inspiration, and resources. As an auto-centric business located on Route 66 in Tulsa, you are part of a unique history and tradition.

**Tulsa Route 66 Commission:**

Reach out to us about one of our many grant programs, business workshops, or other Route 66 guides. ([Route66@cityoftulsa.org](mailto:Route66@cityoftulsa.org))

**Learn More about Examples in this Guide:**

<https://www.route66roadtrip.com/route-66-service-stations.htm>



# Appendix

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## QUESTIONS?

For more information,  
please contact:

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## GOAL

July 1, 2023

The City of Tulsa wants to encourage the use of neon along Route 66 by relaxing certain sign regulations in the zoning code. Neon signs give Route 66 a unique identity, enhance the attractiveness of the corridor, allow more creativity from our business owners, and encourage cultural tourism.

The zoning code regulates the size, location, and type of illumination of signs across the city, and some of these requirements prevent new signs that resemble the types of signs typically found along Route 66.

## HOW IT WORKS

The overlay will make it easier for businesses and property owners to install certain types of signs along the Route 66 corridor.

If a proposed sign includes at least a specific amount of neon features, the sign can:

1. BE TALLER
2. BE LARGER
3. PROJECT INTO THE PUBLIC RIGHT-OF-WAY IN CERTAIN CIRCUMSTANCES
4. INCLUDE MOVEMENT OR FLASHING OF THE NEON ELEMENTS

Properties are still subject to underlying zoning requirements, so the overlay does not permit signage in areas where signage would not have been allowed otherwise.

## WHO IS AFFECTED?

The current proposal applies the overlay to any properties within 300' on either side of the corridor.

At certain major intersections, that depth will increase to include properties within 600' of either side of the corridor.

The proposed overlay would not require anything new from property owners, nor would it reduce the currently permitted uses of the property. The option to utilize the overlay would be strictly voluntary.

## THE ROUTE

Generally, the corridor follows historic Route 66 through Tulsa, excluding downtown. Southwest Boulevard, 11th Street, and a large portion of Admiral would be included.

There is a map of the corridor on the back side of this flier.

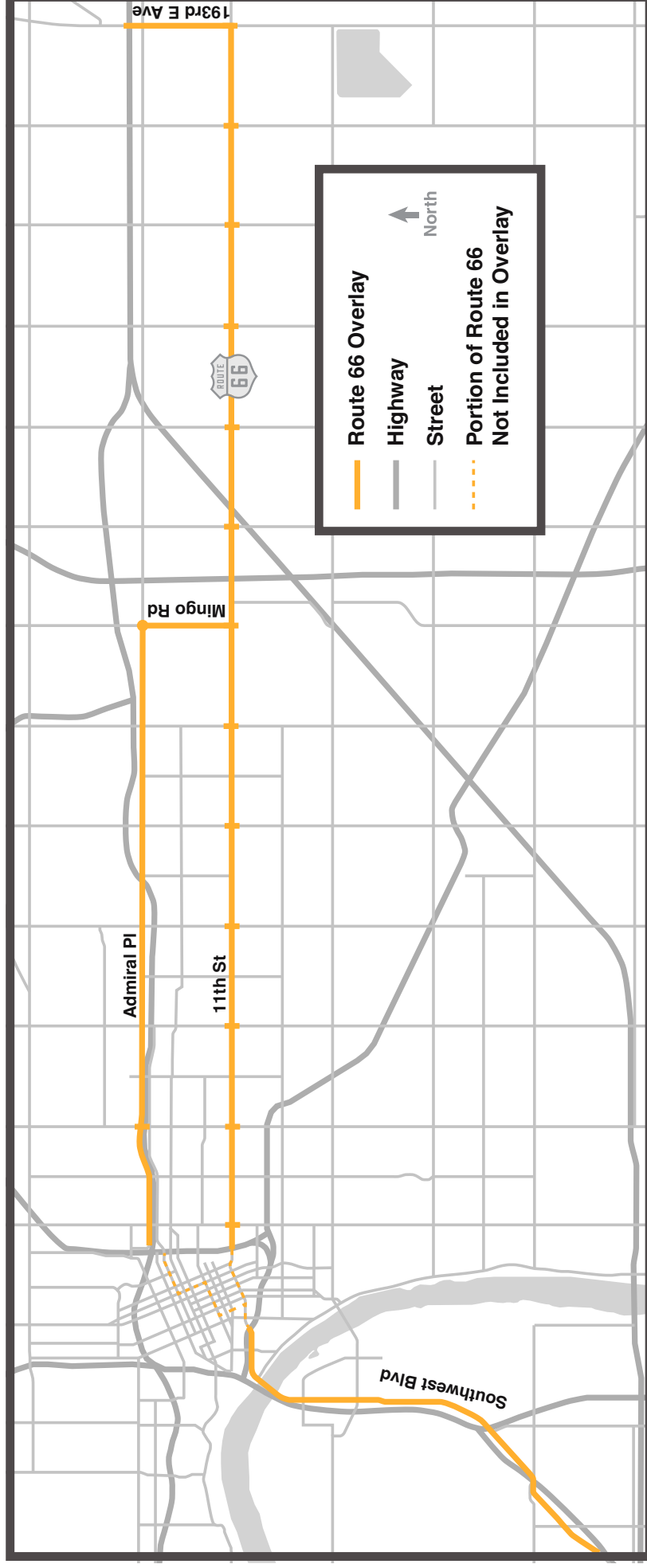


**VISION**  
**TULSA**





# • OVERLAY ZONING DISTRICT •



**VISION**  
TULSA



# Route 66 Downtown Alignment

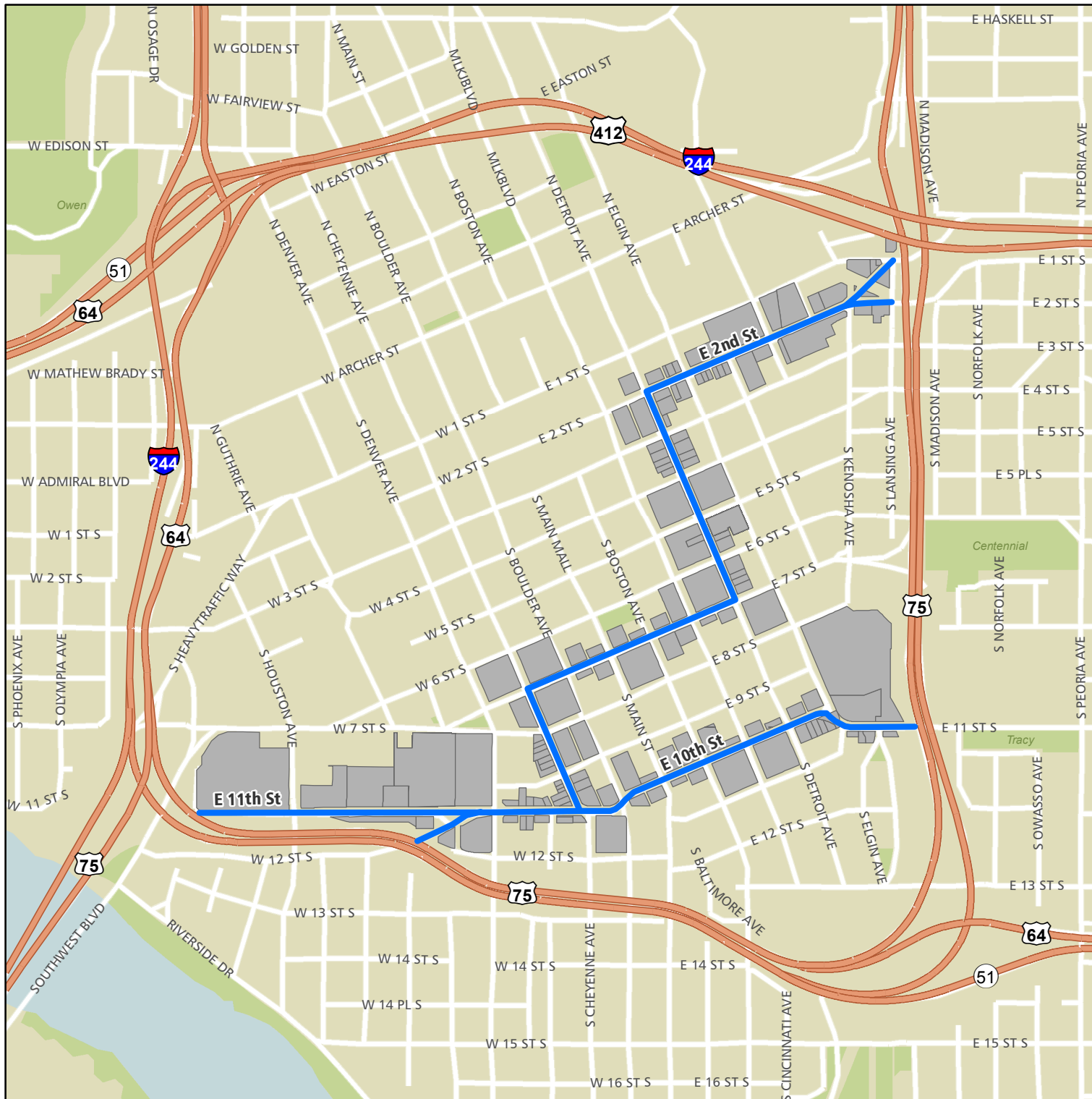
## Legend

- Route 66 Alignment
- Adjacent Parcels



0 500 1,000 2,000  
Feet

Prepared by INCOG 8/9/2019



# ••• NEON SIGN GRANT PROCESS & TERMS •••

Route 66 Commission  
Preservation & Design Committee

July 1, 2024

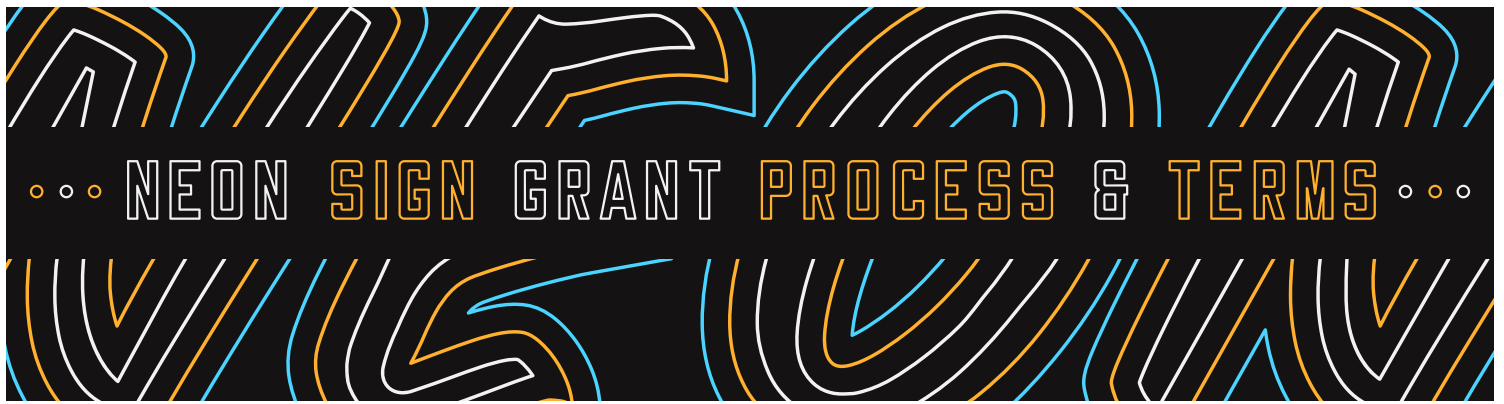
## BY EXECUTIVE ORDER, THE ROUTE 66 COMMISSION WAS FORMED TO ADVOCATE FOR HERITAGE TOURISM AND HISTORIC PRESERVATION ALONG ROUTE 66.

**One Goal:** Encourage quality and consistency of a historically thematic feature (neon) through a Neon Sign Grant Program for property or business owners to install signage containing not less than 25% neon as determined in Ordinance 23933 establishing an overlay zoning district: "Route 66 Overlay" and in the Tulsa Zoning Code Chapter 60.130 A and B including figures 60-2, 60-3 and 60-4.

**Please note:** Prioritizing the grant opportunity for as many unique businesses as possible will result in a higher rate of business participation and greater diversity. Spreading neon signs to a higher percentage of Route 66 corridor businesses creates greater branding along the Route. To meet these priorities, only one application from each unique business will be considered. If awarded, that business may apply for another grant for an additional sign one year from the date of the signed grant award. Preference will be given to first-time applicants.

**Also:** Downtown business and property owners may apply for the grant, however, overlay zoning is not currently allowed within the central business district. Therefore, special provisions of the Overlay District are not available to downtown grantees and rules such as sign size and placement revert to the requirements of the underlying zoning. Other grant eligibilities and processes remain in effect for downtown applicants.





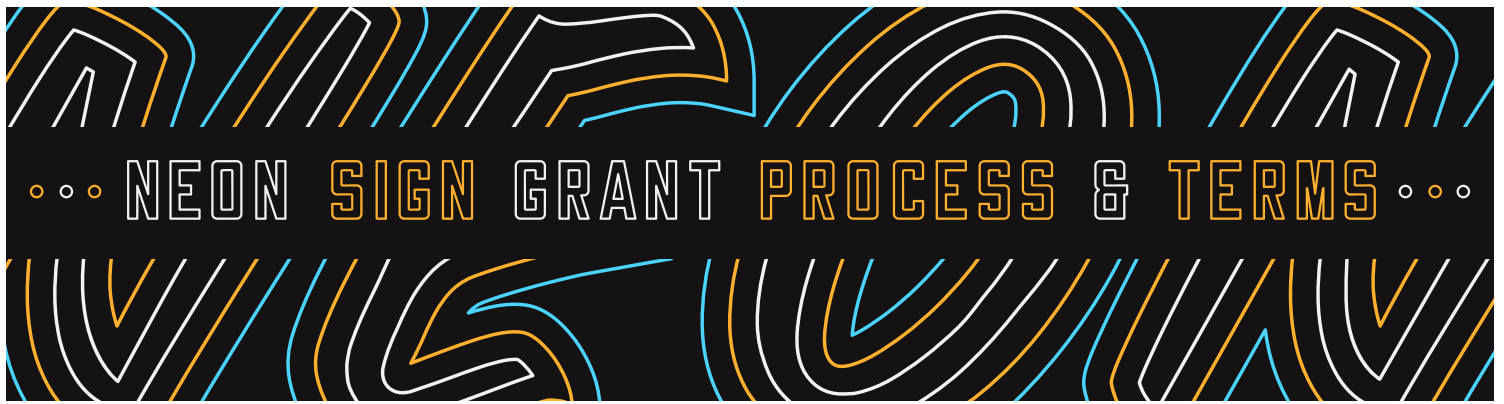
## ELIGIBILITY GUIDELINES

- Signs must be either an Exterior Free-Standing Sign (Permanent, Fixed Structure, for example a Pole Sign or Monument Sign) Exterior Wall Sign (Permanent, Fixed Structure), Projecting Sign, or Roof Sign. Signs may be restored signs or new signs.
- Signs must adhere to the City's Sign Ordinance and Route 66 Overlay provisions.
- The intent of this project is to create a neon corridor along Route 66 with historic and historically-inspired signage that uses at least 25% exposed (external) neon (or LED) tubing as the primary element of the design. Neon is the preferred medium. Eligible signs shall use external neon or LED tubing to illuminate the primary design element(s), such as business name, logo, icons or other design elements. Neon / LED borders are encouraged but not as the primary neon or LED for the sign. Signs with only neon / LED borders will not be considered.
- Property must be at least partially located within the boundaries of the Route 66 Ordinance Overlay. If property is only partially located within the overlay, the sign must be located on the portion of the property and/or building that is within the overlay to be eligible for the Route 66 Overlay incentives.
- Applicant(s) must be the property owner(s) or commercial lessee(s). If a lessee, the Application must include the property owner(s) signature on the Application.
- Property must be zoned for commercial or industrial use and used for commercial or industrial purposes.
- Property must NOT have any outstanding judgment liens, code violations, and/or delinquent ad valorem property taxes.
- A three-year sign warranty must be included in the contract between Applicant and Sign Contractor.
- Eligible expenses include, the sign construction, city permit fees and installation; but do NOT include providing electricity from the power source to the sign or professional consultant design services.
- Any proposed sign that protrudes into the right-of-way, except as outlined by the provisions of the Overlay District, still requires a separate License Agreement.

## PROJECT COMMENCEMENT AND COMPLETION

- Project must not commence until the Application has been approved by the Mayor as evidenced by a signed contract and a Notice to Proceed has been issued to the Applicant by the City of Tulsa Project Manager.
- The City is not responsible for any of the Applicant's costs prior to the final approval of the Application, including preparation of the application, design or any other cost incurred regardless of whether the Application is submitted, accepted or rejected.
- The project must be completed and final documentation for payment of the grant amount submitted to the City within six (6) months from the date the grant agreement is fully executed.





## APPLICANT MATCH

- The Applicant must provide not less than 50% of the eligible cost of the sign. The City's matching contribution will be 50% of the applicant's eligible cost of the sign but not to exceed \$10,000. Grant check to be remitted to Applicant upon approved completion of project as detailed below.

## THE GRANT APPLICATION WILL BE PROCESSED AS OUTLINED BELOW:

- If the Application has a signed Preliminary Recommendation to move forward by the Review Committee, the Applicant submits appropriate construction plans and Sign Permit Form to the City of Tulsa Permit Department with the Sign Contractor clearly identified. Sign Contractor documents should include calculations used to determine that the sign contains required 25% area of neon and warranty information.
- Following Sign Permit approval, the Applicant submits copy of Sign Permit and 100% complete construction documents including but not limited to a final cost estimate to the Review Committee for review and final grant recommendation to the Route 66 Commission.
- Applicant will furnish: (1) Applicant's city sales tax I. D. number, (2) completed W-9 for Applicant (3) Supplier Registration Form.
- The Route 66 Commission makes a final recommendation to the Mayor. Upon Mayor's approval, a contract for the grant will be executed by the applicant and Mayor for the grant amount and a Contract Number will be assigned.
- Applicant receives: "Notice to Proceed" from City of Tulsa Project Manager (no work should begin prior to Notice to Proceed).
- Applicant's Sign Contractor completes sign in accordance with approved permitted construction documents.
- Upon completion and approval by the Project Manager of all work, the Applicant submits (1) receipt from the Sign Contractor of paid eligible project cost payment with zero balance indicated and (2) an invoice to the City of Tulsa for the grant amount appearing in the grant contract. This documentation must be submitted within six (6) months from the date the grant agreement is fully executed. The Contract Number must appear on all Applicant invoices. City of Tulsa has no obligation above the awarded grant amount. The Mayor approves payment of the grant funding.

## BY SUBMITTING ITS APPLICATION, APPLICANT UNDERSTANDS AND AGREES

- Applicant is not entitled to receive any grant funds unless and until the Mayor approves the expenditure following proper completion of the sign and submission of all required documentation. Funding is also contingent upon the availability of Vision Tulsa funds allocated for this purpose.
- Applicant agrees to maintain the sign in good condition and proper working order after installation.







## ... NEON SIGN GRANT PROCESS & TERMS ...

- Applicant agrees the sign will not be removed or relocated within a three-year period. If the sign is removed or relocated to a location outside the Route 66 Overlay area within a three-year period, Applicant agrees to refund to City the percentage of the grant funding it received Applicant received as determined by the following calculation: the sum of 1095 minus the number of days the sign was maintained at its approved location divided by 1095.
- Applicant received as determined by the following calculation: the sum of 1095 minus the number of days the sign was maintained at its approved location divided by 1095.
- Applicant's rights and obligations may not be assigned without the City's prior written consent.
- Applicant agrees to comply with all applicable laws regarding equal employment opportunity and nondiscrimination.
- Applicant shall defend and indemnify the City against all claims, including legal fees and costs, resulting from or related to the sign.

**FOR QUESTIONS, PLEASE CONTACT THE PERSON BELOW. TO SUBMIT THE APPLICATION AND SUPPORTING DOCUMENTS, PLEASE SUBMIT TO OR CONTACT AUTUMN TILLER.**

**Autumn Tiller, Planner**

City of Tulsa Planning Office

175 E. 2nd St. Suite 480

Tulsa, OK 74103

[astiller@cityoftulsa.org](mailto:astiller@cityoftulsa.org) | (918) 596-7629





# ROUTE 66 COMMISSION NEON SIGN GRANT APPLICATION

Grant Program for Neon Sign Installation  
Grant Request for Approved Expenses



## PROJECT INFORMATION *(Please Print)*

Revised March 9, 2021

Business Name:	
Neon Sign Description: (Attach if needed)	Sign Information:
	Attach preliminary site plan, sign drawing, cost estimate and calculation for percentage of NEON (LED) tubing
Project Amount:	Grant Request: (Exclude consulting fees and professional service fees)

## SUBJECT PROPERTY ADDRESS *(Please Print)*

Street Address:		
City:	State:	Zip:

## LEGAL DESCRIPTION OF PROPERTY *(Please Print)*

LOT: (Attached if needed)	Block:	Addition

## BUSINESS OWNER INFORMATION *(Please Print)*

First Name:		Last Name:	
Business Name:		Street Address:	
City:	State:	Zip:	
Primary Phone:	Alternative Phone:	E-Mail:	

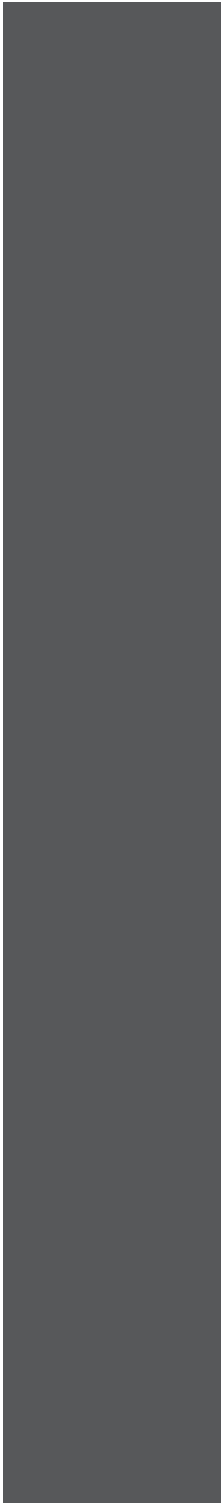
## PROPERTY OWNER INFORMATION *(Please Print)*

First Name:		Last Name:	
Mailing Address:			
City:	State:	Zip:	
Phone:	Fax:	E-Mail:	

The project property is within City of Tulsa and approved Route 66 Alignment: YES: ☐ NO: ☐

COMPLETE BACK SIDE ↴





STATEMENT OF INTENT TO PARTICIPATE:

I, \_\_\_\_\_, certify that I am the owner of the property/I, \_\_\_\_\_ am the business owner noted on the previous page. It is my intent to participate in the NEON SIGN GRANT program for neon sign installed in conformity with the concept recommended by the Tulsa Route 66 Commission Design & Preservation Committee and according to approved and permitted construction plans. Proof of completion as approved and paid invoices will be submitted to City of Tulsa for final approval and appropriate reimbursement based on cost share split of 50% grant and 50% property owner; a maximum of \$10,000.00 excluding service and professional fees.

Property Owner: Signature and Date (Notarize Below):

Business Owner: Signature/Date (Notarized)

STATE OF OKLAHOMA )

COUNTY OF TULSA )

Before me, Notary Public in and for said county and state, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared \_\_\_\_\_, to me known to be the identical person who subscribed the name of the signee to the foregoing instrument as its and acknowledged to me that they executed the same as free and voluntary act and deed, for the uses and purposes therein set forth. My commission expires:

PRELIMINARY REC.: RT. 66 REVIEW COMMITTEE

Signature

Date

OFFICE USE ONLY		
Date:	Contract No:	Route 66 Commission Chair Approval:



# ROUTE 66 COMMISSION NEON SIGN GRANT APPLICATION

Grant Program for Neon Sign Installation  
Grant Request for Approved Expenses



## PROJECT INFORMATION *(Please Print)*

Revised March 9, 2021

Business Name:	
Neon Sign Description: (Attach if needed)	Sign Information:
	Attach preliminary site plan, sign drawing, cost estimate and calculation for percentage of NEON (LED) tubing
Project Amount:	Grant Request: (Exclude consulting fees and professional service fees)

## SUBJECT PROPERTY ADDRESS *(Please Print)*

Street Address:		
City:	State:	Zip:

## LEGAL DESCRIPTION OF PROPERTY *(Please Print)*

LOT: (Attached if needed)	Block:	Addition

## BUSINESS OWNER INFORMATION *(Please Print)*

First Name:		Last Name:	
Business Name:		Street Address:	
City:	State:	Zip:	
Primary Phone:	Alternative Phone:	E-Mail:	

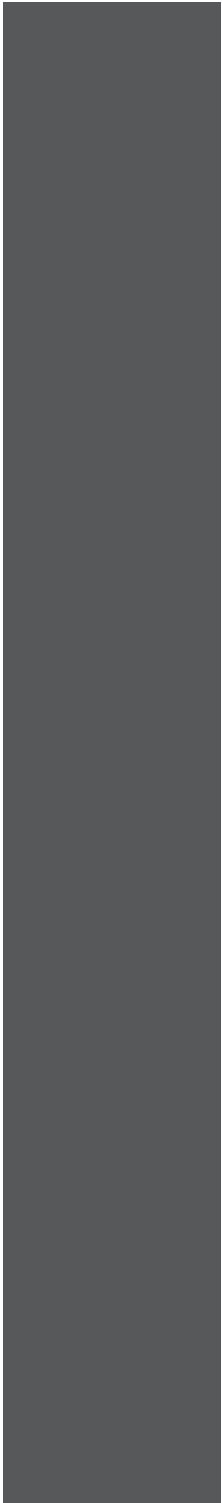
## PROPERTY OWNER INFORMATION *(Please Print)*

First Name:		Last Name:	
Mailing Address:			
City:	State:	Zip:	
Phone:	Fax:	E-Mail:	

The project property is within City of Tulsa and approved Route 66 Alignment: YES: ☐ NO: ☐

**COMPLETE BACK SIDE** ↴





# STATEMENT OF INTENT TO PARTICIPATE:

I, \_\_\_\_\_, certify that I am the owner of the property/I, \_\_\_\_\_ am the business owner noted on the previous page. It is my intent to participate in the NEON SIGN GRANT program for neon sign installed in conformity with the concept recommended by the Tulsa Route 66 Commission Design & Preservation Committee and according to approved and permitted construction plans. Proof of completion as approved and paid invoices will be submitted to City of Tulsa for final approval and appropriate reimbursement based on cost share split of 50% grant and 50% property owner; a maximum of \$10,000.00 excluding service and professional fees.

\_\_\_\_\_  
Property Owner: Signature and Date (Notarize Below):

\_\_\_\_\_  
Business Owner: Signature/Date (Notarized)

STATE OF OKLAHOMA )  
COUNTY OF TULSA )

Before me, Notary Public in and for said county and state, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared \_\_\_\_\_, to me known to be the identical person who subscribed the name of the signee to the foregoing instrument as its and acknowledged to me that they executed the same as free and voluntary act and deed, for the uses and purposes therein set forth. My commission expires:

## PRELIMINARY REC.: RT. 66 REVIEW COMMITTEE

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

OFFICE USE ONLY		
Date:	Contract No:	Route 66 Commission Chair Approval:





# FAÇADE GRANT POLICY, PROCESS AND TERMS

Route 66 Commission  
Preservation & Design Committee

July 1, 2024

**By Executive order**, the Tulsa Route 66 Commission was formed to advocate for heritage tourism and historic preservation along Tulsa's Historic Route 66.

## GRANT GOAL:

Encourage the preservation and rehabilitation of historically significant structures that were constructed prior to or between 1926 -1959 along Tulsa's recognized Route 66 alignments. This effort will result in a lasting community benefit of accurately restored architectural features that were first experienced during the height of the Route 66 era. The grant application will identify how the structure will be restored to its original historic design.

With the goals to preserve, rehabilitate, and adaptively repurpose historic properties, it is understood that future business occupancy of the structure may be different than the original type of business during the 1926-1959 era.

## GRANT OBJECTIVES:

Understanding that it can increase project costs to restore a building's original character, the Façade Grant Program is created to assist in funding elements of that increased cost to accomplish a public benefit for preserving and revitalizing structures to promote heritage tourism. The Commission will prioritize projects that improve the exterior appearance of the building through a grant for physical improvements that meet the objectives of the ***Secretary of Interior's Standards for Rehabilitation of Historic Properties*** described in Section XI.

## GRANTS:

Matching grants are awarded based upon meeting the goal and the project's Eligible Restoration Expenses. The minimum grant award is \$10,000.00 and the maximum grant award is \$40,000.00. Applicants must commit to maintaining the façade restoration for a minimum period of six-years from the project's time of completion.

## TULSA ROUTE 66 BOUNDARIES:

Tulsa has two recognized Route 66 boundaries. One is identified in Ordinance 23933 as a Zoning Overlay District, "Route 66 Overlay". Although the downtown alignments are not included in the Overlay District, recognized downtown alignments and identified abutting properties are eligible for the grant program. Provisions of the underlying zoning code within the Overlay District and on the Downtown alignments remain in effect. Properties within the Route 66 Overlay Zoning District may be identified by the blue dashed line in this zoning map link: <https://www.cityoftulsa.org/media/22656/rt-66-neon-overlay-flyer-082823.pdf>

For downtown eligible properties, see **Exhibit A** at the end of this document.





# FAÇADE GRANT POLICY, PROCESS AND TERMS

## I. ELIGIBLE STRUCTURES

- Structures located on alignments of Route 66 in the City of Tulsa identified in the Route 66 Ordinance Overlay District or the Downtown Route 66 Parcel Map shown in Exhibit A; and
- Structures built prior to or during the years of Route 66 significance (1926-1959); and
- Zoned for commercial, industrial, or mixed use. Residential structures are not eligible unless the structure is currently zoned commercial, industrial or mixed-use and currently or most recently occupied for commercial use; and
- The façade is primarily visible from the Route 66 public right-of-way.
- Multiple addresses for the same building may be considered as separate façades for grant purposes if owned separately or leased as separate businesses.
- The property must not have any outstanding judgement liens, code violations, delinquent ad valorem property taxes, or other outstanding regulatory violations.

## II. ELIGIBLE APPLICANTS

- Property owners of eligible structures.
- Business Lessees(s) of eligible structures with the property owner's signed consent.

## III. APPLICANT MATCH

- The Applicant must provide not less than 50% of the eligible cost of the improvements. The City's matching contribution will be 50% of the Applicant's eligible improvement costs but not less than \$10,000.00 and not to exceed \$40,000.00.



## FAÇADE GRANT POLICY, PROCESS AND TERMS

### IV. ELIGIBLE GRANT EXPENSES

The Tulsa Route 66 Façade Grant Program reimburses documented Eligible Restoration Expenses in a range between a minimum grant of \$10,000.00 and a maximum grant of \$40,000.00 to:

- Restore original façade elements.
- Replace historically accurate façade elements when the original does not exist.
- Restore original window systems.
- Replace historical window systems when the originals do not exist.
- Replace or repair the portion of the roof features if visually part of the historic façade. For example, a terra cotta tile feature that connects the façade to the roofline.
- Repair masonry.
- Repair historic external light or lighting fixtures. For example, lantern or sconce fixtures.
- Replace historic external light or lighting fixtures. For example, lantern or sconce fixtures.
- Remove non-historic elements or features.
- Sales Tax; and
- Building Permit Fees.

### V. OTHER ELIGIBILITY REQUIREMENTS

- Rehabilitation shall conform to the Secretary of Interior's Standards for all Treatment of Historic Properties, and applicable local ordinances.
- All permits including building, electrical, and plumbing must be submitted, as required.
- Project must not commence until approved by the Mayor as evidenced by a signed Grant Agreement contract and Notice to Proceed by the City of Tulsa project manager.
- The City is not responsible for any of the Applicant's costs prior to evidence of the signed Grant Agreement contract, including preparation of the application, design or other costs incurred regardless of whether the Application is submitted, approved, or rejected.
- The Applicant must provide all eligible cost quotes from and payments to vendors and present to the City paid vendor invoices with a zero-balance due for all eligible expenses. The City's contribution will be reimbursed as determined in the Application.
- Projects must be completed as outlined in the grant Application as an exhibit attached to the Grant Agreement contract in order to receive the grant reimbursement.
- Construction should begin within six to twelve months of grant approval.
- The Commission reserves the right, solely at its discretion, to require additional information prior to making a recommendation and/or refuse any Application or any grant, in whole or in part, for any reason.



## FAÇADE GRANT POLICY, PROCESS AND TERMS

### VI. INELIGIBLE RESTORATION GRANT EXPENSES

The following costs will not be eligible for the grant's reimbursable costs; they are outside of the grant program and are the sole responsibility of the Applicant:

- Acquisition of property.
- Reconstruction of non-extant structures.
- Labor by the Applicant or employees of the Applicant or property owner.
- Interior building materials, furnishings, plumbing, or electrical systems.
- Operating costs.
- Landscaping.
- New facility construction.
- Demolition of entire structures or historic elements (non-historic elements may be removed).
- Non-capital expenses or events.
- Phases of the project underway or completed at the time the Application is approved.

### VII. THE GRANT APPLICATION WILL BE PROCESSED AS OUTLINED BELOW:

- Prior to obtaining building permits, the Application and supporting documents are submitted for review and recommendation by the Review Committee to the Tulsa Route 66 Commission.
- The Tulsa Route 66 Commission may vote a provisional recommendation based upon the Applicant submitting appropriate final construction plans to the Permit Center and obtaining all required permits.
- Once permits are obtained, Applicant submits copies of (1) the permits and (2) final construction documents with concept illustrations and cost quotes to the City's Project Manager.
- Applicant will submit: (1) W-9 Form and (2) Supplier Registration Form.
- Application, supporting documents, and permits will be attached to the grant contract and routed for the Applicant's and the Mayor's signatures.
- Evidence of an approved Application and Grant Award is a contract executed by the Applicant and the Mayor for the grant amount.
- Applicant receives: "Notice to Proceed" from the City of Tulsa Project Manager (no work should begin prior to Notice to Proceed).
- Applicant completes the project in accordance with approved permitted construction documents.
- Upon completion and approval by the Project Manager for all work, the Applicant submits (1) copy of the final field inspector's report, (2) receipt from all contractors and vendors of paid eligible project cost payment with zero balance indicated and no liens, (3) a photo of the completed project, and (4) an invoice to the Project Manager with the Contract Number to the City of Tulsa for the grant amount appearing in the grant contract. The City of Tulsa has no obligation above the awarded grant amount.



## FAÇADE GRANT POLICY, PROCESS AND TERMS

### VIII. BY SUBMITTING ITS APPLICATION, APPLICANT UNDERSTANDS AND AGREES:

- Applicant is not entitled to be reimbursed grant funds per executed Grant Agreement until project completion per the signed agreement and submission of all required documentation.
- Applicant agrees to maintain the property in good condition and proper working order after project completion for a term of not less than six years.
- Applicant agrees that any historic elements restored, or any historically appropriate elements added will not be removed, obscured, or altered without City's consent within the six-year period. If these elements are removed, altered, or obscured within the six-year period, Applicant agrees to refund to the City the percentage of pro-rated grant funding of that line-item cost.
- Applicant's rights and obligations may not be assigned without the City's prior written consent.
- Applicants are encouraged to use local vendors when possible.

### IX. FOR QUESTIONS

For questions or to submit the Application and supporting documents, please contact or submit to the Project Manager:

**Autumn Tiller, Planner**

City of Tulsa Planning Office

175 E. 2nd St. Suite 480, Tulsa, OK 74103

(918) 596-7629

astiller@cityoftulsa.org

### X. FAQ

**How do I know my property is within the Route 66 Overlay District or in an eligible Downtown Parcel Map location?**

The Zoning Overlay District boundary highlighted by a dashed blue line can be found at:

<https://www.cityoftulsa.org/media/22656/rt-66-neon-overlay-flyer-082823.pdf>

A map for Downtown Parcel properties appears at the end of this document as Exhibit A.





## FAÇADE GRANT POLICY, PROCESS AND TERMS

### **What is a façade?**

For this grant's purpose, a façade is the front exterior of the building, especially the principal frontage that looks onto the primary street, Route 66. For this grant, an eligible façade must be primarily visible from the street's public right-of-way. Multiple addresses for the same building may be considered as separate façades for this grant's purpose, if applied for by separate building owners or lessees.

### **I need to repair the roof of my building. Is it an eligible grant expense?**

Although roofs are not eligible expenses, replacing or repairing the portion of the roofline features which are visually a part of the historic façade, for example, a terra cotta tile feature that connects the façade to the roofline, may be included as part of the Eligible Restoration Expenses.

### **What permits will I need?**

The type of permit required by the City of Tulsa will depend on your project's overall occupancy and construction elements. Obtain permits prior to beginning any construction or improvements. Permits that may be required include: commercial building, zoning clearance, certificate of occupancy, electrical and mechanical, plumbing, and right-of-way minor construction. For more information about obtaining a permit, or whether one is required, please contact the Building Permit Center (918) 596-9601.

A link to the Permit Center is: <https://www.cityoftulsa.org/permitting>

A link to the pamphlet guide for the commercial building permit process is:  
[https://www.cityoftulsa.org/media/1260/comm\\_090914.pdf](https://www.cityoftulsa.org/media/1260/comm_090914.pdf)

### **What's the process for applying and how long will it take?**

Applications will be reviewed by the Review Committee during its regular monthly meeting on the first Thursday of the month. However, complete applications and supporting documents must be turned into the Project Manager no less than two weeks prior to the meeting in order to be eligible for review. The Route 66 Commission meets on the second Tuesday of the month and makes recommendations to the Mayor. Once approved by the Mayor, as evidenced by a signed Grant Agreement Contract agreement, the Applicant will receive a "Notice to Proceed" from the Project Manager and may begin. Timing on these steps may vary based on the project and the permitting processes. See also details outlined in Section VI.

### **When will I receive grant funding?**

Grant funding will be reimbursed to the Applicant upon completion of the project as outlined above when the Project Manager signs off on the work; and the Applicant submits field inspection report(s), receipts from all contractor and vendors of paid eligible projects with zero balance attached to an invoice to the City of Tulsa for the contracted grant amount.



## FAÇADE GRANT POLICY, PROCESS AND TERMS

### XI. DOES THE PROJECT MEET THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION OF HISTORIC PROPERTIES?

1. The property shall either be used for its historic purpose or require minimal changes to retain/restore defining characteristics of the building, its site, and environment. Examples and further information are available at: [https://www.wbdg.org/FFC/NPS/nps\\_standards-treatment-guidelines-historic-properties\\_2017.pdf](https://www.wbdg.org/FFC/NPS/nps_standards-treatment-guidelines-historic-properties_2017.pdf) or in the table, "Entrances and Porches" below.\*
2. The historic character of the property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new features shall match the old in design, color, texture, and other visual qualities and, where possible, materials.
7. Chemical or physical treatment, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Exterior alterations or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with existing architectural features to protect the historic integrity of the property and its environment.

**\*With the goals to preserve, rehabilitate, and adaptively repurpose historic properties, it is understood that future business occupancy of the structure may be different than the original type of business during the 1926-1959 era.**



## FAÇADE GRANT POLICY, PROCESS AND TERMS

Example for Standard #1 above.

*The following work is highlighted to indicate that it is specific to **Rehabilitation** projects and should only be considered after the preservation concerns have been addressed.*

### ENTRANCES AND PORCHES

#### RECOMMENDED

#### NOT RECOMMENDED

##### Designing the Replacement for Missing Historic Features

Designing and installing a new entrance or porch when the historic feature is completely missing or has previously been replaced by one that is incompatible. It may be an accurate restoration based on documentary and physical evidence, but only when the historic entrance or porch to be replaced coexisted with the features currently on the building. Or, it may be a new design that is compatible with the size, scale, material, and color of the historic building.

Creating an inaccurate appearance because the replacement for the missing entrance or porch is based upon insufficient physical or historic documentation, is not a compatible design, or because the feature to be replaced did not coexist with the features currently on the building.

##### Alterations and Additions for a New Use

Enclosing historic porches on secondary elevations only, when required by a new use, in a manner that preserves the historic character of the building (e.g., using large sheets of glass and recessing the enclosure wall behind existing posts and balustrades).

Enclosing porches in a manner that results in a diminution or loss of historic character by using solid materials rather than clear glazing, or by placing the enclosure in front of, rather than behind, the historic features.

Designing and constructing additional entrances or porches on secondary elevations when required for the new use in a manner that preserves the historic character of the building (i.e., ensuring that the new entrance or porch is clearly subordinate to historic primary entrances or porches).

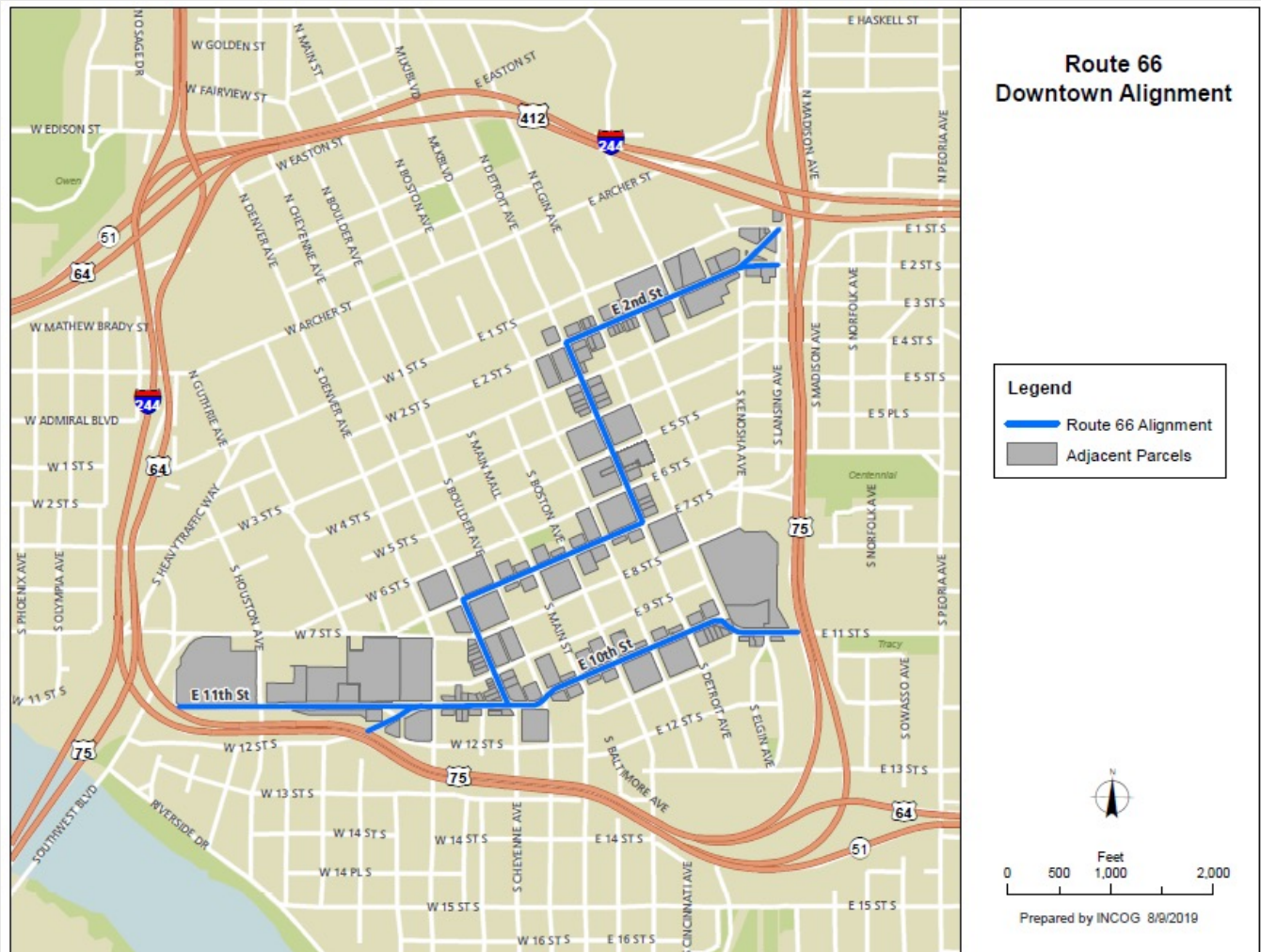
Constructing secondary or service entrances and porches that are incompatible in size and scale or detailing with the historic building or that obscure, damage, or destroy character-defining features.



# FAÇADE GRANT POLICY, PROCESS AND TERMS

## EXHIBIT A

### Downtown Route 66 Alignments Parcel Map





# ROUTE 66 FAÇADE GRANT PROGRAM APPLICATION

## PROJECT INFORMATION *(Please Print)*

Business/Organization Name:	
Project Amount:	Grant Request:
Brief Description of Project: (50 words)	

## SUBJECT PROPERTY ADDRESS *(Please Print)*

Street Address:		
City:	State:	Zip Code:

## LEGAL DESCRIPTION OF PROPERTY *(Please Print)*

Lot:	Block:	Addition:

## BUSINESS OWNER INFORMATION *(Please Print)*

First Name:	Last Name:	
Business Name:	Street Address:	
City:	State:	Zip Code:
Email:	Primary Phone:	Alt Phone:

## PROPERTY OWNER INFORMATION *(Please Print)*

First Name:	Last Name:	
Mailing Address:		
City:	State:	Zip Code:
Email:	Primary Phone:	Fax:



**VISION**  
TULSA

COMPLETE NEXT PAGE ↴





# ROUTE 66 FAÇADE GRANT PROGRAM APPLICATION

## PROJECT DETAILS

Describe the Project in Detail: *(use additional page if necessary)*

Explain how you will be implementing the Secretary of Interior's Standards for the Treatment of Historic Properties:



**VISION**  
TULSA

COMPLETE NEXT PAGE ↗



# ROUTE 66 FAÇADE GRANT PROGRAM APPLICATION

Explain what care will be taken to preserve and/or restore historic features:

Will you be removing any historic features? YES: ☐ NO: ☐ UNSURE: ☐

If you answered yes or unsure to the above question, please explain why and how.

Estimated Project Start Date:

Estimated Project Completion Date:

## ADDITIONAL MATERIALS NEEDED:

Please attach architectural designs and renderings of project to serve as "after." Include the extent of the project, including all materials, treatments, and colors.



**VISION**  
TULSA

COMPLETE NEXT PAGE ↴



# ROUTE 66 FAÇADE GRANT PROGRAM APPLICATION

## STATEMENT OF INTENT TO PARTICIPATE

I, \_\_\_\_\_ certify that I am owner of the property.

I, \_\_\_\_\_ certify that I am the business owner noted on the previous page. It is my intent to participate in the FAÇADE GRANT PROGRAM for the restoration of the façade in conformity with the concept recommended by Tulsa Route 66 Commission Design & Preservation Committee and according to the approved and permitted construction plans. Proof of completion as approved and paid invoices will be submitted to the City of Tulsa for final approval and appropriate reimbursement based on the contract grant amount; a maximum of \$40,000.00 excluding service and professional fees.

\_\_\_\_\_  
Property Owner Signature and Date

\_\_\_\_\_  
Business Owner Signature and Date

STATE OF OKLAHOMA     ]  
COUNTY OF TULSA     ]

Before me, Notary Public in and for said county and state, on this \_\_\_\_\_, day of \_\_\_\_\_ 20 \_\_\_\_\_, personally appeared \_\_\_\_\_ and \_\_\_\_\_ to me know to be identical person who subscribed the name of the signee to the foregoing instrument and acknowledged to me that they executed the same as free voluntary act and deed, for the use and purposes therein set forth. My commission expires \_\_\_\_\_.

### OFFICIAL USE ONLY

#### PRELIMINARY RECOMMENDATION: RT 66 REVIEW COMMITTEE

Preservation & Design Committee Signature:		Date:
Date:	Contract Number:	
Route 66 Commission Chair Signature:		Date:



**VISION**  
TULSA



May 2018

<http://www.okhistory.org/shpo/factsheets.htm>

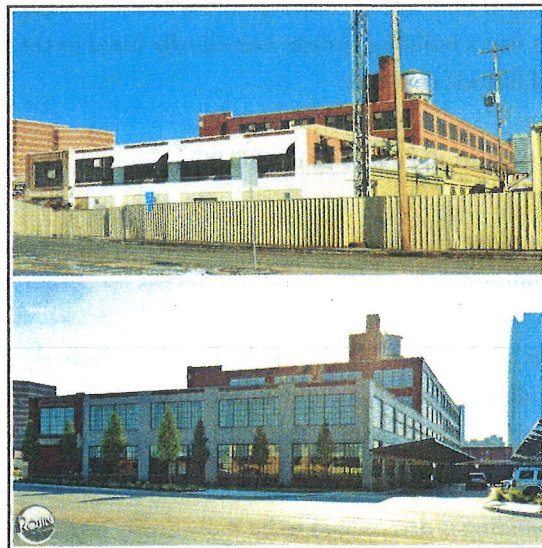
## FACT SHEET #3: INVESTMENT TAX CREDITS FOR REHABILITATION

Federal and Oklahoma state tax law currently provide incentives for the rehabilitation of historic and older buildings. These benefits encourage revitalization of historic districts as well as individual buildings. To qualify for the federal tax incentives, requirements of both the Internal Revenue Service (IRS) and the U.S. Department of the Interior, National Park Service (NPS), must be met. To qualify for the Oklahoma state tax incentives, projects must qualify for the federal tax credits. The State Historic Preservation Office (SHPO) participates in the determination that a building is a certified historic structure\* and the review of rehabilitation work and is the initial point of contact for applicants. The NPS is responsible for certifying historic structures and rehabilitation work. The Oklahoma Tax Commission (OTC) addresses taxpayer questions regarding the state tax return, state statutes, and OTC rules for using the state tax credits.

Property owners and developers are encouraged to consult the SHPO about the certification process before making any decisions or taking any actions regarding rehabilitation work. **(Warning: To qualify for the 20% tax credit for certified rehabilitation\* of a certified historic structure, the applicant must receive NPS written approval (preliminary certification) of the proposed rehabilitation before any construction work begins. Failure to do so, may jeopardize the tax credits for the entire project. Applicants who proceed with rehabilitation work prior to NPS preliminary certification do so at their own risk.)**



Bill White Chevrolet Complex, Tulsa, Tulsa County



OKC Ford Motor Company Assembly Plant,  
Oklahoma City, Oklahoma County

\* A certified historic structure is defined as a building that is individually listed in the National Register of Historic Places OR a building that is located in a registered historic district (a registered historic district is defined as any district listed in the National Register of Historic Places) listed in the National Register of Historic Places and certified by the NPS as contributing to the historic significance of that district. The structure must be a building. A state or local historic district may also qualify as a registered historic district if the district and the enabling statute are certified by the Secretary of the Interior. A certified rehabilitation is a rehabilitation project for which all work has been completed in accordance with the Secretary of the Interior's Standards for Rehabilitation and is certified by the NPS as such. The NPS conveys certification by signing off on the bottom of the "Historic Preservation Certification Application, Part 3," which the owner completes and transmits to the SHPO for submission to the NPS. A Part 3 application must be submitted in order to document the completion of the project seeking the 20% federal and the 20% state tax credit. If a taxpayer claims the credit without completing the Part 3 application process, the credit may be revoked by the IRS.





Sharp's Pawn Shop, Bartlesville, Washington County

### Value of the Rehabilitation Tax Credits

There are two levels of both the federal and state tax credits for rehabilitation of income-producing buildings. The amount of credit available to the taxpayer is 20% of Qualified Rehabilitation Expenditures (QRE).

The 20% credit is available for a certified rehabilitation of a certified historic structure. The certification process is outlined below.

### Certification of Historic Structures and Rehabilitation Work (20% Credit)

Following is a brief outline of the three-part certification process through the SHPO to NPS (36 CFR Part 67):

#### *Step 1: Historic Preservation Certification Application - Part 1*

Before the building is placed in service, owner completes the "Historic Preservation Certification Application - Part 1, Evaluation of Significance" (Form #10-168) to receive NPS certification that a building within a registered historic district is a certified historic structure (regardless of how it was classified in the original National Register of Historic Places nomination) or of an individual property that is not currently listed in the register. A Part 1 may also be required to confirm that a building already individually listed in the National Register still qualifies for the designation and thus is a certified historic structure.

Owner submits the Part 1 to the SHPO.

SHPO reviews the Part 1 within 30 days of receipt, requests additional information if needed, completes the NPS review sheet (indicating the SHPO's opinion on the building's National Register eligibility), and transmits the Part 1 to NPS.

NPS has 30 days from receipt of the Part 1 to notify the taxpayer of its decision on the Part 1. If the building is within a historic district, NPS will either confirm that the building is a contributing resource to the district and thus a certified historic structure or confirm that the building does not contribute to the district and is not a certified historic structure or issue a preliminary certification that the building is individually eligible for the National Register.

If the building is determined to be individually eligible on the basis of the Part 1, formal listing of the building in the National Register must occur within 30 months of the date the tax credits are claimed. The formal National Register listing process is separate from the Historic Preservation Certification Application process and is accomplished through the SHPO with the advice of the Oklahoma Historic Preservation Review Committee and final action by the Keeper of the Register, NPS (36 CFR Part 60). **WARNING:** The HPCA Part 1 must be approved by NPS before the construction work is completed. If it is not, then the property will not qualify for the tax credit program.

*Step 2: Historic Preservation Certification Application - Part 2*

Before rehabilitation work begins, owner completes "Historic Preservation Certification Application Part 2 – Description of Rehabilitation" (Form #10-168a) to receive preliminary certification of the proposed work from NPS. (A Part 2 may be filed after project work is under way or even completed, but the owner must have sound documentation of the building's condition before the work began. Failure of the work to meet the Secretary's Standards and other considerations under IRS regulations may result in ineligibility for the credits.)

Owner submits the completed Part 2 to the SHPO. (NOTE: In most cases, the owner has consulted with SHPO staff before submitting the Part 2.)

SHPO reviews an adequate and complete Part 2 within 30 days of receipt, completes the NPS review sheet (providing an opinion on the appropriateness of the proposed work), and transmits the Part 2 to NPS. SHPO may need to request additional information or revisions to proposed work, or make site visits (which could increase the time period for transmittal to NPS).

NPS has thirty (30) days to review the Part 2 and may request additional information from the owner, approve the Part 2 (preliminary certification), approve the Part 2 with conditions, or deny the Part 2.

Owner completes the rehabilitation project within 24 months or in phases with all work completed within 60 months of the approved Part 2.

Owner may determine that changes in the proposed work are necessary after receiving approval of the Part 2. If so, owner completes the "Historic Preservation Certification Application Continuation/Amendment Sheet" (Form #168b) and submits it to the SHPO for review and transmittal to NPS in the same manner as the original Part 2.

*Step 3: Historic Preservation Certification Application - Part 3*

Upon completion of the rehabilitation project, owner completes the "Historic Preservation Certification Application - Part 3, Request for Certification of Completed Work" (Form #10-168C) to obtain final project approval.

Owner submits the Part 3 to the SHPO.

SHPO, within 30 days of receipt of an adequate and complete Part 3, conducts an on-site inspection of the completed project, completes the NPS review sheet (indicating a recommendation about certification), and forwards the Part 3 to NPS.

NPS, within 30 days of receipt, will issue the final certification of completed work provided that all items were executed in accordance with the approved Part 2 and any subsequently approved amendments. (NOTE: If NPS denies a Part 3, owner has the right to appeal the decision in accordance with NPS regulations 36 CFR Part 67.)

Owners may begin claiming the tax credits on the basis of a Part 2. However, failure to obtain an approved Part 3 will result in recapture of any credits claimed.



If during the first five years following final certification owner determines additional rehabilitation work is needed, he must contact the SHPO for guidance in filing an amendment. Work done during this initial five year period that does not meet the Secretary's Standards may result in the recapture of the tax credits. Work done after the initial five year period is not subject to review.

**Additional Information:**

For general information about the rehabilitation tax credit program, see "SHPO Fact Sheet #14: Frequently Asked Questions about Tax Credits for Rehabilitation" at <http://www.okhistory.org/shpo/factsheets/fs14tax.pdf>.

For instructions about completing the Historic Preservation Certification application, review the SHPO's "Rehabilitating Historic Properties for the Federal Investment Tax Credits" at <https://www.nps.gov/tps/tax-incentives/taxdocs/hpca-instructions.pdf>.

For the complete list of Oklahoma's entries in the National Register of Historic Places, see *Oklahoma's National Register Handbook* at <http://www.okhistory.org/shpo/nrhandbook.htm>. These publications are available in print from the SHPO.



Photos clockwise from upper left: Bryan Hotel, Durant, Bryan County; Parkinson Building, Okmulgee, Okmulgee County; The 424, Oklahoma City, Oklahoma County; and Dale Hotel, Guymon, Texas County





## FACT SHEET #14: FREQUENTLY ASKED QUESTIONS ABOUT TAX CREDITS FOR REHABILITATION

Federal and Oklahoma state tax law currently provide attractive incentives for the rehabilitation of historic and older buildings. These special benefits encourage revitalization of historic districts as well as individual buildings. To qualify for the federal tax incentives, requirements of both the Internal Revenue Service and the U.S. Department of the Interior must be met. To qualify for the Oklahoma state tax incentives, projects must qualify for the federal tax credits. The State Historic Preservation Office (SHPO) participates in the review of proposed rehabilitation projects and is the initial point of contact for applicants. The U.S. Department of the Interior, National Park Service (NPS), is the agency responsible for certifying historic structures and rehabilitation work. Following are brief answers to frequently asked questions about eligibility for the credits, the application process, the standards that must be met in the rehabilitation work, how the numbers work, and where additional information can be obtained.

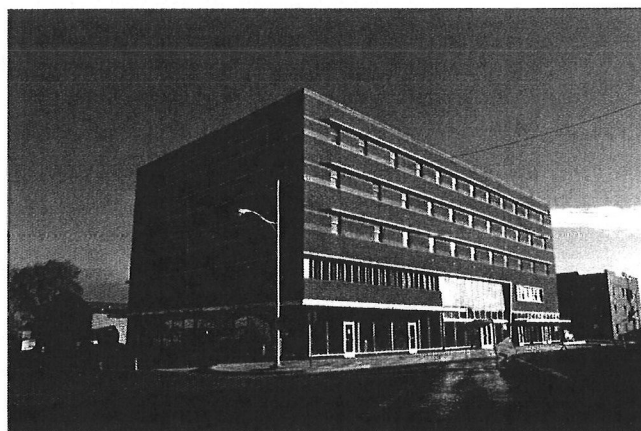
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Sharp's Pawn Shop, Bartlesville, Washington County



Dale Hotel, Guymon, Texas County

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## THE QUESTIONS ARE ANSWERED

### A. General Information about the Federal and State Rehabilitation Tax Credits

#### 1. Which federal and state statutes authorize the rehabilitation tax credits?

The federal tax credits are authorized under the Tax Reform Act of 1986 (Section 47 of Title 26 of the United States Code). The state tax credits are authorized under State Statute 68-2357.41.

#### 2. Which regulations and rules govern use of the federal and state tax credits?

The federal tax credits program is governed by two sets of regulations, including the Internal Revenue Service Code "Section 47, Rehabilitation Credit" and the U.S. Department of the Interior's "36 CFR Part 67 – Historic Preservation Certifications Pursuant to Section 48(G) and Section 170(H)" of the Internal Revenue Code of 1986. The state tax credits program is administered pursuant to Oklahoma Tax Commission Rules (Chapter 50, "Income") Section "710:50-15-108. Credit for qualified rehabilitation expenditures."

#### 3. How much are the tax credits worth?

There are two tiers of both the federal and the state tax credits. The first tier provides a 20% tax credit for the certified rehabilitation of a certified historic structure. The second tier provides a 10% tax credit for renovation of an older building that is not currently listed in the National Register of Historic Places either individually or as a contributing resource to a district. The value of the credit is either 20% or 10% of a project's qualified expenditures.

#### 4. What is a tax credit?

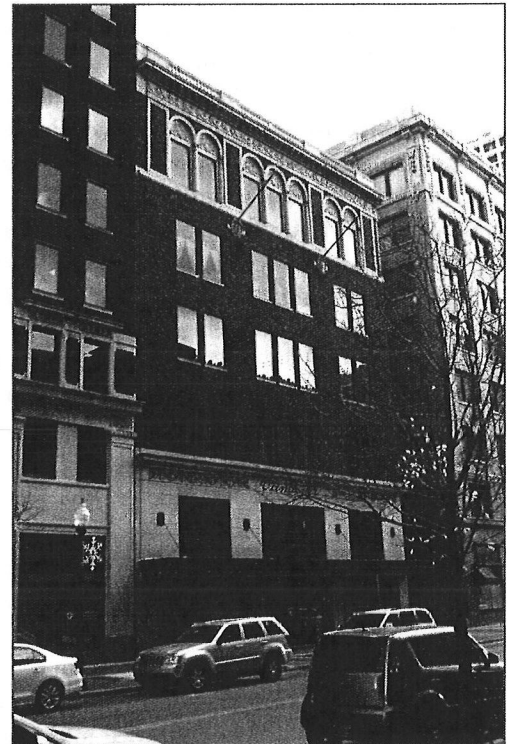
A tax credit reduces the taxpayers tax liability. That is, the amount of the credit is subtracted from the amount the taxpayer owes the IRS and the OTC. A credit differs from a deduction as the latter reduces taxable income rather than tax liability.

#### 5. Can I get tax credits for rehabilitation work to my historic home?

The IRS requires that the building be used for the generation of income. Historic homes are only eligible for the tax credits in as much as the home is used for an income producing purpose, for example, a rental property. If the historic home is the principal residence of the homeowner and not used as an income producing property, then the federal and state tax credits are not available to offset the cost of rehabilitation. If a portion of the building is used as the owner's principal residence and business, then the IRS or your professional tax advisor should be contacted for further guidance.

#### 6. Which Internal Revenue Service (IRS) and Oklahoma Tax Commission (OTC) forms are needed to attach to my tax returns to claim the rehabilitation tax credits?

For purposes of the federal tax return, you must attach IRS Form 3468 and may need to attach a copy of an approved "Historic Preservation Certification Application, Part 2 or Part 3" (as appropriate to the project). IRS Form 3468 is available on line at <http://www.irs.gov/pub/irs-pdf/f3468.pdf>. For purposes of the State tax return, you must attach OTC Form #511 CR which is available at <https://www.ok.gov/tax/documents/511CR-16.pdf>. You should verify that the form year is the same as the year for which your tax return is being prepared.



Vandever's Department Store, Tulsa, Tulsa County

**7. Are there special terms I should use that will improve my communication with the IRS, OTC, SHPO, and NPS?**

Yes. A quick and easy way to learn the critical terminology is to review the instructions provided with the Historic Preservation Certification Application, the NPS form used to obtain certification for the 20% tax credits. Additionally, you will find definitions of terms throughout this SHPO fact sheet and in other guidance from the SHPO, IRS and NPS. Take particular note of terms such as "certified historic structure," "certified rehabilitation," "contributing resource," "noncontributing resource," "qualified expenditures," and "substantial rehabilitation test."

**8. How do the numbers work?**

Basically, using the 20% tax credit as an example, 20% of the amount that an owner spends rehabilitating a building will come back to the owner as a federal tax credit. An additional 20% of the cost of rehabilitating the building will come back to the owner as a state tax credit. Together the federal and state tax credits will offset the cost of the building rehabilitation by 40%.

If a project's total qualified expenditures for a building rehabilitation equal \$100,000, then \$20,000 will be the amount of the federal tax credit available plus \$20,000 for the amount of the state tax credit available, for a total of \$40,000 of available tax credits, offsetting the cost of the project by 40%. The IRS uses a similar question and answer format to address specific questions related to what project costs do and do not qualify toward the credits. They also address issues related to alternative minimum tax and passive activity restrictions. You may find this FAQ online at <https://www.nps.gov/tps/tax-incentives/before-apply/irs.htm>.

**9. How much work do I have to do in order to qualify for the credits?**

The work on the building must be enough to render the building able to be placed in service, in other words, safely able to be occupied and used for the production of income. This requirement would include the ability to obtain a certificate of occupancy that may be required by your local jurisdiction. In addition to this physical measurement, the IRS requires that the rehabilitation project meet a particular definition of "substantial." The definition of substantial is expressed as a dollar amount. The dollar amount is arrived at by calculating the adjusted basis of the building and its structural components. The formula to calculate the adjusted basis is: The purchase price of the property, minus the value of the land, plus improvements already made, minus depreciation already taken. In order to meet the substantial rehabilitation test the total of qualified expenditures must exceed the result of the formula by at least one dollar. In cases where the adjusted basis is less than \$5,000, then at least one dollar more than \$5,000 must be expended. The substantial rehabilitation test must be met during a 24-month measuring period for a single phased project and a 60-month measuring period for a multiple phased project. Further guidance related to the IRS requirements can be obtained from the "IRS Info" accessed through the NPS website at <https://www.nps.gov/tps/tax-incentives/before-apply/irs.htm>.

It is possible that the cost of replacing a roof for a historic building could be enough to meet the dollar value required to meet the substantial rehabilitation test; however, if a new roof alone is not enough to render the building usable for an income producing purpose (for example, an inadequate electrical or plumbing system), then your project would need to include more work.

**10. Are there consultants who help figure out the financing for a tax credit project?**

Yes. The SHPO suggests that you talk with your tax professional, attorney, or banker for guidance in obtaining such professional services.

**11. Can I "sell" the tax credits, and what does that mean to me?**

The rules governing who is entitled to claim a rehabilitation tax credit differ between the federal tax credit and the state tax credit. Several financial institutions, corporate entities, and others "buy and sell" tax credits. In order to utilize the federal preservation tax incentives, one must retain an ownership interest in the property that has benefited from a rehabilitation project. The ownership entity must be in place before the rehabilitated building is placed in service (see IRS definition of placed in service). Certain investors, corporations, and institutions are interested in joining in ownership of buildings that will qualify for federal preservation tax incentives in order to reduce their overall tax liability.

It is very important that a building owner interested in pursuing the federal preservation tax incentives seek advice from the IRS or their professional tax consultant before pursuing a project to make sure that their personal financial situation is one that will allow them to actually claim the credit. If a situation exists that will not allow the owner to utilize the credit in a way that they had expected, that owner may wish to seek partners that can utilize the credits. To claim the federal tax credits, such partners must be part of the ownership entity before the rehabilitated building is placed in service. The state tax credits may be freely transferred to another party that has no other interest in the rehabilitated building except to purchase the right to utilize the state tax credits to reduce their state tax liability. Such transfer transactions may take place after the rehabilitation project is completed and usually discount the value of the tax credit to cover administrative costs of the transfer. It is essential that a taxpayer obtain qualified professional advice to arrange any transactions that will authorize others to utilize the federal or state tax credits.

**12. The Oklahoma Statutes indicate that the state credits are "freely transferable." Why is this so significant?**

The federal tax credits are not "freely transferable." However, the Oklahoma rehabilitation credits are. This is significant because the entity that acquires the credits does not have to establish an ownership interest in the rehabilitated property to use them.

**13. Where can I go for more information about the regulations governing the federal and state tax incentives?**

The SHPO web site with more information and links to the NPS website can be accessed at <http://www.okhistory.org/shpo/taxcredits.htm>. The NPS web site with more information can be accessed at <https://www.nps.gov/tps/tax-incentives.htm>. The NPS web site also contains a link to the IRS regulations at <https://www.nps.gov/tps/tax-incentives/before-apply/irs.htm>. The Oklahoma Tax Commission can be accessed at <https://www.ok.gov/tax/>.



Fox Building, Tulsa, Tulsa County



Severs Block, Muskogee, Muskogee County

**B. Qualifying for the 20% Federal and State Tax Credits**

**1. What is a certified historic structure?**

A certified historic structure is defined as a building that is individually listed in the National Register of Historic Places OR a building that is located in a registered historic district and certified by the NPS as contributing to the historic significance of that district. The structure must be a building – not a bridge, ship, railroad car, or dam. A state or local historic district may also qualify as a registered historic district if the district and the enabling statute are certified by the Secretary of the Interior.

**2. How do I confirm that my building is a certified historic structure?**

A complete list of individual properties and historic districts located in Oklahoma that are listed in the National Register of Historic Places is available from the SHPO as a bound paper copy or at the SHPO website at <http://www.okhistory.org/shpo/nrhandbook.htm>. SHPO staff can check the original National Register nomination for any historic district, and, unless the nomination is an extremely old one, it will contain a list of the contributing and noncontributing resources (in the case of the tax credits, resources is defined as buildings). In order to confirm whether your building is contributing to the historic district, SHPO staff will need the building's street address.



To receive NPS certification that a building within a registered historic district is a certified historic structure (regardless of how it was classified in the original National Register nomination) or of an individual property that is not currently listed in the Register, you must complete the "Historic Preservation Certification Application Part 1 – Evaluation of Significance" and submit it to the SHPO.

**3. Does it matter when I obtain confirmation that my building is either individually eligible for the National Register of Historic Places or is a contributing resource to a historic district?**

Yes. You are required to submit Form #10-168, "Historic Preservation Certification Application Part 1 – Evaluation of Significance" before the building is placed in service.

**4. If my building was identified as a noncontributing resource in a historic district, is there any possibility that I could qualify for the 20% tax credits?**

Yes. The contributing/noncontributing status of any building can change as the result of alterations to the building, the passage of time, and changing interpretations of history. So, it is possible that the building's status could have changed. There is also the possibility that the building could be individually eligible for the National Register even though it is not a contributing resource to the district in which it is located. You should not hesitate to contact the SHPO to help you assess your particular situation.

**5. What is a certified state or local district?**

It is a local historic preservation district certified by NPS as containing sufficient requirements for documentation and evaluation of a property's significance to ensure that a district designated under the local ordinance could also be listed in the National Register of Historic Places. This is not the same thing as qualifying for Certified Local Government (CLG) status. Certification of the ordinance for tax credit purposes is a completely separate process. There are no certified state or local districts in Oklahoma at this time. It is important to note that any Historic Preservation Certification Application for a property in a district designated under a certified state or local district must be accompanied with National Register level documentation for the district.

**6. What is a certified rehabilitation?**

A certified rehabilitation is a rehabilitation project for which all work has been completed in accordance with the Secretary of the Interior's Standards for Rehabilitation and is certified by the NPS as such. The NPS conveys certification by signing off on the bottom of the "Historic Preservation Certification Application Part 3," which the owner completes and transmits to the SHPO for submission to the NPS. A Part 3 application must be submitted in order to document the completion of the project seeking the 20% federal and the 20% state tax credit. If a taxpayer claims the credit without completing the Part 3 application process, the credit may be revoked by the IRS.

**7. What are the *Secretary of the Interior's Standards and Guidelines for Rehabilitating Historic Buildings* and where can I find them?**

The Secretary of the Interior's Standards for Rehabilitation are the ten basic principles established by the Secretary of the Interior which are recommended in the planning and execution of projects which alter historic buildings. Together these ten principles create a framework for making decisions related to appropriate rehabilitation work. The Standards can be obtained in hard copy from the SHPO or accessed on the SHPO's website at <http://www.okhistory.org/shpo/taxcredits.htm> or at the NPS website at <https://www.nps.gov/tps/standards.htm>. The Guidelines for Rehabilitating Historic Buildings explain in more specific detail related to building materials, features, and components, how to apply the Secretary's Standards to specific work items often contemplated when pursuing a rehabilitation project. The Guidelines can also be accessed at the noted website locations for the SHPO and the NPS.

**8. How do I obtain certification of my rehabilitation work?**

Before beginning your rehabilitation project, it is strongly advised that you complete the "Historic Preservation Certification Application Part 2" and obtain preliminary certification of your proposed project work. When your project is finished, you complete the "Historic Preservation Certification Application Part 3" to obtain final certification of completed work. Each application phase is to be submitted to the SHPO. The SHPO will process the application and forward it to the NPS for review and approval. The NPS is the only agency that can certify the rehabilitation work.

**9. Will using the 20% tax credit restrict my rehabilitation work?**

The 20% investment tax credit is an incentive to encourage the retention of character defining historic materials, features and details important in determining the building's historic integrity. A rehabilitation project that meets the Standards for Rehabilitation is said to be an appropriate rehabilitation of a historic building. For the tax credit project to be certified, the work **MUST** meet the Secretary of the Interior's Standards for Rehabilitation, and the taxpayer must receive certification of compliance with the Standards from NPS. The Standards consist of ten common sense items, which can be taken into consideration with some thought and advance project planning. Project planning is important to undertake in order to complete the application process and obtain certification. You may not be able to do every work item the way you originally anticipated, but the Standards are flexible and projects are evaluated in a reasonable manner taking into consideration economic and technical feasibility. When you follow the application process as set forth in NPS guidance and work closely with the SHPO, there is no reason to feel as though your project was restricted.

**10. How much time does it take to obtain preliminary certification of my rehabilitation work?**

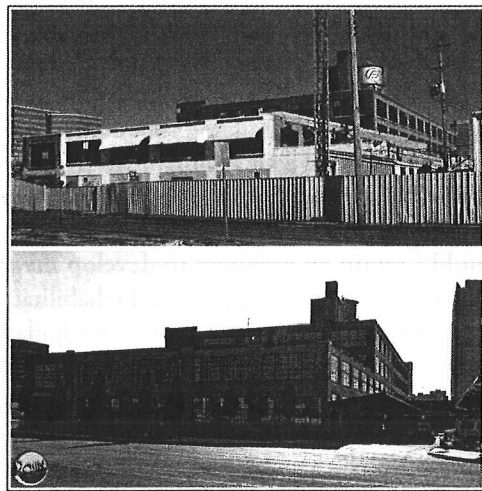
The SHPO has 30 days from receipt of project documentation to complete its review. If everything needed for review is contained in the application, the SHPO forwards it to the NPS with comments. The NPS then has 30 days to complete its review process. The total amount of time required for a tax credit project is largely controlled by the owner/developer and is directly related to how long the owner/developer takes to assemble the documentation needed to describe the project in detail and complete the application forms.

**11. I have already started rehabilitation work before filling out any application forms or making submittal to the SHPO, can I still qualify for the 20% tax credit?**

Yes, but having already started the work may mean you have jeopardized your eligibility for the credit. You can still file the application for a project that is already in progress or that is completed. However, you must have good documentation of the building's condition prior to the beginning of your construction work (usually in the form of photographs, at a minimum), and your work must still meet the Secretary's Standards for Rehabilitation. You are strongly discouraged from starting your project without benefit of SHPO review and NPS certification of the proposed project plans. You should also consult your tax advisor and the IRS regulations. Timing for completion and the date that the building was placed in service may also jeopardize your ability to qualify for the credits.



Bill White Chevrolet Complex,  
Tulsa, Tulsa County



OKC Ford Motor Company Assembly Plant,  
Oklahoma City, Oklahoma County

**12. What forms do I need to complete to obtain certification of my proposed rehabilitation work for the 20% tax credits?**

You complete NPS Form #10-168a, "Historic Preservation Certification Application Part 2 – Description of Rehabilitation." Technically, the proposed scope of work approved during review of the Part 2 is considered a preliminary certification, as a final certification cannot be determined until the work is completed. If the building is already individually listed in the National Register of Historic Places, then you do not complete Part 1 of the HPCA.

For all other situations, you must complete Form #10-168, "Historic Preservation Certification Application Part 1 – Evaluation of Significance." For all projects, you must complete Part 2 of the HPCA to obtain preliminary certification of the proposed work.

**13. What do I do when my rehabilitation work is completed and I need to obtain final certification of the project?**

When project work is finished, you will complete NPS Form #10-168c, "Historic Preservation Certification Application – Request for Certification of Completed Work" (also known as "Part 3") and submit it to the SHPO. SHPO staff will conduct an on-site inspection of the completed project and forward the Part 3 to NPS. NPS will issue the final certification of completed work provided that all items were executed in accordance with the approved Part 2 and any subsequently approved amendments.

**14. What do I do if I need to revise my plans for rehabilitation work after I have received NPS preliminary certification?**

Contact the SHPO to discuss your needs to revise the project plans. If the revision still seems necessary, then complete NPS Form #10-168b, "Continuation/Amendment Sheet" of the Historic Preservation Certification Application. It will be processed in the same manner as the original Part 2.

**15. What happens if I decide to do additional rehabilitation work after I receive final certification of completed work from NPS?**

If the work is to take place during the first five years following final certification of the rehabilitation work, you must contact the SHPO for guidance in filing an amendment. Remember that work done during this initial five-year period that does not meet the Secretary's Standards may result in the recapture of your tax credits. Work done after the initial five-year period is not subject to any review process.

**16. Should I consult local code officials about my rehabilitation project?**

It is customary for construction projects to need a building permit. You should consult your city government to find out what permits may be required and what building codes must be met. You may also need to contact the State Fire Marshal's office to see if there are code requirements that need to be met. It is important that you let the code officials know that you are pursuing preservation tax credits for your project. The SHPO can help you communicate with state and local code officials to make sure that the Secretary's Standards and IRS requirements are considered and your project can still qualify for the credits. Sometimes it may seem that historic materials, details and features would need to be sacrificed to meet current building codes. There are usually options that will allow you to keep historic fabric in tact AND meet the state and local code requirements. Architects and construction contractors are accustomed to working with state and local building code officials and may benefit your project in this regard.

**17. Should I retain an architect to develop my rehabilitation project plans?**

NPS regulations for review of proposed rehabilitation projects do not include a requirement for the applicant to retain an architect. However, Oklahoma Statutes do stipulate which projects require the use of an architect for building projects, including tax credit rehabilitation projects. You should contact your local building official or city government offices to help you determine if an architect is required by state law. The SHPO encourages applicants to use the services of qualified design professionals because they can help an owner/developer achieve a project that can proceed more smoothly and can effect an efficient tax credit review and certification process. The use of an architect can lead to a higher quality finished project and a lower total project cost.

**C. Qualifying for the 10% Federal and State Tax Credits**

**1. Which buildings qualify for the 10% tax credits?**

Buildings that are not certified historic structures and that were placed in service before 1936 may be renovated for the 10% credit provided all IRS requirements are satisfied. Buildings that are individually listed or contributing to a National Register listed historic district are not eligible for the federal or state 10% credit.

**2. Are there any design standards or special requirements for the renovation work if I am using the 10% tax credits?**

There are no design standards to follow in planning a renovation project for the 10% credits, and this means that the Secretary of the Interior's Standards for Rehabilitation do not apply. However, project work must satisfy all Internal Revenue Service requirements which include a certain percentage of existing walls to remain in place. Applicants interested in obtaining it should consult with their tax advisor. The NPS and the SHPO do not review the proposed renovation work for these projects.

**3. Are the SHPO and NPS ever involved in a project for the 10% credit?**

If a building is located within a district that is listed in the National Register of Historic Places, the applicant for tax credits must complete the "Historic Preservation Certification Application Part 1" regardless of whether the building is identified as contributing or noncontributing to the district and regardless of whether the applicant is pursuing the 20% or the 10% credits. The contributing/noncontributing status of a building can change as the result of alterations to the building, passage of time, and changes in the interpretation of history. The Part 1 is submitted to the SHPO for review and comment. The SHPO will then forward the Part 1 to the NPS for review and certification or de-certification, as appropriate.

**4. If my building is located in a historic district that is listed in the National Register of Historic Places, can I choose to use the 10% credit instead of completing the application process for the 20% credit?**

It depends on whether your building is a contributing or noncontributing resource within the National Register listed historic district and when the building was originally placed in service. If the building is noncontributing to the National Register district and was originally placed in service before 1936, you are eligible for the 10% credit (see items 1, 2, and 3 above) as long as you meet the other IRS requirements for the 10% program. If your building is a contributing resource to the district, you are not eligible for the 10% credit. If you desire tax credits, the only preservation tax incentive available to you would be the 20% credit.

**5. Can I just request that my building, which is individually listed in the National Register of Historic Places, be removed from the National Register so I can take advantage of the 10% credit instead of going through the application process for the 20% credit?**

No. Owners may request removal of their property from the National Register of Historic Places. However, properties are only removed from the Register when circumstances outlined in NPS regulations (36 CFR Part 61) are met. The property owner's desire to pursue the 10% instead of the 20% tax credits is not justification for removal from the National Register under these regulations.

**6. If my building is identified as a contributing resource in a historic district, can I get that classification changed to noncontributing and use the 10% credit?**

As discussed above, the contributing/noncontributing status of a building can certainly change. If you believe your building should be classified as noncontributing to the district, then filing the "Historic Preservation Certification Application Part 1" will provide the official documentation needed for the SHPO and NPS to consider your claim. However, as with properties individually listed in the National Register (see Item 5. above), a property owner's preference for use of the 10% credits is not a justification for reclassifying the building.

**7. Does it matter how an older building will be used when the owner is planning to take advantage of the 10% credits?**

Yes. This is one of the critical differences between the 20% and 10% credits. Rental residential property does not qualify for the 10% investment tax credit. However, a certified historic structure that undergoes a certified rehabilitation qualifies for the 20% credit even when the building will be used for rental residential purposes.



## **D. Getting Information and Assistance with Project Planning, the Application Process, Project Financing, and Related Regulations and Rules**

### **1. Who should I contact first for general information about the tax credits and for guidance about the rehabilitation standards and certification process?**

The SHPO should be your first contact. We can send you a hard copy of all the information and materials you need to get started, or you can access the information on line at our website at <http://www.okhistory.org/shpo/taxcredits.htm>. The SHPO also annually presents two one-day workshops on the tax credits, and the schedule of these sessions is found on the SHPO's website at <http://www.okhistory.org/shpo/shpocalendar.htm>. Contacting the SHPO early in your project planning can save you time and money. There are many myths and misconceptions about the requirements of the tax credits program and the application process. Be careful about the comments and advice freely given by third parties.

### **2. Who should I contact with my questions about the Internal Revenue Service's regulations?**

The SHPO encourages every applicant to confer with their own tax professional about these issues. Also, you and your tax professional should not hesitate to contact the IRS for information, and currently the contact person is Colleen Gallagher at (651) 726-1480 (Bloomington, MN).

### **3. Who should I contact with my questions about the Oklahoma Tax Commission's rules?**

Again, the SHPO stresses the importance of consulting your own tax professional. For guidance, you or your tax professional may need to contact the OTC's Tax Policy Division at (405) 521-3133 or [https://www.ok.gov/tax/OTC\\_Phone\\_Numbers.html](https://www.ok.gov/tax/OTC_Phone_Numbers.html).

### **4. Are there other sources of information about the rehabilitation tax credits for me to consult?**

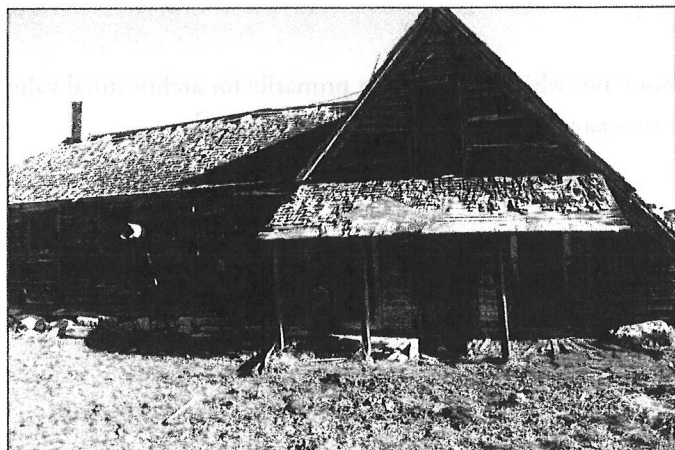
The NPS website is another very helpful source of information. Visit them at <https://www.nps.gov/tps/tax-incentives.htm>.



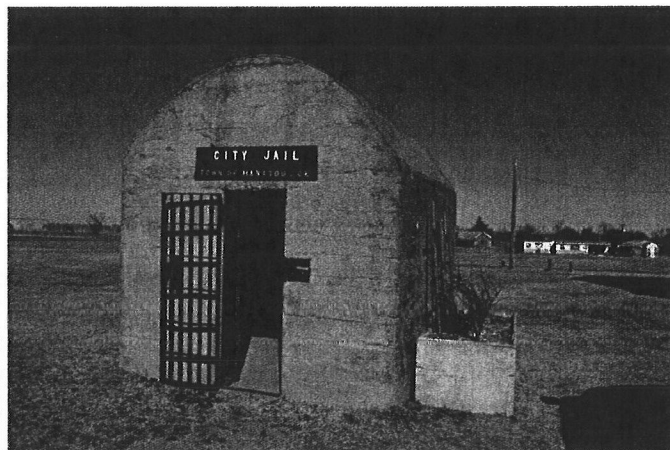
Universal Ford Building, Tulsa, Tulsa County



## FACT SHEET #1: NATIONAL REGISTER OF HISTORIC PLACES



Vannerson Homestead, Erick vicinity, Beckham County



Manitou Jail, Manitou, Tillman County

The National Register of Historic Places (National Register, NRHP, or NR) is the nation's catalogue of buildings, structures, sites, districts, and objects significant in American history, architecture, archeology, engineering, or culture, maintained by the Secretary of the Interior under authority of the National Historic Preservation Act. National Park Service (NPS) regulations 36 CFR Part 60 governs the NRHP nomination process. The National Register is the foundation of the State Historic Preservation Office (SHPO) programs, and the complete list of Oklahoma's NRHP listings is found in "Oklahoma's National Register Handbook," available in print from the SHPO or at <http://www.okhistory.org/shpo/nrhandbook.htm>. Listing in the NRHP recognizes the significance of these special places, provides limited protection for them, and, in some cases, extends financial incentives for their preservation.

### National Register Criteria for Evaluation

The National Register Criteria for Evaluation guide states, federal agencies, and the Secretary of the Interior to determine which properties qualify for listing in the National Register. The criteria is provided in its entirety below.

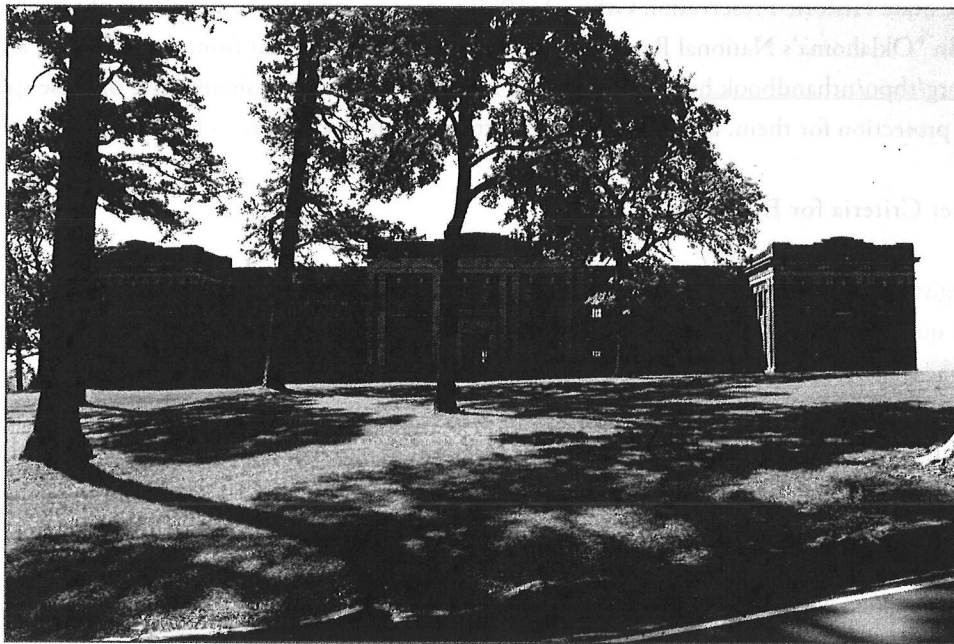
The quality of significance in American history, architecture, archeology, and culture is present in districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, material, workmanship, feeling, and association, and:

- A. that are associated with events that have made a significant contribution to the broad patterns of our history; or
- B. that are associated with the lives of persons significant in our past; or
- C. that embody the distinctive characteristics of a type, period, or method of construction, or that represent a significant and distinguishable entity whose components may lack individual distinction; or
- D. that have yielded or may be likely to yield information important in prehistory or history.



Ordinarily, cemeteries, birthplaces, or graves of historical figures, properties owned by religious institutions or used for religious purposes, structures that have been moved from their original locations, reconstructed historic buildings, properties primarily commemorative in nature, and properties that have achieved significance within the last 50 years shall not be considered for the National Register. Such properties will qualify if they are integral parts of districts that meet the criteria or if they fall within the following categories:

- a. a religious property deriving primary significance from architectural or artistic distinction or historical importance; or
- b. a building or structure removed from its original location but which is significant primarily for architectural value, or which is the surviving structure most importantly associated with a historic person or event; or
- c. a birthplace or grave of a historical figure of outstanding importance if there is no other appropriate site or building directly associated with his productive life; or
- d. a cemetery that derives its primary significance from graves of persons of transcendent importance, from age, from distinctive design features, or from association with historic events; or
- e. a reconstructed building when accurately executed in a suitable environment and presented in a dignified manner as a part of a restoration master plan, and when no other building or structure with the same association has survived; or
- f. a property primarily commemorative in intent if design, age, tradition, or symbolic value has invested it with its own historical significance; or
- g. a property achieving significance within the past 50 years if it is of exceptional importance.



Eastern Oklahoma Tuberculosis Sanatorium, Talihina, Latimer County

## **Proposing National Register Nominations in Oklahoma**

Anyone can submit a nomination for any property. The SHPO recommends that a nomination sponsor first request a preliminary opinion on the property's eligibility before submitting a formal nomination. This step can save the nomination sponsor time and effort if the property is clearly ineligible. Also, the SHPO can provide important guidance for preparation of successful nominations for properties that appear to meet the criteria (<http://www.okhistory.org/shpo/nrprelim.htm>).

A National Register of Historic Places Property Documentation Form must be completed and submitted to the SHPO to propose a property for nomination (<http://www.okhistory.org/shpo/nr/nrmanual.pdf>). The SHPO staff reviews each nomination received, provides comments to the nomination sponsor/consultant about the results of the review (generally within 45 days of receipt), and schedules acceptable quality nominations for the Historic Preservation Review Committee's (HPRC) consideration.

Nominations must be in acceptable form at least sixty days in advance of the HPRC meeting at which they will be considered. The HPRC meets at 1:30 p.m. on the third Thursday of January, April, July, and October in the Oklahoma Historical Society Boardroom, unless otherwise announced, to formulate recommendations to the SHPO about nomination of properties to the NRHP and to provide other advice as appropriate. The HPRC annual meeting schedule is posted in accordance with the Oklahoma Open Meeting Act (<https://www.sos.ok.gov/>) and announced through press releases, newsletter articles, and other means. Meeting notices and agendas are posted each quarter at <http://www.okhistory.org/shpo/hprc.htm> and <http://www.okhistory.org/shpo/spevents.htm>, as well as at the Oklahoma History Center.

After receiving the HPRC's recommendation, the SHPO decides whether or not to nominate the property to the National Register. When the SHPO nominates a property, the nomination is forwarded to the Keeper of the Register, NPS, and within 45 working days, the Keeper either, lists the property in the NRHP, finds it ineligible, issues a formal Determination of Eligibility, or returns the nomination for revision. The Keeper posts nomination review results at <https://www.nps.gov/nr/nrlist.htm>, and the SHPO informs property owners, nomination sponsors, elected officials, and the public of NRHP listings.

## **Priorities for Processing National Register Nominations in Oklahoma**

If the SHPO receives more nominations than can be processed in accordance with NPS regulations (36 CFR Part 60), they will be reviewed and scheduled for HPRC meetings in accordance with these priorities: 1) Properties considered to be endangered, 2) Properties that are examples of a rare type or that are surviving examples of a once common type, 3) Properties that are candidates for federal and state rehabilitation tax incentives or for grants programs, 4) Properties considered eligible for nomination to the National Register by a Certified Local Government, 5) Properties for which there is a demonstrated public concern, and 6) Other properties for which sufficient documentation exists to warrant nomination to the National Register of Historic Places.

## Additional Information

For additional information about the National Register and its related programs in Oklahoma, see:

“SHPO Fact Sheet #8: Oklahoma’s State Historic Preservation Office”

<http://www.okhistory.org/shpo/factsheets/fs8shpo.pdf>

“SHPO Fact Sheet #11: Frequently Asked Questions about the National Register of Historic Places”

<http://www.okhistory.org/shpo/factsheets/fs11nr.pdf>

*Tomorrow’s Legacy: Oklahoma’s Statewide Preservation Plan*

<http://www.okhistory.org/shpo/stateplan.htm>

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## FACT SHEET #11: FREQUENTLY ASKED QUESTIONS ABOUT THE NATIONAL REGISTER OF HISTORIC PLACES

The National Register of Historic Places, established under the National Historic Preservation Act of 1966, is the catalogue of the archeological and historic properties that are significant in our Nation's heritage. An understanding of the National Register is important to property owners and to government agency representatives, professional consultants, and private citizens involved in a wide range of historic preservation-related activities. (See also SHPO Fact Sheet #1.) For simplicity, several abbreviations and short forms are used in this Fact Sheet including the Act (National Historic Preservation Act), National Register (National Register of Historic Places), NPS (National Park Service), and SHPO (State Historic Preservation Office/Officer).

### A. FAQ/PROCESS AND PROCEDURES

#### 1. Doesn't the National Trust for Historic Preservation administer the National Register program?

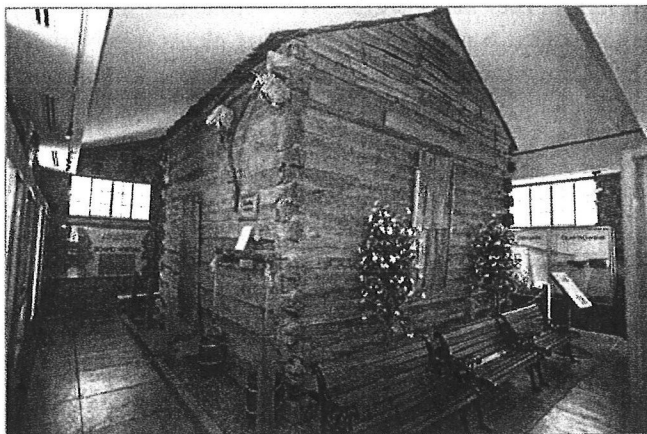
No. The National Trust is a nationwide private nonprofit organization. The National Register is a federal government program established under the Act and administered by the U.S. Department of the Interior, NPS.

#### 2. Who nominates properties to the National Register?

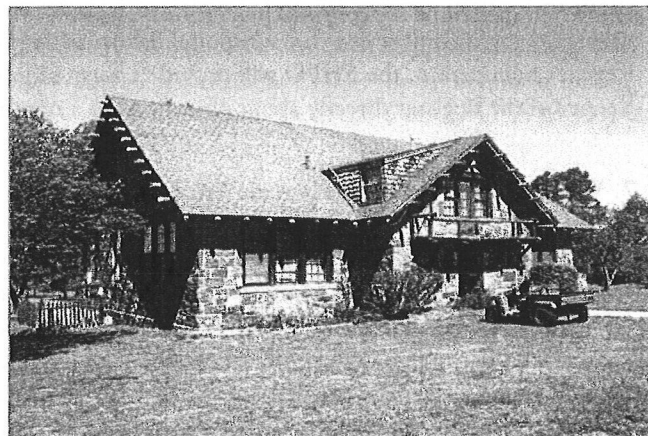
Except under special circumstances, the SHPO is the only person with the authority to nominate properties to the National Register. If a tribal government has assumed SHPO duties on tribal land under Section 101(d)(2) of the Act, the Tribal Historic Preservation Officer (THPO) becomes the nominating authority for properties under the tribe's jurisdiction. A federal agency can nominate property in its ownership to the National Register.

#### 3. Who can prepare a National Register nomination?

Anyone can prepare a National Register nomination for any property and submit the nomination package to the SHPO. The SHPO reviews and processes all nominations received in accordance with NPS regulations (36 CFR Part 60) and the relevant standards and guidelines. The SHPO encourages individuals preparing National Register nominations to involve property owners in the project and to work with the SHPO to provide accurate information to property owners about the National Register process and their rights in that process.



Sequoyah's Cabin, Sallisaw, Sequoyah County



Bacone College Historic District, Muskogee, Muskogee County

#### **4. How are property owners and the public notified about proposed National Register nominations?**

When the SHPO staff determines that a National Register nomination under review in its office is complete and in acceptable form, it is scheduled for the next possible Historic Preservation Review Committee meeting. In accordance with NPS regulations (36 CFR Part 60), the SHPO notifies the owners of the property and the appropriate chief elected local official (with courtesy copies provided to the appropriate State Senator and Representative) of the pending nomination. If there are fewer than 50 property owners involved, the SHPO sends NPS approved notification by certified mail to each owner and to the chief elected local official. If a property involves 50 or more property owners, the SHPO publishes a general notice in a newspaper of general circulation in the area where the property is located (historic districts are the most common properties to involve 50 or more owners), and a notice is sent by certified mail to the chief elected local official. Whichever notification process is used, the notice is given not less than 30 nor more than 75 days in advance of the Historic Preservation Review Committee meeting at which the nomination will be considered. The notice stipulates the property that is the subject of the nomination; explains the meaning of the National Register listing; informs the recipient about the date, time and place of the Committee's meeting; provides the date, time and place of an informational meeting in the local community when the property proposed for nomination is a district; and explains how owners may object to the nomination (see A.6.). In the case of historic district nominations, the SHPO also issues a press release to the local newspaper and other media and provides an article for publications such as neighborhood newsletters. Complete copies of the proposed nomination are made available upon request from the SHPO and at the informational meetings held for historic district nominations.

#### **5. How can property owners and others express support of a National Register nomination?**

Any property owner, local official, or citizen may express support for a National Register nomination under consideration by the SHPO, and all such written statements that the SHPO receives will be transmitted to the NPS. These statements may be forwarded to the SHPO by regular mail, fax, or email or hand delivered to the SHPO or at the Historic Preservation Review Committee meeting when the nomination is considered.

#### **6. Can an owner object to listing of his/her property in the National Register? If so, how?**

Yes. Property owners have the right to object to the listing of their property in the National Register. If a simple majority of the private owners provide a notarized statement to the SHPO that they are the sole or partial owner of a specific property and that they object to the listing of the property in the National Register, it will not be listed. When a majority of the property owners file such objections with the SHPO (by regular mail or in person) at the address at the bottom of this fact sheet by the deadline specified in the notice to property owners about the nomination, the SHPO will complete the formal review of the nomination under the NPS regulations (36 CFR Part 60). However, the Keeper of the Register, NPS, will issue a Determination of Eligibility rather than formally list the property. Public property owners, such as city and county governments, may not support nomination of their property to the National Register. However, their objections do not prevent formal listing in the National Register. Property owners should feel free to contact the SHPO about their questions concerning the National Register and their rights. They may visit the NPS website (<https://www.nps.gov/nr/index.htm>) for additional information. For the convenience of owners who wish to object to a National Register nomination, the SHPO will provide a form objection letter upon request. Anyone has the right to petition the Keeper of the Register directly about objections to a nomination.

#### **7. What is the Oklahoma Historic Preservation Review Committee?**

NPS regulations (36 CFR Part 61) require that each SHPO have an appropriate state review board to provide advice about nominations to the National Register and other issues. In Oklahoma the state review board is known as the Oklahoma Historic Preservation Review Committee (Committee), and its members are appointed by the Governor. NPS regulations require that every state review board must have at least five members and that the membership include individuals who meet the Secretary of the Interior's Professional Qualification Standards in the fields of archeology, historic archeology, history, architectural history, and architecture. The Committee consists of five individuals, and each member meets the qualification standards for one of these disciplines.



## 8. How long does it take to get a property listed on the National Register?

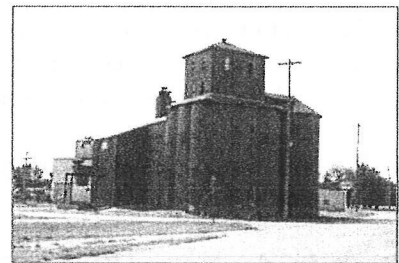
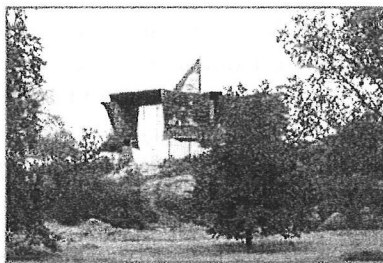
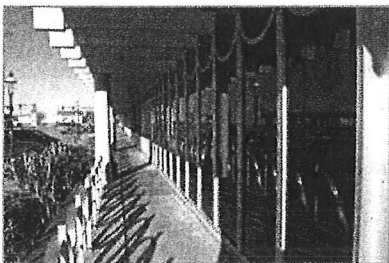
Due to NPS requirements (36 CFR Part 60) for owner notification, the Committee's quarterly meeting schedule, and the time allowed for the Keeper of the Register to act on a nomination, it takes at least 90 days from the SHPO's receipt of a complete and acceptable nomination to the property's formal listing. The time required for preparation of a National Register nomination varies widely and is dependent on the type of property and the experience and ability of the nomination preparer. Finally, if the property is located within the jurisdiction of a city government participating in the SHPO's Certified Local Governments (CLG) Program, additional time will be necessary to allow the CLG to complete its review of the nomination. (See also SHPO Fact Sheet #5.)

## 9. Can a property be removed from the National Register?

Yes. Properties can be removed from the National Register if they have lost integrity (see Section C), it is demonstrated that errors in professional judgment occurred during review of the original nomination, new information is discovered that demonstrates the property does not meet the National Register criteria, or the SHPO made errors in the processing of the nomination. The procedures for removing properties from the National Register are included in 36 CFR Part 60.

## 10. How do property owners and the public learn about a property's listing in the National Register?

When the Oklahoma SHPO has National Register nominations pending with NPS, staff checks the NPS website each week for new listings. When a property is listed, the SHPO sends written notice to the property owner and elected officials. SHPO will also issue a press release and include stories about new National Register properties in our quarterly newsletter, *Preservation Oklahoma News*, and in the Oklahoma Historical Society's monthly newsletter, *Mistletoe Leaves*. Additionally, the listing of National Register properties on our website (<http://www.okhistory.org/shpo/shpom.htm>) is immediately updated. If the property is a district with more than 50 property owners, a general public notice is published in at least one newspaper in general circulation for the area in which the listed property is located, a press release is issued to a local newspaper and other media and other available methods, such as publication of an article in a neighborhood association newsletter, are used to inform owners rather than direct mail.



L to R: Public Library of Enid and Garfield County, Enid, Garfield County; Joyce House, Snyder vic., Kiowa County; and Farmer's Federation Elevator, Cherokee, Alfalfa County

## B. FAQ/WHAT NATIONAL REGISTER LISTING MEANS

### 1. What are the benefits of National Register listing?

Listing in the National Register provides (1) recognition of a property's significance, (2) limited protection, (3) owner eligibility for federal tax incentives under certain circumstances, and (4) eligibility for matching grants when such funds are available.

### 2. Now that my property is listed on the National Register, how do I get a grant for its restoration?

Listing in the National Register is not a guarantee of funding. It provides that property owners may qualify for matching grants if funding is available. A guide to public sources of preservation funding is available on the Advisory Council on Historic Preservation's web site at <http://www.achp.gov/>. However, most restoration/rehabilitation work is accomplished through private investment.



### **3. Can I sell my property if it is listed in the National Register?**

Absolutely. The National Register places no requirement of any kind on public or private owners concerning sale of the property.

### **4. Do I have to open my house for tours if it is listed in the National Register?**

No. There are no requirements for anyone to provide public access to their historic property just because it is listed in the National Register

### **5. Can the SHPO help us prevent someone from demolishing a National Register-listed building in our community?**

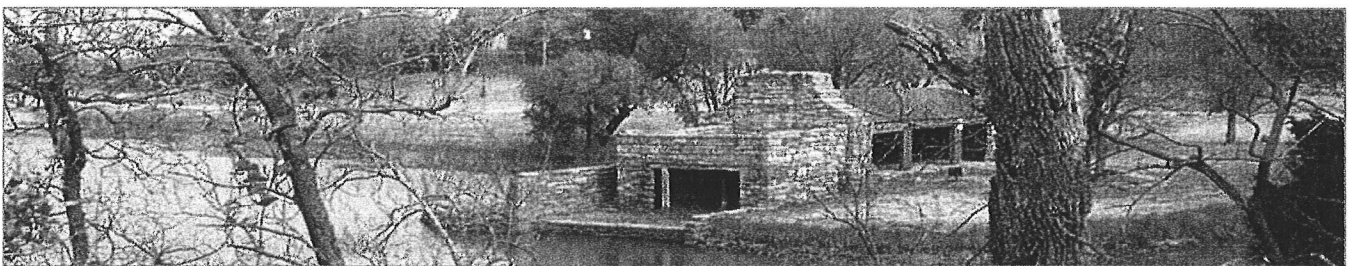
The SHPO staff is always available to talk with any property owner about alternatives to demolition. However, listing in the National Register provides only limited protection. Under Section 106 of the Act, federal agencies and their applicants must consider how their federally funded, licensed, or permitted actions may impact properties listed in or eligible for the National Register. This process requires their consultation with the SHPO in accordance with the Advisory Council on Historic Preservation's regulations (36 CFR Part 800). However, the federal agency has the final authority to carry out any project. If there is no federal funding, license, or permit involved in a demolition or any proposed new construction on the site, the owner has absolutely no obligation to confer with the SHPO (see also SHPO Fact Sheets #2 and #10). The most effective tools for preservation of the majority of important properties in a community are a local historic preservation zoning ordinance and a strong local advocacy effort.

### **6. What tax incentives are available to owners of National Register property?**

Owners of income producing properties which are either individually listed in the National Register or contributing resources in a district listed in the National Register may receive a 20% federal investment tax credit on qualified rehabilitation expenses. The rehabilitation work must meet the Secretary of the Interior's Standards for Rehabilitation, and the owner must obtain NPS approval of the project. To obtain this approval, the owner must submit an application to the SHPO for review and transmittal to the NPS. The owner must also meet all Internal Revenue Service requirements. While listing in the National Register is required, property owners may proceed with their application process and rehabilitation work prior to formal listing. (See also SHPO Fact Sheet #3.)

### **7. Why is it important to list properties in the National Register when it provides no guarantee of funding or of protection?**

Remember that National Register listing does provide recognition of a property's importance. It helps make the general public and community leaders and decision makers aware of the property, and such increased awareness can cause people to ascribe value to the property. The attitudes of local citizens and officials are key to a successful preservation effort. Additionally, National Register nominations ensure that high quality documentation about listed properties will always be available for use by researchers and the public even if circumstances prevent a property's preservation in place.



Perry Lake Park, Perry, Noble County

## **C. FAQ/NATIONAL REGISTER ELIGIBILITY**

### **1. Under what circumstances is a property considered eligible for the National Register?**

Properties that meet at least one of the four National Register Criteria, retain their overall historic integrity (character), and are, in most cases, at least 50 years old, are eligible for listing in the National Register.

### **2. What are the National Register Criteria?**

The National Register Criteria provide that properties eligible for listing are those (A) that are associated with events that have made significant contributions to the broad patterns of our history, (B) that are associated with the lives of persons significant in our past, (C) that embody the distinctive characteristics of a type, period, or method of construction, or that represent a significant and distinguishable entity whose components may lack individual distinction, or (D) that have yielded or may be likely to yield information important in prehistory or history.

### **3. Can properties other than buildings qualify for National Register listing?**

Yes. Buildings, structures, sites, objects, districts, and landscapes are all property types that can be entered in the National Register.

### **4. Why is that old building that looks like it is falling apart and that has been vacant for years eligible for the National Register?**

Whether or not a building is occupied has nothing to do with whether or not it is significant. Also, just because a building is in poor condition does not mean it has lost its historic integrity (required for National Register eligibility). Vacant and deteriorating buildings are often nominated to the National Register because the designation can stimulate interest in developing them for a modern use. National Register listing is one of the most important tools available for revitalization of older neighborhoods and commercial districts that may seem to be undesirable places at the time of their nomination. The recognition afforded through National Register listing can help instill pride in ownership and lead to improved maintenance.

### **5. What does historic integrity mean?**

Historic integrity simply refers to a property's authenticity. There are seven elements of integrity which include location, design, setting, material, workmanship, feeling, and association. Not all seven elements of integrity are required for National Register eligibility, but sufficient integrity must remain so that the property still conveys its significance.

### **6. Should we wait until our building is restored before we propose a National Register nomination?**

No. As stated above, as long as the building meets the National Register Criteria and has historic integrity, it is eligible for listing.

### **7. Can properties less than 50 years old be eligible for the National Register?**

Yes. While the National Register Criteria provides that properties less than 50 years old are generally not eligible, the exceptions to the Criteria allow listing of such properties when exceptional significance can be demonstrated through scholarly research.

### **8. Are all properties listed on the National Register nationally significant?**

No. The National Register is a record of all aspects of our Nation's history, and it includes properties significant at the national, state, and local levels.

## **9. Are there types of properties that are not eligible for the National Register?**

Yes. Seven categories of properties are generally not eligible for the National Register including religious properties, moved properties, birthplaces and graves of historic persons, cemeteries, reconstructed properties, commemorative properties, and properties less than fifty years old. However, the National Register Criteria set forth the circumstances under which each of these seven property types may be eligible.

## **D. FAQ/GENERAL INFORMATION**

### **1. Where can I get a list of all Oklahoma properties listed in the National Register?**

The SHPO publication *Oklahoma's National Register Handbook* and its quarterly supplements contain a county-by-county listing of the state's entries in the National Register. The handbook is available free of charge from the SHPO or online at <http://www.okhistory.org/shpo/shpom.htm> (click on National Register of Historic Places).

### **2. Where can I find out which properties in other states are on the National Register?**

A complete database of all National Register properties is available from the NPS National Register Information System online at <https://npgallery.nps.gov/nrhp>. You can also contact any SHPO about their National Register properties, and this contact information is available on the National Conference of State Historic Preservation Officer's web site at <http://www.ncshpo.org/>.

### **3. Will I receive a plaque to indicate my property is listed on the National Register?**

The SHPO will provide a certificate denoting individual National Register listings. There are commercial vendors that sell standard and customized National Register plaques in a variety of materials, sizes, and styles, and you may choose to contact a local foundry or other business in your community about design and production of a plaque. The SHPO staff will be happy to review wording for plaques upon request.

### **4. If we want to hire a consultant to prepare a National Register nomination, who should we contact?**

There are numerous highly qualified individuals and firms available to prepare National Register nominations. The SHPO maintains a list of consultants who have expressed an interest in contracting for such work in Oklahoma, and the list is provided upon request. We make no recommendations concerning any person or firm on the list, and we urge you to ask any potential consultant about their recent experience with National Register nominations for properties similar to yours and to check references.

### **5. Where can I get detailed information and guidance about the National Register, how to prepare successful nominations, and how the designation may affect property owners?**

The SHPO presents free, day-long workshops about the National Register, preparing nominations, and the rights of property owners each May and December, and details about these sessions are available from the SHPO. Also, SHPO staff routinely provide presentations to interested groups upon request. Detailed guidance material is also available from the SHPO in hard copy or online at <http://www.okhistory.org/shpo/shpom.htm> (click on National Register of Historic Places). You may also want to visit the NPS web site at <https://www.nps.gov/nr/index.htm> for a wide range of detailed information about the National Register program.

### **6. Is there a particular SHPO staff person I can contact with my questions about the National Register?**

Yes. Contact Sara Werneke, Historic Preservation Specialist and the SHPO's National Register Program Coordinator, at 405/522-4478 or [swerneke@okhistory.org](mailto:swerneke@okhistory.org). When she is not available, the receptionist will direct your call to another staff member at your request.



# ROUTE 66 COMMISSION ROADSIDE ATTRACTION APPLICATION



Submit completed applications to Autumn Tiller at [astiller@cityoftulsa.org](mailto:astiller@cityoftulsa.org).

## PROJECT INFORMATION

Business Name:
Description of Roadside Attraction:

## SUBJECT PROPERTY ADDRESS

Street Address:		
City:	State:	ZIP:

## LEGAL DESCRIPTION OF PROPERTY

Legal Description

## BUSINESS OWNER INFORMATION

First Name:		Last Name:	
Business Name:		Street Address:	
City:	State:	ZIP:	
Primary Phone:	Alternative Phone:	E-Mail:	

## PROPERTY OWNER INFORMATION

First Name:		Last Name:	
Mailing Address:			
City:	State:	ZIP:	
Phone:	Fax:	E-Mail:	





# SUBMITTAL REQUIREMENTS

- 1. A site plan showing all dimensions, property boundaries, the proposed location of the roadside attraction (including dimensions from property lines), and other existing structures.
- 2. Elevations and renderings that include overall height of proposed roadside attraction.
- 3. Narrative describing how the proposed roadside attraction conforms with all of the following approval criteria:
  - a. Reflects the historic significance of Route 66 in Tulsa by identifying elements that contribute to its legacy and character; and
  - b. Promotes tourism along Route 66; and
  - c. Implements recommendations adopted in Plan 66.

- 4. Will the roadside attraction be illuminated at night?                      Yes                      No
- 5. If yes, how will you plan to mitigate the effects of the lighting on nearby residences/properties?

# SIGNATURES

\_\_\_\_\_  
Property Owner: Signature and Date                      Business Owner: Signature/Date

OFFICE USE ONLY	
Committee Recommendation:	Date:
Full Commission Action:	Date:

\_\_\_\_\_  
Commission Chair Signature                      Date

