



State Income Tax Credit Program for Rehabilitated Historic Property Local Designation Confirmation Form

INSTRUCTIONS FOR PROPERTY OWNER: This form should be used in conjunction with the Part A tax credit application for confirmation that the historic home is designated as a historic property or contributing to a district under local law. The information provided in this form and the Part A application will be used by the Department of Community Affairs to classify the historic home as meeting National Register criteria for the purposes of the locally designated historic tax credit program, as required by the [State of Georgia](#).

This form is to be used only if you are pursuing historic homeowner tax credits and your property is NOT listed in the National or Georgia Registers for Historic Places. This form is to be completed by you and an authorized representative at the local government that your property is located within. By submitting this form, you believe that your property is not listed in the National or Georgia Registers but is designated as a historic property or contributing to a district under local law.

As a property owner, you are only completing a portion of this form. The remaining portion should be completed by an authorized representative from your local government. It is your responsibility to request completion of the form by an authorized representative and have them return this form to you. You are responsible for submitting this form along with the additional required documentation for the Part A application. See [Digital Application Instructions when applying for state credits ONLY](#) for additional information on application requirements.

Completion of this form constitutes certification by the local government that the property for which there is an interest in historic homeowner tax credits is designated as a historic property or contributing to a district under local law. The form does not:

- Confirm nor deny a contributing or non-contributing determination for purposes of a Certification of Appropriateness or local processes
- Constitute a formal determination of eligibility for the Georgia or National Register of Historic Places
- Constitute approval of your tax credit project
- Indicate your property is a Certified Structure and therefore eligible for credits

Before starting this packet, you should:

1. Confirm that your property is not listed in the Georgia or National Registers individually or as a contributing resource to a National or Georgia Register district.
 - a. Email taxincentives@dca.ga.gov if you are unsure if your property is listed in the Georgia or National Registers. Provide the property address, construction date if known, and current photographs of the exterior of the building, including the front elevation and two sides.
 - b. Save the email response from HPD. It will be required to submit along with this form.
2. Confirm that your local government has a historic preservation ordinance and local district
 - a. Find your local government's website and look for a historic preservation commission. The contact for the historic preservation commission will either complete the form or direct you to who in the local government has the authorization to sign the form.
 - b. If there is no contact information for a commission, contact the Planning Department, City Clerk, or Administrators.

- c. If you cannot find any contact information, email outreach@dca.ga.gov, and we can assist in identifying an authorized representative contact.

NOTE: If your property is not listed in the Georgia or National Register and your community does not have a historic preservation commission, the property is not eligible to utilize the historic homeowner tax credit program.

How to Complete the Form

This form must be completed and submitted in conjunction with the Part A application. You, the property owner, are responsible for completing the top section of the Local Designation Confirmation Form, provided as the last page of this document. This top section should be completed prior to sending the form to the authorized representative. You, as the property owner, should:

1. Provide the address of the property, including city, state, county, and zip code.
2. Check the box to indicate that you have communicated with HPD to determine that your property is not listed in the Georgia or National Registers (See "Before starting this packet, you should:" section above).
 - a. Communication with HPD should be completed over email and the email should be saved.
3. Send the form to the authorized representative for them to complete the second box of the form and instruct the staff that they should return the form to you to attach to your historic homeowner tax credit application package.
4. Confirm the authorized representative completed all the items in the form.
 - a. The authorized representative must fill out each field on the form, provide a signature, and place the local government seal on the form. An incomplete form will not be accepted by HPD and will result in your application being rejected.
 - b. The authorized representative must attach all documentation requirements to the form.
5. Package the following items as one PDF and submit along with your Part A application:
 - a. Local Designation Confirmation Form
 - b. Attachments required from the Local Designation Confirmation Form
 - c. Email communication from HPD regarding the Georgia and National Register
6. Submit this form with your Part A application.

INSTRUCTIONS FOR LOCAL GOVERNMENT AUTHORIZED REPRESENTATIVE:

What Is This Form?

This form should be provided to the local government staff responsible for overseeing the operations of the local historic preservation commission. This form has been provided to you to complete as part of Georgia's State Income Tax Credit for Rehabilitated Historic Properties program. A homeowner within your jurisdiction intends to apply for state tax credits as they pursue rehabilitation of their historic home. Legislation passed in 2024 expanded the State Income Tax Credit for Rehabilitated Historic Properties to allow historic homes that are locally designated and meet National Register criteria to utilize this program.

Local governments hold the most up to date information on local historic designations. As such, the Georgia Historic Preservation Division requests assistance via this form to ensure that the potential applicant's home is designated as a historic property or contributing to a district under local law.

For a property to be designated as a historic property or contributing to a district under local law, the local government must have previously passed a historic preservation ordinance to create a local historic preservation commission and have created a locally designated district or property via adoption of a designation ordinance. For questions regarding historic preservation commissions and ordinances, contact outreach@dca.ga.gov.

General Instructions

A property owner has provided you with this form as a required part of the of Georgia's State Income Tax Credit for Rehabilitated Historic Properties application. This form is verification from the local government that the homeowner's property is designated as a historic property or located within a district under local law. The form requires four items: general information on the property, local designation information (if applicable), documentation confirming local designation, and certification by an authorized representative from the local government.

Once completed, return this form to the property owner/inquirer. Do not send this form directly to the Historic Preservation Division, and it will not be accepted separate from the Georgia's State Income Tax Credit for Rehabilitated Historic Properties application.

How to Complete the Form

1. Review the property address of the property, including city, state, county, and zip code.
2. Confirm the property is designated as a historic property or located within a local district by checking the appropriate box.
3. Provide the name of the designated historic property, if applicable, or the name of the locally designated historic district.
4. Attachments: Check the box for each required attachment or link that you are providing. The following items are required:
 - a. Local Designation Map
 - i. Provide the official map of the locally designated district or property or the official zoning map that identifies the locally designated district or property.
 - b. Local Designation Ordinance
 - i. Provide a copy of the ordinance that created the locally designated district or property. Please note that this ordinance is separate from the ordinance that creates the historic preservation commission.
 - c. Local Designation Report
 - i. Provide a copy of the designation report that was prepared during the creation of the locally designated district or property.
5. Check the Statement of Unavailable Documentation if any of the three required documents cannot be provided. You must prepare and append a statement as to why the documentation is not available.
6. Complete the certification section with your name, title, signature, and date.

7. Affix the community seal to the document.
8. Attach all required documentation and save as one PDF.
9. Return to property owner.

Why is additional documentation required?

As part of this form, the Historic Preservation Division requests any documentation the local government maintains related to the designation and the designated area. Maps and designation ordinances are required to confirm that the local district exists and that the subject property lies within the district.

The designation report is requested to aid HPD staff in understanding the significance and period of significance of the property or district to ensure that the subject property meets the eligibility requirements of the state tax program. If this documentation is not available, please note why on the form.

Additional Information

- Please note that approval or denial of a Georgia's State Income Tax Credit for Rehabilitated Historic Properties application does not confirm nor deny a contributing or non-contributing determination for purposes of a Certification of Appropriateness or local processes. Our determination of contributing or non-contributing status may be different from the local government.
- Approval or denial of a Georgia's State Income Tax Credit for Rehabilitated Historic Properties application does not constitute an application for a Certificate of Appropriateness nor an approval or denial of a Certificate of Appropriateness application. This program does not supersede, substitute, or replace local COA processes and procedures.
- The result of this evaluation is not a formal determination of eligibility for the Georgia or National Register of Historic Places.

**State Income Tax Credit Program for Rehabilitated Historic Property
Local Designation Confirmation Form**

THIS SECTION TO BE COMPLETED BY PROPERTY OWNER

Property Information:

Property Address:

City, State, Zip:

County:

Property Owner Name:

Property Owner Signature:

Check this box to confirm that you have contacted HPD and attached to this form the email verification that your property is not listed in the Georgia or National Register of Historic Places

THIS SECTION TO BE COMPLETED BY LOCAL GOVERNMENT

Local Designation Information (select if the property is designated individually, within a district, or both):

Property is individually designated as a historic property

Property Name(s) (historic or other):

Property is located within a designated local district

Local District Name:

Required Documentation (check box to indicate that the item is attached to this form):

Local Designation Map (Required)

Local Designation Report (Required)

Local Designation Ordinance (Required)

Statement of Unavailable Documentation:

If documentation is not available, please attach a statement as to why. You may be contacted by HPD staff for additional information.

Certification

I, _____, certify that the above information is correct and accurate as of _____ and that I have the authority to confirm said information. Should the status of the property or the local district change, the local government will notify the Department of Community Affairs Historic Preservation Division.

Name _____

(Local Government Seal)

Signature _____

Title _____

Date _____