**Section 4150.50 Regulations Pertaining to the Issuance of a Certificate of Rehabilitation**

a) The owner of a certified historic building may submit an application for a certificate of rehabilitation in a form approved by the Director which contains the following information;

1) the address or location of the certified historic building,

2) documentation of the cost of the rehabilitation, including the cost of architectural fees,

3) a statement from the assessment officer stating the fair cash value of the historic building for the year in which the rehabilitation period begins,

4) the owner's assurance in writing that no certificate of rehabilitation has been approved for the same historic building within four years after the last year of the adjustment valuation period,

5) name and address of assessment officer

6) a description of the original condition of the building, when possible, and condition of the building immediately prior to the rehabilitation,

7) a description of the completed rehabilitation work, including plans and specifications,

8) documentation of the date on which construction commenced, and

9) black and white photographs 5" x 7" or larger showing the completed rehabilitation work, the appearance of the structure immediately prior to the rehabilitation, and if possible the original appearance of the structure.

b) Within forty-five days of the receipt of a complete and correct application for a certification of rehabilitation the Director shall make a final administrative decision and shall issue a certificate of rehabilitation to the applicant and transmit a copy to the assessment officer if he determines that:

1) the completed work meets the Standards for the Rehabilitation of Historic Structures as promulgated by the United State's Secretary of the Interior (36 CFR 67.7, 1983),

2) the work is substantial rehabilitation, and

3) the cost of the rehabilitation is equal to or greater than twenty-five percent of the base year valuation.

c) The Director may extend the deadline up to an additional 45 days for response to either the application for certification of a historic building or a certification of rehabilitation if he feels that a site inspection is necessary such as when photographs are unclear or the application of materials require visual examination.

d) A property owner may request a preliminary approval for a proposed rehabilitation from the Director before the rehabilitation period begins provided that the building has been certified pursuant to Section 4150.40 of this part. Such approvals are preliminary only and are not binding upon the director.

1) In order to obtain a preliminary approval the owner must provide the following information to the Director for review:

A) a description of the original condition of the building,

B) a description of the present condition of the building,

C) a description, plans, and specification, for the proposed rehabilitation, and

D) black and white photographs, 5" x 7" or larger, showing the present appearance of the building and, if possible, the original appearance of the building.

2) The Director will give preliminary approval if the proposed rehabilitation appears to meet the Standards for the Rehabilitation of Historic Structures found at (36 CFR 67.7, 1983). A property owner may apply for a certificate of rehabilitation by submitting an application pursuant to Section 4150.50(a) and shall be issued a certificate of rehabilitation if the rehabilitation meets the criteria in Section 4150.50(b).