



# FEE SCHEDULE

To cover costs associated with the processing of Part 2 and Part 3 of the State Rehabilitation Tax Credit Application, fees are charged in accordance with the below fee schedule. These fees cover the cost of processing the State application **only**. The National Park Service will send an electronic invoice after DHR’s review has been completed. **NOTE: Review of the submitted application will begin only when a full and valid payment for the processing fee is received. The Part 2 and Part 3 review fees are based upon eligible plus ineligible expenses.**

Historic Name of Property: \_\_\_\_\_

Address of Property: \_\_\_\_\_  
NUMBER STREET  
CITY COUNTY 9-DIGIT ZIP

Estimated/Actual Cost of Rehabilitation (eligible + ineligible): \$ \_\_\_\_\_

**Project Contact** (if different from the applicant/owner):

*NOTE: This is the only individual/entity other than the owner/applicant that DHR is authorized to speak with regarding this project*

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Owner:**

Name: \_\_\_\_\_ Business Entity/Organization: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Taxpayer ID (SSN or EIN): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Part 2 Review Fees:**

*Choose the processing fee that corresponds to the estimated cost of rehabilitation. Upon completion of the project, fees charged will be adjusted as necessary, depending upon the actual cost of rehabilitation.*

ESTIMATED COST	PART 2 REVIEW FEE
Less than \$100,000.....	\$250
\$100,000 to \$249,999.....	\$500
\$250,000 to \$499,999.....	\$1,000
\$500,000 to \$999,999.....	\$2,000
\$1,000,000 to \$1,999,999.....	\$4,000
\$2,000,000 to \$3,499,999.....	\$5,000
\$3,500,000 to \$4,999,999.....	\$7,000
\$5,000,000 and above.....	\$8,000

**Part 3 Review Fees:**

*If the actual costs exceed the estimated costs upon which a Part 2 fee was previously paid, please adjust accordingly. If the actual costs are less than the estimated costs upon which a Part 2 fee was previously paid, please indicate so that we may issue a refund.*

ACTUAL COST	PART 3 REVIEW FEE
Less than \$100,000.....	\$250
\$100,000 to \$249,999.....	\$500
\$250,000 to \$499,999.....	\$1,000
\$500,000 to \$999,999.....	\$2,000
\$1,000,000 to \$1,999,999.....	\$4,000
\$2,000,000 to \$3,499,999.....	\$5,000
\$3,500,000 to \$4,999,999.....	\$7,000
\$5,000,000 and above.....	\$8,000

**Expedited Review Fees:**

*Upon request, if the current workload at the department permits, the department may review complete, fully documented applications within five business days. The Supervisor reserves the right to refuse requests for expedited review if the current workload at the department so warrants.*

ACTUAL COST	EXPEDITED REVIEW FEE
Less than \$100,000.....	\$500
\$100,000 to \$249,999.....	\$1,000
\$250,000 to \$499,999.....	\$2,000
\$500,000 to \$999,999.....	\$4,000
\$1,000,000 to \$1,999,999.....	\$8,000
\$2,000,000 to \$3,499,999.....	\$10,000
\$3,500,000 to \$4,999,999.....	\$14,000
\$5,000,000 and above.....	\$16,000

**Send your fee payment with this form to:**

Tax Credit Program, Preservation Incentives Division  
Virginia Department of Historic Resources  
2801 Kensington Avenue  
Richmond, Virginia 23221

**NOTE:**

Please indicate whether you are sending Part 2 or Part 3 review fee. Checks should be made out to Virginia Department of Historic Resources.

**Review fees may be claimed as an eligible expense.**