

Maryland Historic Trust

File Format Standards for Electronic Historic Revitalization Tax Credit Application Files

General MHT File Naming Conventions

Each application component (i.e., Part 1, Part 2, Part 3, Amendments, drawings, etc.) must be saved as an individual PDF file and named according to the [Specific Naming Conventions](#) (see below).

All files will be named using the property address (or historic property name, if known) and the file type (i.e., Part1, Part2). There should be no spaces, punctuation, or special characters in the folder and file names, and underscores are used in place of spaces. Street names with cardinal directions should be abbreviated with just the first letter or letters for ordinal directions. File names should be limited to 75 characters.

For example, the Part 1 application for a house at 15 East Main Street, Takoma Park will be named: **Part1_15EMainSt_TakomaPark**.

If a property has a historic name that can be used in place of the address. For example, a Part 1 application for Baltimore Penn Station will be named: **Part1_BaltimorePennStation**.

Once a Part 1 or Part 2 application is approved all subsequent files (except photos) should be labeled leading with the MHT file #. For example, if the project is 15 East Main Street, Takoma Park is assigned MHT# 2023-999, any subsequent applications including amendments and the Part 3 application will be labeled:

- **2023-999_Amendment1_15EMainSt_TakomaPark**
- **2023-999_Part3_15EMainSt_TakomaPark**

Specific File Naming Conventions

Architectural Plans and Drawings: Plans of existing and proposed conditions should be submitted as separate files. In order to flatten the electronic files for architectural plans, select the “Print” function, then select “Adobe PDF” as the printer, save the file, and name according to the MHT Naming Convention with a description of the file type. For example:

- **15EMainSt_Existing_TakomaPark**
- **15EMainSt_Proposed_TakomaPark**

If MHT has assigned that project a file number, that must be the leading text. For example,

- **2023-999_Existing_15EMainSt_TakomaPark**
- **2023-999_Proposed_15EMainSt_TakomaPark**

Amendments: Should be named in sequential order as they are submitted. For example:

- **2023-999_Amendment1_15EMainSt_TakomaPark**
- **2023-999_Amendment2_15EMainSt_TakomaPark**
- **2023-999_Amendment3_15EMainSt_TakomaPark**

Preliminary Application: The label should include Preliminary Applications followed by a description of what the file contains. For example, preliminary plans for 15 East Main Street, Takoma Park will be: **PreliminaryApplicationPlans_15EMainSt_TakomaPark.**

Photos:

All photographs should be saved as individual JPG files. MHT will not accept TIFFS, HEIC files, or any other photo file types. All photographs must be labeled following either of the two options:

- Photo number in sequential order, property address, show description of what the photo shows, year, month. For example:
 - 1_15EMainSt_TakomaPark_frontelevation_2023_06.
 - 2_15EMainSt_TakomaPark_leftsideelevation_2023_06.

or

- Photo number, property address, year and month. If a description is not provided in the photograph label, then a photograph key must be submitted with the photographs showing the location and direction of each photograph. For example:
 - 1_15EMainSt_TakomaPark_2023_06.
 - 2_15EMainSt_TakomaPark_2023_06.

Exception: State applications for commercial projects that will be submitted to the National Park Service for the Federal tax credit can follow the Federal guidelines for photographs. More information about the Federal guidelines is available here: <https://www.nps.gov/subjects/taxincentives/hpca-electronic-submission.htm>.