



Submitting your Part 2: Amendment Sheet through DocuSign

Please review and reference this guide when completing the form. If you have questions about completing your application, please contact your Part 2 reviewer.

When you are ready submit a Part 2: Amendment Sheet, click the blue “Submit Application” button. A link to start the form through DocuSign will open in a new window. Please be prepared to complete the form once you open the link. If you need to step away from your computer, save your progress by:

- Click the “Finish Later” button on the blue options ribbon at the top of the page.
- A dialogue box will open and your email address that you used to begin the form will auto-populate.
- Click ‘save and close’. A link will be sent to your email for you to complete later.
- **Please do not start a new form if you have a saved form in progress.**

Step 1: Signer Information

- Enter in your name and email address when prompted. If there is a second homeowner, enter their name and email address. Click “Begin Signing” to start filling in the form.

Step 2: Fill in the Form

- Section 1: Enter the project number. The number can be found on the Part 1 & 2 review letter that you received from the Division for Historic Preservation (DHP).
 - If you cannot find your project number, please contact your Part 2 reviewer.
- Section 2: Complete the owner information.
- Enter your additional work items in the worksheet. Note: you only need to submit an amendment sheet to add new work items to your project. It is not necessary to submit an amendment for changes in cost or if you decide not to complete a work item that was approved on your Part 1&2.
 - If additional photos are needed for the new work items, please upload them. The best way to submit your photos is to combine them into a single document (Word or PDF), and then upload that by clicking on the attachment icon in the form.
 - If you cannot combine the photos, please make sure that you are uploading JPG image files, other file formats are not accepted.
- Section 3: Sign the form. If a second owner’s signature is required, a request to sign will be sent to them via the email address you provided in Step 1.





Submit the Form:

- When you're ready to submit the form, click the yellow "Finish" button on the upper right-hand corner of the screen. A pop-up screen will appear to confirm the form was submitted. No other steps are needed.
- You will receive an email confirmation after you application is submitted, and it will contain a link that will allow you to download a copy of your form.
- After your application is reviewed, you will receive another email with a link to download the completed form, which will include your review certification.