

Morris County Historic Preservation Trust Fund  
Photos for construction project progress and easement reporting

### **Standard Photograph Submission Format**

1. Hard copies of each photo must be submitted to the Morris County Office of Planning & Preservation. They must be printed on photo paper. No color copies or card stock.
2. The same images must also be presented in electronic format. Insert the images into the Word or PowerPoint template, with no more than two images per page (top and bottom in a portrait format), with labels (Description of activities shown in photo, e.g., window #, direction/orientation, etc.) and date (mm/dd/yyyy) picture taken indicated for both pictures. In the header of the document, include the Project Name, Project Grant Year, Location, Title of Submission (e.g. progress pictures, for Certificate of Payment dated mm/dd/yyyy, easement reporting, etc.), and a short Project Description and Date of Submission. The information in the header should appear on every page.

The Word or PowerPoint file can be submitted as an attachment to an email. If the file is more than 10 MB in size, the County email system may block it. In that case, the file can be submitted on a CD.