

New York State Historic Preservation Office

Housing Trust Fund Corporation

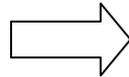
Project Submission Guide

Step 1

Prepare a review submission package for *each* building/project prior to the work being undertaken.

Information package should be mailed to:

NY State Historic Preservation Office
P.O. Box 189
Waterford, NY 12188-0189



For UPS, Fed Ex, etc.

NY State Historic Preservation Office
Pebbles Island Resource Center
1 Delaware Avenue
Cohoes, NY 12047

Submission package(s) should include:

- NYS Homes & Community Renewal *SHPO Transmittal Letter* or *NYSHPO Project Review Cover Form*.
- Include SHARS Number for the program
- Indicate project funding source (NYMS, UI, RARP)
- Accurate project address. If multiple addresses (multiple store fronts or corner building) include all .
- Clear 35mm or digital (printed on photo grade paper) photos of the project building/property. Views of exterior (all 4 elevations if possible), streetscape views of building with its immediate setting, and representative interior views.
- Date of construction (this information can be found on the building's real property tax card)
- Scope of the work being proposed for the building and/or bid documents

Step 2

The NYSHPO will determine if the individual property is listed in the NYS or National Registers of Historic Places or if the property is eligible to be listed in the registers.



Properties can be individually listed or eligible for the Registers or they may be contributing buildings/sites in a larger historic district. Whether listed in the Registers individually or as part of a district or determined eligible the review process is identical.

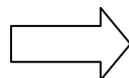
Step 3

If the property is determined to be Not Eligible for the Registers. The process ends and a letter will be sent indicating that the project will have *No Effect* on historic/cultural properties.

The standards provide guidance on how to effectively work with historic buildings. These guidelines provide information on how to adapt historic properties for modern uses. Issues such as window replacement/repair, siding replacement, masonry repair, and additions are fully addressed by the Standards. A full explanation of the Secretary's Standards can be found at: <http://www.nps.gov/tps/standards/rehabilit>

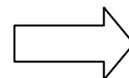
Step 4

If the property is determined to be listed in or eligible for the Registers the project will be reviewed using the Secretary of the Interior's Standards for Rehabilitation.



Step 5

If proposed work meets the guidance provided by the Standards the SHPO will issue a **No Adverse Effect** letter.

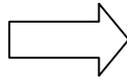


This step may require the submission of additional information or phone calls to clarify exactly how the work being proposed is planned. The more specific the information provided in the original submission is (see Step 2) the quicker the review can be completed. Reviewing the Standards prior to planning each project will help to achieve this result.

- Consultation process ends.

Step 6

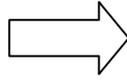
If proposed work does not meet the guidance provided by the Standards the SHPO will contact the project sponsor to determine if changes can be made in the project to meet the Standards.



Once again it is important to plan projects that respect the architectural character of an historic building without creating /inserting elements that may not be compatible with the building or its surroundings.

If changes *can* be made a No Adverse Effect Letter will be issued and the consultation Process ends

If changes *can not* be made an Adverse Effect letter will be issued. The issuance of an Adverse Effect letter may impact the ability of the project to receive funding.



Every effort should be made to avoid an Adverse Effect determination for a project, thus the importance of submitting the project packages as early in the planning process as practical.

NOTE: If your project includes ground disturbing activity such as the establishment of new park space, the placement of new utilities or the installation of sidewalks an archaeological review may be required.

NOTE: You can gather specific historic preservation information about your target area by signing on to the New York State Parks web site at <http://parks.ny.gov> then selecting Historic Preservation Office from the menu. This will bring you to the NY State Historic Preservation Web Site. From this site select *Online Tools* and go to our **Public GIS** program. This map based program will allow you to zoom into your target area and determine if your area contains resources listed in the New York State and/or National Registers of Historic places. You will need to “turn-on” Background Maps from the menu to view streets. By turning on the Archaeological Sensitivity coverage you will also be able to determine if your project (if ground disturbance is proposed) falls within a known archaeological sensitive area of the state.

NOTE: If you have questions regarding how to complete a submission or using the NYSHPO web site resources please contact: John A. Bonafide, Historic Preservation Services Coordinator at (518) 237-8643 x.3263.

NOTE: Be sure to include a *SHPO Transmittal Letter* or a *NYSHPO Project Review Cover Form* with **ALL** submissions. Include the project’s SHARS Number and project address for **ALL** initial submissions. For subsequent project submissions, for the same address, please be sure to also include the Project Number assigned by the NYSHPO.