



Katie Hobbs
Governor

ARIZONA STATE PARKS & TRAILS

Bob Broscheid
Executive Director



SHPO REVIEW SUBMISSION REQUIREMENTS NHPA Section 106 (36 CFR Part 800)

All submissions must include a letter on agency letterhead, addressed to:

Kathryn Leonard, State Historic Preservation Officer
1110 W. Washington Street Suite 100
Phoenix, AZ 85007

Email letter and attachment to: azshpo@azstateparks.gov; **do not copy any SHPO staff.**

Consultation Letter. The letter should include the following:

- Name and address of building or parcel
- Year the building was constructed
- National Register status: listed, eligible, or potentially eligible (over 50 years old)
- Description of the building (including character-defining features)
- Identification of the Area of Potential Effect (APE)
- Scope of Work (description of the proposed undertaking)
- Extent (depth, width) of any ground disturbance
- Any archaeological work that has previously been conducted (with reference to resulting report)
- Any previous modifications to the historic building materials
- Whether the building is in or near a historic district (if so, name the district)
- Statement as to whether the proposed work will meet the Secretary of the Interior's Standards for the Treatment of Historic Properties
[\[https://www.nps.gov/tps/standards/treatment-guidelines-2017.pdf\]](https://www.nps.gov/tps/standards/treatment-guidelines-2017.pdf)
- Request for concurrence with a finding "no historic properties affected" OR "no adverse effect" OR "adverse effect" (per the National Historic Preservation Act, 36 CFR 800).
- Email address of person who should receive SHPO's response. Note that all responses will be via email unless a hard copy is specifically requested.

Supplemental Information. A separate attachment should include the following:

- Photographs (all four elevations) and areas where work is proposed (interior and exterior), floor plans of the building (existing and proposed modifications), and a site plan.
- Drawings and specifications of proposed new construction or replacement of building materials and finishes, and proposed colors.
- A location map showing where the building or parcel is located, with street names or major landmark.