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## SHPO GUIDANCE FOR REVIEW OF STATE AGENCY PROJECTS

The following is guidance on when to consult with the State Historic Preservation Office (SHPO) in compliance with the State Historic Preservation Act (SHPA). Please contact SHPO if proposed work on buildings over 50 years old and/or includes ground-disturbing activity is not included in this general guidance to determine if SHPO review is required (602-542-4009 or [azshpo@azstateparks.gov](mailto:azshpo@azstateparks.gov)).

### Consultation Requirements

Review by the SHPO Office is required for the following proposed actions that may have the potential to affect a National Register listed or eligible property (note: Contact SHPO for determination of eligibility for properties over 50 years old).

The building/structure requires the project be submitted to SHPO for consultation review:

1. When building / structure is over 50 years of age.
2. When building /structure is located in a local, state or National Register historic district.
3. When building / structure is of exceptional significance or is designed by a master architect / engineer.

The scope of work requires SHPO Consultation:

- A. When there is NEW ground disturbance in an area of virgin ground. For all buildings/ structures, any age.
- B. When exterior modification to building / structure are being completed, if building / structure condition 1, 2 or 3 (above) exists.

### What “not to do “without SHPO consultation

- Paint or stucco over existing masonry walls which have never been painted or stuccoed
- Replace historic windows or doors with new products
- Add exit ramps/stairs
- Add a new addition to a building/structure (includes covered exterior spaces) ○ Change the roof configuration
- Convert covered outdoor space to interior space.

NO SHPO CONSULTATION REVIEW IS NEEDED FOR THE FOLLOWING:

- Refinance only
- Maintenance only (see below)
- Interior work only (see below)

**Maintenance**

Maintenance is work that does not require a building permit or special training to complete the work. Examples below:

Historic/Architectural Maintenance (acceptable examples)

- Painting previously painted surfaces
- Repair/replacement of roofing material with similar product
- Repair, replace or installation of simple gutters and downspouts
- Removal of graffiti with gentlest means possible
- Replacement of glass in doors and windows with same visual reflectance product
- Repair/replacement of mechanical equipment in same location
- Repair/replacement of plumbing fixtures and/or kitchen equipment
- Repair/replacement of electrical, communication, alarm, security systems in same location

Site Maintenance (acceptable examples)

- Repair/replacement or installation of fencing using only hand tools
- Repair/replacement of irrigation, water, sewer, gas or fire protection lines in the same trench (width and depth)
- Removal/replacement of small landscape products - no greater than 15-gallon horticulture container
- Temporary installation of ramps for ADA access

**Interior Work**

Interior only (acceptable examples)

- Removal of hazardous material (asbestos or lead abatement, such as drywall tape, flooring mastic, floor tiles, insulation, fireproofing) within the building/structure which does not involve alteration or removal of any character-defining features
- Repair/replacement of interior walls and/or ceilings (in-kind or non-historic)
- Repair/replacement of floor and/or windows coverings
- Repair/replacement of plumbing fixtures