



Doug Ducey
Governor

ARIZONA STATE PARKS & TRAILS

Robert Broscheid
Executive Director



STATE HISTORIC PRESERVATION OFFICE CHECKLIST FOR HUD/ADOH SUBMISSIONS

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

Kathryn Leonard, State Historic Preservation Officer
1100 W. Washington Street
Phoenix, AZ 85007

The letter should be one or two pages (as needed) and include:

- Address of building or parcel (Assessor’s Parcel Number is helpful as well)
- Funding source for the project, and/or the state or federal agency or program, as applicable
- Year the building was constructed
- Description of building (including character-defining features)
- Scope of Work (description of the proposed undertaking)
- Extent (depth, width) of any ground disturbance
- Any archaeological work 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 and indicate whether the improvements 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>])
- 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.

A separate attachment should include:

- 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.
- Proposed new or replacement building materials and finish specifications, and proposed colors.
- A location map showing where the building or parcel is located, with street names or major landmarks

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

Additional questions: pdahlen@azstateparks.gov (buildings) or edavis@azstateparks.gov
(archaeology)

****Please include only the information requested in HUD Appendix A,
Part III, Historic Preservation**