

STATE HISTORIC PRESERVATION OFFICE SUBMISSION GUIDANCE

In order for the Bureau for Historic Preservation (PA State Historic Preservation Office) to advise and assist federal and state agencies in completing their responsibilities as set forth in Section 106 of the National Historic Preservation Act and the State History Code, the following documentation must be provided to initiate the review process:

1. An explanation of what federal or state funds, permits or licenses will be involved in the entire proposed development. Please identify all the applicable state or federal agencies and/or the specific federal or state program.
2. A detailed written description of the development, including related activities that will be carried out in conjunction with the development.
3. The following preliminary development information should be submitted:
 - a) Project location on a U.S.G.S. 7.5-minute quadrangle map outlining the exact limits of the development.
 - b) Acreage of the development.
 - c) Proposed boundaries of the development's area of potential effect and an explanation/justification for its designation.
 - d) Current photographs of the development area.
 - e) Preliminary drawing or plans (site plans, floor plans, elevations) and work/project description.
 - f) Plan of existing conditions.
 - g) Pennsylvania Archaeological Site Survey Forms (P.A.S.S.) for sites identified during survey.
 - h) Pennsylvania Historic Resources Forms for historic resources (buildings, structures, historic districts, objects) over 50 years old in the area of potential effect.

In addition, federal agencies must provide:

4. Status of the identification and evaluation of historic properties (both buildings and archaeological resources) to be initiated for the project (surveys to be undertaken or efforts made to identify known and potentially eligible resources in the area of potential effect and/or phase 1 archaeological investigations and reports in the area of effect and the agency's finding on eligibility).
5. Measures that will be taken to identify consulting parties.
6. Measures that will be taken to notify and involve the public.

Additional information may be required depending on the nature and complexity of your development. The Bureau will review development submissions within 30 days after receiving all required documentation.

Bureau for Historic Preservation Contact Information:

Commonwealth of Pennsylvania
Pennsylvania Historical and Museum Commission
Bureau for Historic Preservation
Commonwealth Keystone Building, 2nd Floor
400 North Street
Harrisburg, PA 17120-0093
www.phmc.state.pa.us

This information was submitted by the SHPO and is being provided as a courtesy to PHFA Multifamily Housing applicants.