

State Historic Preservation Office (SHPO) Approval Documentation

New York's State Historic Preservation Office (SHPO), is part of the New York State Office of Parks, Recreation & Historic Preservation. The mission of SHPO is to help communities identify, evaluate, preserve and revitalize their historic, archaeological and cultural resources.

If your library building is 50 years old or older and/or the project involves ground disturbance and/or demolition, please read the following documents to determine if your project requires a SHPO approval:

- Formal Agreement with the State Education Department: [Letter of Resolution](#) between the New York State Office of Parks, Recreation and Historic Preservation and the New York State Education Department, including [Attachment A \[Examples of Activities Exempt from OPRHP Review\]](#) (full document also available in  .PDF format [57k]); For the purpose of expediting the review of projects in accordance with [Article 14; Section 14.09 of the New York State Parks, Recreation and Historic Preservation Law](#)]

Information for applicants taking an exemption based on Attachment A

If an applicant is using an exemption from Appendix A the applicant needs to state the exemption on the application. If an applicant is unsure that a project activity is exempt, the applicant should get an approval letter from SHPO.

Also, the exemption must be applicable to all project elements. If some project elements are not exempt, then the applicant should get an approval letter from SHPO for those elements.

If appropriate, an approval letter from SHPO must be attached to your construction grant application as a signed PDF.

Instructions for obtaining SHPO approval letter:

Fill out a [Project Review Cover Form](#) from the New York State Office of Parks, Recreation and Historic Preservation (OPRHP). The Field Services Bureau within the OPRHP serves as the State Historic Preservation Office (SHPO).

- The instructions on the form will direct you to send a complete **description of the work** to be performed on the building and the site, photographs and a map.
- **Photographs** of the exterior and interior of the building must be included.

- If your project involves ground disturbance, such as an addition, substantial repairs to the foundation, a ramp or utility connections, include a **map** indicating the project's location and a description of the work. [From the Project Review Cover Form: *The map must clearly show street and road names surrounding the project area as well as the location of all portions of the project. Appropriate maps include tax maps, Sanborn Insurance maps, and/or USGS quadrangle maps.*]

As per the instructions on the cover form, send all this material to:

New York State Office of Parks, Recreation and Historic Preservation
Field Services Bureau
Peebles Island State Park
P.O. Box 189
Waterford, NY 12188-0189

Please note that the review period is approximately 30 days from the time the material is received at OPRHP, Peebles Island. If required information is omitted, a request for additional information will be sent to the library. Upon receipt of the additional information at OPRHP, it may take an additional 30 days for the review.

Please provide adequate information and plan ahead for the review process. When the review is complete, a letter will be sent stating that the project will have No Adverse Impact on cultural resources listed or eligible for listing on the State and National Registers. This is your SHPO approval letter. Attach it to your construction grant application as a signed PDF.

In the event a building is determined by SHPO to be of historical significance, the SHPO approval letter must specify the precise changes to the building that are being approved. Any project components not specifically approved in writing will not be considered for funding. In the event a building is determined by SHPO to lack historical significance, a letter to that effect from SHPO must accompany the application. Such letter may be used in subsequent years to comply with construction application requirements. All SHPO letters must be submitted as PDF attachments.

Questions regarding the SHPO approval process should be directed to SHPO at 518. 237.8643.

[Information about New York State's historic preservation initiatives](#) 