



Doug Ducey  
Governor

# ARIZONA STATE PARKS & TRAILS

Robert Broscheid  
Executive Director



## STATE HISTORIC PRESERVATION OFFICE CHECKLIST FOR HUD/ADOH SUBMISSIONS

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

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

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

The letters should include:

- Address of building or parcel (Assessor's Parcel Number is helpful as well)
- Type of funding that will be used for the project
- Year the building was constructed (and architect, if known)
- Description of building
- Proposed scope of work
- Extent (depth, width) of any ground disturbance
- Archaeological work that has previously been conducted (with reference to resulting report)
- Whether the building is in or near a historic district
  - if yes, 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>)
- If a building is within the boundaries of a Certified Local Government (CLG), include proof of consultation with the local historic preservation office regarding the National Register of Historic Places eligibility of the building (letter or email). A list of CLGs can be found at: <https://azstateparks.com/certified-local-governments>
- Request for concurrence with "no historic properties affected" **OR** "no adverse effect" **OR** "adverse effect."
- email address of person that should receive SHPO's response. All responses will be via email unless a hard copy is specifically requested.

The following attachments must also be included:

- Photographs of the building or parcel; overview and areas that require work
- A location map showing where the building or parcel is, with street names or major landmarks

Email to: [mparisella@azstateparks.gov](mailto:mparisella@azstateparks.gov) and [edavis@azstateparks.gov](mailto:edavis@azstateparks.gov)