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
___ 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 and edavis@azstateparks.gov