

### Architecture Procedures for SIHP Request

Purpose: The purpose of these procedures is to ensure that architectural resources are incorporated into the State Inventory of Historic Places in a consistent manner. Staff should use these procedures as a step by step guide. All architecture staff is to follow these procedures. Consultants should refer to the Architecture Branch Survey Guidelines.

#### Requirements:

- Branch participation
  - Post SIHP request form, checklist, survey forms, and guidelines on website
  - Consistency in procedure
1. 6E-08 and 6E-42 Reviews
    - a. When SHPD requests a PDOE, RLS, or ILS :
      - i. Consult must complete the SIHP Request
        1. The SHPD review letter must explicitly state that the SIHP excel request form must be completed with the survey form
      - ii. SHPD receives and reviews the survey with SIHP request form
        1. If the property is eligible and the information is accurate:
          - a. Architecture staff will email the SIHP excel request form to SHPD GIS Specialist
          - b. SHPD GIS specialist issues site number and emails back the form with the Site Number entered
          - c. Architecture Staff saves the survey and the request form in docushare under "SIHP Site Records" by the site number
        2. SHPD writes a survey accepted letter including the site number in the letter
  2. HABS/HAER/HALS
    - a. When SHPD requests that HABS/HAER/HALS be completed:
      - i. Consultant must complete a SIHP Request
        1. The SHPD letter or agreement document must explicitly state that the HABS/HAER/HALS final copy received by SHPD must be accompanied by an SIHP request
      - ii. SHPD receives and Reviews the HABS/HAE/HALS
        1. If the information is accurate:
          - a. Architecture Staff will email SIHP excel request form to GIS specialist
          - b. SHPD GIS specialist issues site number and emails back the form with the site number entered
          - c. Architecture Staff saves the survey and the request form in docushare under "SIHP Site Records" by the site number

2. SHPD writes a "HABS documented reviewed by SHPD" letter including the SIHP number in the letter
3. Large Survey Reports (is RLS, federal surveys, SASH type)
  - a. In consultation with SHPD, agency develops survey plan
    - i. Survey spreadsheet and data collected identifies eligible properties
    - ii. Draft survey with survey date submitted to SHPD
      1. Based on survey data, SHPD identifies which properties require site numbers
    - iii. In draft survey review letter SHPD specifically requests that the agency complete the site number request form for the identified eligible properties
    - iv. SHPD receives the completed SIHP request form
      1. Architecture staff emails SIHP request form to GIS specialist
      2. GIS specialists provides site numbers to architecture staff
      3. Architecture staff saves SIHP request forms and draft survey report in docushare under SIHP Site Records by site number
      4. Architecture staff provides site numbers to consultant
    - v. Consult completes the survey report with the SIHP numbers
      1. Architecture Branch receives completed survey
        - a. Architecture staff writes Survey Report Accepted Letter
        - b. Architecture staff saves final report in docushare under surveys
4. Nominations (State and National)
  - a. SHPD receives nomination for State or National Register by submittal deadline
    - i. Architecture branch reviews nomination for completeness and documentation standards
    - ii. In review letter, SHPD specifically states that the nominator must complete and submit a SIHP request form and submit with 2<sup>nd</sup> version of the nomination
  - b. Architecture Branch received revised version of the nomination with SIHP request form by deadline
    - i. Architecture branch emails SIHP request form to GIS Specialist
    - ii. GIS specialist provides SIHP number to architecture branch
    - iii. Architecture branch saves nomination and SIHP number to docushare under SIHP Site Records by site number
  - c. Hawai'i Historic Places Review Board makes a decision to deny, defer, or list the nomination
    - i. Decision letter will go to owner and nominator with the site number
    - ii. Listed properties will be added to the register excel
    - iii. Site number will be added to the nomination and the final nomination saved in docushare under State and National Register of Historic Places by island