
SIHP REQUEST CHECKLIST

1. BEFORE YOU SUBMIT YOUR REQUEST FOR A SIHP

For Archaeological and Burial Sites:

1. Fill out the Preliminary Site Information Form for Requesting Hawai'i SIHP Numbers (Word Document)
2. Fill out the applicable information in the SIHP Request Form spreadsheet for Archaeology, Architecture, & Burial Sites. (Excel Spreadsheet)
3. Attach a digital map zoomed into the project area with site locations plotted onto a USGS topographic map background. (JPEG or PDF)
4. Attach a digital map zoomed into the project area with site locations plotted onto TMK boundary map(s). (JPEG or PDF)
5. Attach digital site plans (full site description and site plan maps) for each site needing an SIHP #. (Word Document)

For Architectural Sites:

1. Fill out the applicable information in the SIHP Request Form spreadsheet for Archaeology, Architecture, & Burial Sites. (Excel Spreadsheet)
2. Attach a digital map zoomed into the project area with site locations plotted onto a USGS topographic map background. (JPEG or PDF)
3. Attach a digital map zoomed into the project area with site locations plotted onto TMK boundary map(s). (JPEG or PDF)
4. Attach digital site plans (full site description and site plan maps) for each site needing an SIHP #. (Word Document)
5. Read "Architecture Procedures for SIHP Request" and attach one of the following to the SIHP request:
 - a. Preliminary Determination of Eligibility (PDOE)
 - b. Reconnaissance Level Survey (RLS)
 - c. Intensive Level Survey (ILS)
 - d. Hawai'i or National Register of Historic Places Nomination Form
 - e. Heritage Documentation (HABS, HAER, HALS)

2. SIHP REQUEST PROCEDURE

- ☐ Contact appropriate SHPD representative (Archaeologist, Architecture Historian, Burial Sites Specialist) and initiate the request.
- ☐ Send SHPD representative digital copies (DOC, PDF, or JPEG and Excel) of all documents mentioned in Step 1 (Preliminary Site Information Form or PDOE, RLS, ILS, NRHP/HRHP nomination, HABS/HAER/HALS; and SIHP Request Form spreadsheet, 1 USGS topo map with project area and sites, 1 TMK map with project area and sites, and site plans for all sites.)
- ☐ Information is reviewed and, if accepted, will be relayed to the SHPD GIS Specialist for processing. If not, the firm will need to make revisions and resubmit.
- ☐ SHPD GIS Specialist enters data into GIS database and SIHP spreadsheet, assigns new SIHP # and date of assignment. SHPD representative is notified of the new SIHP # and that information is relayed to the requestor.

3. SHPD CONTACT INFORMATION

- ☐ Susan Lebo, Archaeology Branch Chief, Susan.A.Lebo@hawaii.gov, 1-808-692-8019
 - ☐ Kimi Matsushima, O‘ahu Lead Archaeologist, Kimi.R.Matsushima@hawaii.gov, 1-808-692-8027
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 - ☐ Megan Borthwick, Architectural Historian, Megan.Borthwick@hawaii.gov, 1-808-692-8029
 - ☐ Jessica Puff, Architectural Historian, Jessica.L.Puff@hawaii.gov, 1-808-692-8023
 - ☐ Tanya Gumapac-McGuire, Architectural Historian, Tanya.Gumapac-McGuire@hawaii.gov, 1-808-692-8022
- ☐ Hinano Rodrigues, History & Culture Branch Chief, Hinano.R.Rodrigues@hawaii.gov, 1-808-243-4640
 - ☐ Regina Hilo, O‘ahu Burial Sites Specialist, Regina.Hilo@hawaii.gov, 1-808-692-8026
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 - ☐ Andrew Phillips, Mau‘i Burial Sites Specialist, Andrew.K.Phillips@hawaii.gov, 1-808-436-6518
- ☐ Michael Wahl, GIS Specialist, Michael.A.Wahl@hawaii.gov, 1-808-692-8017