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# SIHP REQUEST CHECKLIST

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## 1. BEFORE YOU SUBMIT YOUR REQUEST FOR A SIHP #

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### **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 boundaries and locations of collected GPS points plotted onto a USGS topographic map. (JPEG or PDF)
4. Attach a digital map zoomed into the project area with site boundaries and locations of collected GPS points plotted onto a TMK boundary map. (JPEG or PDF)
5. Attach digital site plans: full site descriptions and site plan drawings depicting the site boundary including all feature locations. (Word Document, PDF)

### **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

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- Contact appropriate SHPD representative (Archaeologist, Architecture Historian, Burial Sites Specialist) and initiate the request.
- Attach all SIHP request documents to your project in HICRIS and notify the SHPD reviewer you have done so.
- 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 HICRIS, GIS database and SIHP spreadsheet, assigns new SIHP # and date of assignation. SHPD representative is notified of the new SIHP # and that information is relayed to the requestor.