



New York State Office of Parks, Recreation and Historic Preservation
Historic Preservation Field Services Bureau
Peebles Island, PO Box 189, Waterford, New York 12188-0189

518-237-8643

In an effort to better serve the public and other agencies, the New York State Office of Parks, Recreation & Historic Preservation's Field Services Bureau is introducing the attached form. We are requesting that you complete the appropriate sections and attach it to any and ALL compliance related submissions made to this office from this point forward. This form should be used as a cover sheet with ALL standard Project Review submissions including Section 14.09, Section 106 and SEQRA reviews. The form needs to be attached to all initial submissions and any subsequent information you may be required to send in as part of a specific project. As you will note, the form is self-explanatory. Please feel free to copy this form as needed.

If you should have questions regarding the use of this form please feel free to contact John Bonafide at (518) 237-8643, ext. 3263

Thank you for your assistance in helping us to streamline our process and to better meet your needs.

PROJECT REVIEW COVER FORM

*Please complete this form and attach it to the top of any and all information submitted to this office for review.
 Accurate and complete forms will assist this office in the timely processing and response to your request.*

This information relating to a previously submitted project
PROJECT NUMBER _____ **PR** _____
 (Previous number assigned to this project by this office)

If you have checked this box and noted the previous Project Review (PR) number assigned by this office you do not need to continue unless any of the required information below has changed.

This is a new project

If you have checked this box you will need to complete ALL of the following information.

Project Name _____

Location _____
 You MUST include street number, street name and/or County, State of Interstate route number if applicable

City/Town/Village _____
 List the correct municipality in which your project is being undertaken. If in a NON-INCORPORATED hamlet/village you must also provide the name of the town.

County _____

If your project covers multiple communities/counties please attach a list defining all municipalities/counties included.

TYPE OF REVIEW REQUIRED/REQUESTED

1. Is this project being developed using New York State funds ? Federal funds ?

If you checked either or both of these boxes list the New York State and/or Federal Agency or Program that is providing the funding:

2. Does this project requires a New York State permit ? Federal permit ?

If you checked either or both of these boxes list the New York State and/or Federal Agency or Program that is providing the permit and the type of permit being requested:

3. SEORA New York State Environmental Quality Review Act

4. Information Request
 No state or federal funding or permit(s) involved

CONTACT PERSON FOR PROJECT

Name _____ **Title** _____

Firm/Agency _____

Address _____ **City** _____ **STATE** _____ **Zip** _____

Phone (____) _____ **Fax** (____) _____

The Historic Preservation Review Process in New York State

In order to insure that historic preservation is carefully considered in publicly-funded or permitted undertakings, there are laws at each level of government that require projects to be reviewed for their potential impact/effect on historic properties. At the federal level, Section 106 of the National Historic Preservation Act of 1966 (NHPA) direct the review of federally funded, licensed or permitted projects. At the state level, Section 14.09 of the New York State Parks, Recreation and Historic Preservation Law of 1980 performs a comparable function. Local environmental review for municipalities is carried out under the State Environmental Quality Review Act (SEQRA) of 1978.

Project review is conducted in two stages. First, the Field Service's Bureau assesses a property to determine whether or not is listed in the New York State or National Registers of Historic Places. If not, it is reviewed to determine whether or not it meets the criteria to be included in the registers. If listed or determined eligible for listing, then the second stage of the review is undertaken. This portion of the review determines whether or not the proposed action/project will have an impact on the qualities of the property that make it eligible.

ALL PROJECTS SUBMITTED FOR REVIEW SHOULD INCLUDE THE FOLLOWING MATERIAL(S).

Project Description

Attach a full description of the nature and extent of the work to be undertaken as part of this project. Relevant portions of the project applications or environmental statements may be submitted.

Maps Locating Project

Include a map locating the project in the community. The map must clearly show street and road names surrounding the project area as well as the location of all portions of the project. Appropriate maps include tax maps, Sanborn Insurance maps, and/or USGS quadrangle maps.

Photographs

Photographs may be black and white prints, color prints, or color laser/photo copies; standard (black and white) photocopies are NOT acceptable.

-If the project involves rehabilitation, include photographs of the building(s) involved. Label each exterior view to a site map and label all interior views.

-If the project involves new construction, include photographs of the surrounding area looking out from the project site. Include photographs of any buildings (more than 50 years old) that are located on the project property or on adjoining property.