

**REQUEST FOR SHPO REVIEW AND COMMENT ON A STATE UNDERTAKING**

**Submit one copy with each undertaking for which our comment is requested. Please print or type.**

**Return completed form and project packet digitally to [compliance@wisconsinhistory.org](mailto:compliance@wisconsinhistory.org) or by mail to:**

Wisconsin Historical Society, State Historic Preservation Office, 816 State Street, Madison, WI 53706

**Please Check All Boxes and Include All of the Following Information, as Applicable:**

**I. GENERAL INFORMATION**

- ☐ This is a new submittal.  
☐ This is supplemental information relating to Case #: \_\_\_\_\_, and title: \_\_\_\_\_  
☐ This project is being undertaken pursuant to the terms and conditions of a programmatic or other interagency agreement.

The title of the agreement is \_\_\_\_\_

- a. State Agency Jurisdiction (Agency providing funds, assistance, license, permit): \_\_\_\_\_  
 b. State Agency Contact: \_\_\_\_\_  
 c. Phone: \_\_\_\_\_ FAX: \_\_\_\_\_  
 d. Return Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 e. Email Address: \_\_\_\_\_  
 f. Project Name: \_\_\_\_\_  
 g. Project Street Address: \_\_\_\_\_  
 h. County: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 i. Project Location: Township \_\_\_\_\_, Range \_\_\_\_\_, East ☐ or West ☐ Section \_\_\_\_\_, Quarter Sections \_\_\_\_\_  
 j. Project Narrative Description—Attach Information as Necessary, including brief project overview and current photos of project property(ies).  
 k. Area of Potential Effect (APE). Attach Copy of U.S.G.S. 7.5 Minute Topographic Quadrangle Showing APE.

**II. IDENTIFICATION OF HISTORIC PROPERTIES**

- ☐ The following historic property(ies) is (are) recorded in the Wisconsin Inventory of Historic Places and is (are) located within the project APE.

\_\_\_\_\_

Attach supporting materials (including copy of Wisconsin inventory database record, current photo(s) of property).

**III. FINDINGS**

- ☐ No historic property (enumerated in II above) may be affected by the proposed project. Attach supporting material.  
☐ The proposed undertaking may affect an historic property (identified in II above) located within the project APE. Attach supporting material.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Type or print name: \_\_\_\_\_

**IV. STATE HISTORIC PRESERVATION OFFICE COMMENTS**

- ☐ Agree with the finding in section III above.  
☐ Do not agree with the finding in section III above.  
☐ The proposed undertaking will not adversely affect one or more historic properties.  
☐ The proposed undertaking will adversely affect one or more historic properties.  
☐ WHS requires negotiation with the state agency to address the adverse effect.  
☐ WHS does not require negotiation with the state agency to address the adverse effect.  
☐ WHS objects to the finding for reasons indicated in attached letter.  
☐ WHS cannot review until information is sent as follows: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Guidelines to Assist with Your Submittal

Identify Historic Property that is recorded in the Wisconsin Inventory of Historic Places. Historic buildings and other structures are found in the Architecture History Inventory, which is available here: <http://www.wisconsinhistory.org/ahi/>. For ground-disturbing activities, the Archeological Site Inventory is available through subscription or through the public access at the WHS Administration building in Madison. All historic properties are recorded in the Wisconsin Historic Preservation Database which is available through subscription or through the public access at the WHS Administration Building in Madison.

Effect: Will your project change, replace, augment, add to, diminish, or otherwise alter physical properties of the Inventoried property itself or its setting, whether such impact is perceived to be positive or negative?

Narrative: Describe your project briefly including the problem or needs you are addressing, the options you have considered, and the option you have chosen to pursue.

APE (Area of Potential Effect): Space within which the project will have immediate impact. Also, space within which there may be collateral/secondary impact. Provide a map showing the location of your property/project. USGS Topographic-type maps are helpful (these may be obtained through the internet or from the US Geological Survey downloadable maps here: <https://viewer.nationalmap.gov/basic/>) you may supply additional maps as necessary including plat, street (using Google or MapQuest, for example) to assist us identifying your project location.

Supporting materials: Provide copies of all plan details, including drawings and other specifications. Include information on each of the options considered. Provide cost assessments/comparisons of options considered. Provide current (and historic, if relevant) photos of the property, including specific photos of the areas of the property to be affected.

Section I: General Information: Check the appropriate boxes, and provide all information as requested, referring to the above guidelines as necessary.

Section II: Identification of Inventoried Properties: Copy the Wisconsin Inventory of Historic Places information to include with your submittal. If there are no such properties, you do not submit materials to our office for review.

Section III: Findings: Using the guidelines above, assess any effect(s) on the Inventoried property. If there will be no effect, check the appropriate box. If there is no effect, you are not required to submit materials to our office for review. However, you may submit materials and we will evaluate your findings. If there may be an effect, check the appropriate box.

Section IV: SHPO Comments: We will determine whether your project may adversely affect the Inventoried property. If there may be an adverse effect, we may request additional information; we may suggest a change to your project plans; we may acknowledge the adverse effect and conclude our review. In any case of adverse effect, we may require negotiation with the Agency to discuss options to avoid, minimize or otherwise mitigate the adverse effect. We will indicate our response on the form, and will return the form to you.

The law requires we respond to you within 30 days of our receipt of your submittal. If necessary, we may request an additional 30 days to review your project. If we do not respond to you within 30 days of our receipt of your submittal, there is a statutory presumption that we have no further comments on your project. You may then proceed with your project as designed at the time of the submittal.

With any questions, please contact the Wisconsin Historical Society by telephone at (608) 261-2457 or by email at [compliance@wisconsinhistory.org](mailto:compliance@wisconsinhistory.org).

Send materials to:

[compliance@wisconsinhistory.org](mailto:compliance@wisconsinhistory.org)

or

Wisconsin Historical Society State  
Historic Preservation Office 816  
State Street  
Madison, WI 53706