

REQUEST FOR SHPO REVIEW AND COMMENT ON A LOCAL UNIT OF GOVERNMENT ACTION

All materials must be submitted in hard-copy via US Postal or other mail carrier. We do not accept electronic project submittals. Submit one copy of this form and supporting materials for each undertaking requiring our review, pursuant to Wis. Stats. §§ 44.42 and 66.1111. Please print or type. Return to:

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

Please provide 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 memorandum of agreement.

The title of the agreement is _____

- A. Local Unit of Government Jurisdiction (governmental entity undertaking the project): _____
- B. Local Unit of Government Project Contact: _____
- C. Return Address: _____ City: _____ Zip Code: _____
- D. Telephone: _____ FAX: _____
- E. Email Address: _____
- F. Project Name: _____
- G. Project Street Address: _____
- H. City: _____ Zip Code: _____ County: _____
- I. Project Location: Township _____, Range _____, East or West , Section _____, Quarter Sections _____

- J. Project Narrative Description: Attach information including activity summary, plan drawings/specifications, current photographs of the affected property.
- K. Area of Potential Effect (APE): Attach a copy of U.S.G.S. 7.5 minute topographic quadrangle showing APE, and/or other maps as appropriate.

II. IDENTIFICATION OF NATIONAL REGISTER OR STATE REGISTER-LISTED HISTORIC PROPERTIES

- National Register and/or State Register-Listed Historic Properties are located within the project APE. Attach supporting information identifying said properties.

III. FINDINGS

- No National Register and/or State Register-Listed Historic Property or Properties may be affected. Attach supporting documentation.
- The proposed undertaking may affect one or more National Register and/or State Register-Listed Historic Properties located within the project APE. Attach supporting documentation.

Authorized Signature: _____ Date: _____

Type or Print Name: _____

IV. STATE HISTORIC PRESERVATION OFFICE COMMENTS

- SHPO concurs in the findings identified above.
- The proposed undertaking will not result in an adverse effect to one or more historic properties.
- The proposed undertaking will result in an adverse effect to one or more historic properties.
- SHPO requires negotiation with the Local Unit of Government to resolve the adverse effect.
- SHPO objects to the finding for reasons indicated hereon or in the attached letter.
- SHPO cannot review this submittal for reasons indicated hereon or in the attached letter.

Authorized Signature: _____ Date: _____

Guidelines to Assist with Your Submittal

Identify Historic Property that is listed on the National Register or State Register of Historic Places: All Wisconsin National Register or State Register of Historic Places listings are searchable on our website: wihist.org/NR-Records. Each listing has a digital record providing basic information about the property.

Effect: Will your project change, replace, augment, add to, diminish, or otherwise alter physical properties of the listed 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: 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 for free: (<https://viewer.nationalmap.gov/basic/>); you may supply additional maps as necessary including plat or street (using Google or MapQuest, for example) to assist us in 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 fill in all information as requested, referring to the above guidelines as necessary.

Section II: Identification of Listed Properties: Search the WHS database or local records to confirm presence or absence of a property listed on the State Register or National Register of Historic Places. Copy this 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 State Register or National Register-listed property. If there will be no effect, check that 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 that box.

Section IV: SHPO Comments: We will determine whether your project may adversely affect the identified listed 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 Unit of Government 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 the Wisconsin Historical Society at (608) 261-2457 or compliance@wisconsinhistory.org.