New York State Office of Parks, Recreation and Historic Preservation
Historic Preservation Field Services Bureau
Peebles Island Resource Center, PO Box 189, Waterford, NY 12188-0189 (Mail)
Delaware Avenue, Cohoes 12047 (Delivery) **(518) 237-8643**

PROJECT REVIEW COVER FORM

Rev. 5-05

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 relates to a previously submitted project.

☐ 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.

PROJECT NUMBER ____PR_____

COUNTY _____

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2. 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 or Interstate route number if applicable

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

County _____
If your undertaking* covers multiple communities/counties please attach a list defining all municipalities/counties included.

TYPE OF REVIEW REQUIRED/REQUESTED (Please answer both questions)

A. Does this action involve a permit approval or funding, now or ultimately from any other governmental agency?

☐ **No** ☐ **Yes**

If Yes, list agency name(s) and permit(s)/approval(s)

Agency involved	Type of permit/approval	State	Federal
		☐	☐
		☐	☐
		☐	☐

B. Have you consulted the NYSHPO web site at **http://nysparks.state.ny.us to determine the preliminary presence or absence of previously identified cultural resources within or adjacent to the project area? If yes: ☐ **Yes** ☐ **No**

Was the project site wholly or partially included within an identified archeologically sensitive area? ☐ **Yes** ☐ **No**

Does the project site involve or is it substantially contiguous to a property listed or recommended for listing in the NY State or National Registers of Historic Places? ☐ **Yes** ☐ **No**

CONTACT PERSON FOR PROJECT

Name _____ **Title** _____

Firm/Agency _____

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

Phone (_____)_____ **Fax** (_____)_____ **E-Mail** _____

http://nysparks.state.ny.us then select **HISTORIC PRESERVATION then select **On Line Resources**

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) directs 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.
regulations on line at:
http://nysparks.state.ny.us then select **HISTORIC PRESERVATION** then select **Environmental Review**

Project review is conducted in two stages. First, the Field Services Bureau assesses affected properties to determine whether or not they are listed or eligible for listing in the New York State or National Registers of Historic Places. If so, it is deemed "historic" and worthy of protection and the second stage of review is undertaken. The project is reviewed to evaluate its impact on the properties significant materials and character. Where adverse effects are identified, alternatives are explored to avoid, or reduce project impacts; where this is unsuccessful, mitigation measures are developed and formal agreement documents are prepared stipulating these measures.

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.

NOTE: Projects submissions will not be accepted via facsimile or e-mail.

**Undertaking* is defined as an agency's purchase, lease or sale of a property, assistance through grants, loans or guarantees, issuing of licenses, permits or approvals, and work performed pursuant to delegation or mandate.