

PA SHPO

Interim Guidelines for Above Ground Environmental Review Submissions, Initiation through Evaluation

Introduction

These interim guidelines are intended to supplement **Chapter 6. Compliance Investigations** and **Chapter 7. Report Standards** of the [Guidelines for Architectural Investigations in Pennsylvania, 2014](#) (*Architectural Guidelines*).

They should also be utilized in conjunction with any other relevant guidelines, including but not limited to [Survey Guidelines for Pipeline Projects Above Ground Resources, June 2013](#) and [Guidelines for Projects with Potential Visual Effects, September 2014](#).

Project Initiation

To initiate project review, a [Project Review Form](#) and relevant attachments must be submitted through postal mail. The mailing address is:

PHMC
State Historic Preservation Office
400 North Street
Commonwealth Keystone Building, 2nd Floor
Harrisburg, PA 17120-0093

All project submissions that have been submitted through postal mail will receive an Environmental Review (ER) Number, assigned by PASHPO staff.

- For projects that do not have the potential to affect above ground resources, a No Effect response will be provided and consultation for above ground resource effects will conclude.
- For projects that have the potential to affect above ground resources, the Environmental Review (ER) number will be used in all future submissions, including data entry requests.

Identification

If identification is warranted, please contact your appropriate [Above Ground Environmental Reviewer](#) to discuss the project and the proposed methodology. Identification Reports are required for projects that include 10 or more newly identified above ground historic resources.

Note:

Above ground resources are buildings, structures, districts, and/or objects. If a project has the potential to affect multiple buildings within a potential historic district or historic properties, the potential historic district or historic property is considered one resource, not the individual buildings that comprise the potential property (such as a historic district or farm). Do not provide documentation on individual buildings within a larger historic district or property.

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- 1) If the project includes 10 or more newly identified resources, CRGIS staff should be contacted as the **report** will need to be data entered directly into CRGIS (see below under Evaluation with regards to resource data entry).

To request permission to use electronic data entry for a project, send an email to CRGIS RA-CRGIS@pa.gov. The email should include the ER number, anticipated number of newly identified resources, and shapefile of APE (Please consult our [Guidelines for CRGIS Data Submission in Pennsylvania](#), April 2018 for specific instructions and guidance regarding actual data entry).

- 2) In response to the enquiry email to CRGIS at RA-CRGIS@pa.gov, within three working days CRGIS staff will respond to either confirm or deny permission to access data entry and will include a link to the *CRGIS Data Entry Manual*.

Please note that if the enquiry email does not contain the ER number and a shapefile of the APE boundaries, permission to progress to data entry will not be given until those details are provided. If a first-time user of the CRGIS, directions will also be provided to apply for a CRGIS user account.

Note:

It is important to note that every individual user *MUST* have their own named user account, and failure to comply with CRGIS guidelines regarding password sharing can result in a closed account.

Identification Reports

Identification reports should include the following information. This replaces the requirements specified on pages 48-50, Numbers 1-11 and 15 of the *Architectural Guidelines for Above Ground Environmental Review submissions* only. Requirements pertaining to assessments of effect (12); public and consulting parties (13), and sources/bibliography (14) have not changed.

Those reports that do not including the information below will be returned for revisions:

1. [PASHPO Historic Resource Report Summary Form](#) with all fields completed. If fields are left blank or erroneously completed, the report will be returned for revisions.
2. Introduction – Summarize the purpose of project, purpose of the survey, objectives, results, and recommendations.
3. Project Location -- Include map of project area and Area of Potential Effects (APE), narrative justification for APE, and description of current conditions with photographs.

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- Project area and APE can be shown on a USGS map or street map with appropriate labels shown.
4. Methodology—Describe archival or background research and field investigation methods. Research and survey strategies should be specific to the size and complexity of the APE, accessibility, environmental characteristics, and expected architectural and historic properties.
 5. Background Research – Present results of background research. Identify previously evaluated resources in the APE and list all the names, locations, and appropriate Key or ER numbers. ***Please note copies of this previous documentation should not be included in the report or appendices.***
 - If a previously identified property (i.e. with existing Key Number) has been demolished, provide a comparison of historic and current aerials and approximate date of demolition, if known.
 - Identify and discuss use of historic aerial mapping (available from Penn Pilot at Penn State at www.pennpilot.psu.edu), as appropriate, for identification of 50-year-old resources and changes over time.
 6. Context and Property Types - **Summarize** the development/history of the APE (maximum 4 pages). This should not be an exhaustive history and should be relevant to the age and types of resources within the APE.
 7. Survey Recommendations—Provide results of field survey and eligibility evaluation, including previously identified resources in a table format. ER staff will reference this table to review documentation in CRGIS and provide future survey recommendations, as appropriate. The table format should have the following fields:
 - Key Number/Survey Number/Milepost and/or Map #,
 - Property Name/Address,
 - Municipality/County,
 - Parcel ID #,
 - Resource Description/Date of Construction,
 - Proposed Work/Impacts/Preliminary Assessment of Effects,
 - NR Status/Recommended Status/Further Documentation/Justification, and
 - photograph (see sample Above Ground Resource Identification Report).
 8. Appendices –Appendices should include qualifications of survey director and/or surveyors. Tables and figures not incorporated into the text should also be included here (wherever possible, such materials should be incorporated into the report where the relevant reference or discussion occurs).

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Evaluation

If evaluation of National Register eligibility is warranted, please contact your appropriate [Above Ground Environmental Reviewer](#) to discuss the project and the proposed methodology for evaluation. Please note evaluation is driven by the potential effect of the project on historic properties. If the project has the potential to affect 10 or more above ground resources, evaluation of eligibility and evaluation of effects should be submitted separately.

Note:

Above ground resources are buildings, structures, districts, and/or objects. If a project has the potential to affect multiple buildings within a potential historic district or historic properties, the potential historic district or historic property is considered one resource, not the individual buildings that comprise the potential property (such as a historic district or farm). Do not provide documentation on individual buildings within a larger historic district or property.

1. CRGIS data entry is required for all Above Ground Environmental Review submissions that have the potential to affect ten (10) or more newly identified above ground resources. Please note, however, we recommend and encourage this process for any new identification efforts. (This process cannot be used for additional information requests or previously identified resources.) CRGIS data entry is *recommended* for any new identification efforts but is **required** for any identification efforts involving the potential to affect 10 or more newly identified resources.
2. **Effective July 2, 2018**, do not send hard copies of reports or Abbreviated HRSFs or HRSFs for above ground resources for those resources that are data entered in CRGIS. For those projects that include less than 10 newly identified/evaluated resources, digital copies of Abbreviated HRSFs or HRSFS should be provided electronically (PDF/A) on CD – do not send hard copies.
3. In response to the enquiry email to CRGIS at RA-CRGIS@pa.gov, within three working days CRGIS staff will respond to either confirm or deny permission to access data entry and will include a link to the *CRGIS Data Entry Manual*.
 - i. Please note that the enquiry email **MUST** contain the ER number, the number of newly identified resources, and a shapefile of the individual resource boundaries; permission to progress to data entry will not be given until those details are provided. If a first-time user of the CRGIS, directions will also be provided to apply for a CRGIS user account. It is important to note that every individual user **MUST** have their own named user account. Failure to comply with CRGIS guidelines regarding password sharing can result in a closed account.
4. When using the CRGIS data entry process, do not send hard copies of the Abbreviated HRSFs or HRSFs for newly identified resources.
5. Upon acceptance of data entry by CRGIS staff, the system will generate an email notification for each resource. Please note this notification is for CRGIS data entry completeness only; ER staff will review

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recommendations of eligibility upon receipt of the associated submittal letter (please see below). Please allow two (2) weeks for review and approval of CRGIS data entry.

6. For identification efforts involving the potential to affect 10 or more newly-identified resources: Once approval notification for the CRGIS data entry of **all** resources is received from CRGIS staff via email, mail a submittal letter to ER staff for review and comment.

The submittal letter should include the ER # as well as a table or list of the properties (Key Number/Resource Name/Address and Eligibility Recommendation) evaluated. Materials should be provided to the following mailing address:

PHMC/PA SHPO, 400 North Street, 2nd Floor, Harrisburg PA 17120-0093

7. For identification efforts involving the potential to affect less than 10 newly-identified resources: Once approval notification for CRGIS data entry is received for **all** resources is received from CRGIS staff via email, send a "Request to Review and Comment" email to the appropriate [Above Ground Environmental Reviewer](#). The "Request for Review and Comment" email should include the Environmental Review (ER) number as well as names and key numbers for **all** resources in the APE. Do not send partial submissions for review.