



Oregon SHPO Clearance and Go Digital

For: 2022 Oregon Heritage Conference – SHPOlooza session
Shane P. James – USFS/BLM Liaison - Oregon SHPO

Clearance Email –

ORSHPO.Clearance@opr.d.Oregon.gov

- ▶ Primary and preferred method for submitting information to SHPO.
- ▶ Dedicated account monitored by support staff
- ▶ 30-day clock starts the date that a complete and ready for processing submission is received.
- ▶ DO NOT EMAIL REVIEW MATERIAL DIRECTLY TO SHPO STAFF
- ▶ Change all .zip to .shpo
- ▶ 20 MB size limit per email
 - ▶ Multiple emails
 - ▶ FTP site

SHPO File Transfer Protocol (FTP) site

- ▶ Security reasons, prevent SHPO staff from visiting external sites to download documents
- ▶ For situations when single attachment for review is over 20-MB limit.
- ▶ Secure and password protected
- ▶ State of Oregon approved
- ▶ For access, email: marybeth.grover@opr Oregon.gov

Go Digital Submittal Form

- ▶ Required for all Go Digital Submittals (New cases, Requests for more info on existing cases)
- ▶ All field and sections need to be completed or checked
- ▶ Prefer Township/Range/Section
- ▶ If you don't know the answer, the submitter should figure it out.

OR SHPO SUBMITTAL FORM
RESPONSE REQUIRED IN ALL SECTIONS

WHY
This submittal is (Select One) the First Initiation of Consultation and no SHPO Case # exists
 a Response to SHPO Request for more information on existing SHPO Case # provided below
 New Information for review on existing SHPO Case # provided below
 Existing SHPO Case #

WHAT
Your Project Name
Your Project Number
Extremely Brief Project/Undertaking Description

WHERE
Project Location
County(s)
Street Address City
OR Legal Description T/R/S
OR Long/Lat (decimal degrees to 4 decimal places) Long Lat

WHO RECEIVES CORRESPONDENCE FROM THE SHPO
If not the Formal Contact, the Working Project Contact is who the SHPO communicates with for more information about the project and/or submittal package

Formal Contact		Working Project Contact (cc'd on all correspondence to Formal Contact)	
Name	<input type="text"/>	Name	<input type="text"/>
Org	<input type="text"/>	Org	<input type="text"/>
Address	<input type="text"/>	Address	<input type="text"/>
Address	<input type="text"/>	Address	<input type="text"/>
City/ST/Zip	<input type="text"/>	City/ST/Zip	<input type="text"/>
Phone	<input type="text"/>	Phone	<input type="text"/>
Email	<input type="text"/>	Email	<input type="text"/>

HOW
Is there a federal nexus for the project (funding, permitting, licensing, etc.)? Yes No
Ownership of Project Land? Private Public Both

Additional Comments (Optional)

SUBMITTED TO SHPO FOR
 Built Environment Review
 Archaeology Review
 Both Built and Archaeology Review

SUBMITTAL EMAIL ACCOUNT
ORSHPO.Clearance@oregon.gov

ADDITIONAL ATTACHMENTS (Select All that Apply & Attach Individually)
 Cover Letter
 Map(s) (Required for Archaeology if not included in a Report)
 Oregon SHPO Clearance Form (Built Environment)
 106 Documentation Form (Built Environment)
 Built Environment Only Report
 Archaeology Report INCLUDING State of Oregon Report Cover Sheet
 Combined Arch & Built Report INCLUDING State of Oregon Report Cover
 Sheet BLM or USFS Archaeology Site Record(s) # Individually Attached
 Spatial Data
 Other 1 (Name It)
 Other 2 (Name It)
 Other 3 (Name It)

Revision Date 05/22/2018

Cover Letters

- ▶ Cover letters should be answer two questions:
 1. Why are you sending this information to SHPO?
 - a. Brief project description
 - b. Project location
 - c. Applicable laws and regs
 - d. Federal nexus
 - e. Lead agency
 - f. Delegated authority (as necessary)
 2. What are you requesting that SHPO do with this info?
 - a. Fulfill permit
 - b. For SHPO records
 - c. Seeking SHPO concurrence
- ▶ Cover letters are not required, but we would love to see more of them.
- ▶ Information placed in the body of an email is not the same as a cover letter; and SHPO reviews NEVER see these emails, just the attachments.

SHPO Report Cover Page

- ▶ Required for any kind of archaeological report i.e., letter, monitor, evaluation, and survey.
- ▶ Required for combined Archaeological and Built Environment reports
- ▶ Not required for Built Environment only reports
- ▶ All field and sections need to be completed or checked

Report #

SHPO Use

*State Historic Preservation Office
Report Cover Page*

Year:

Title:

REPORT Author(s):

Agency/Client:

District/Contractor:

Agency/Client Report#: Project Acres: Survey Acres:

LOCATION County(ies):

Township: Range: Section(s): Township: Range: Section(s):

TESTING Archaeological Permit Number(s): Accession Number:

Reports submitted to: Tribes: UOMNCH: LCIS: Curation:

Report Addresses Testing:

CONSULTATION Have tribes been contacted or consulted? List tribes:

List any other groups contacted or consulted:

PA/ MOA Report is associated with: PA MOA

*REPORTS WITHOUT A COMPLETE AND ACCURATE COVER PAGE AND APPROPRIATE ADDITIONAL PAGES
MAY BE RETURNED. CHECK THE SHPO WEBSITE TO MAKE SURE YOU HAVE THE MOST CURRENT VERSION.*

10/24/2017

Section 106 and Clearance Forms

- ▶ Section 106 and Clearance Forms are for built environment resource only.
- ▶ These are not to be submitted for archaeology compliance review.
- ▶ Section 106 Form: Recommended for recording built environment resources by a preservation professional.
- ▶ Clearance Form: Recommended for recording built environment resources by a non-preservation professional, and to clear small projects regardless of expertise.

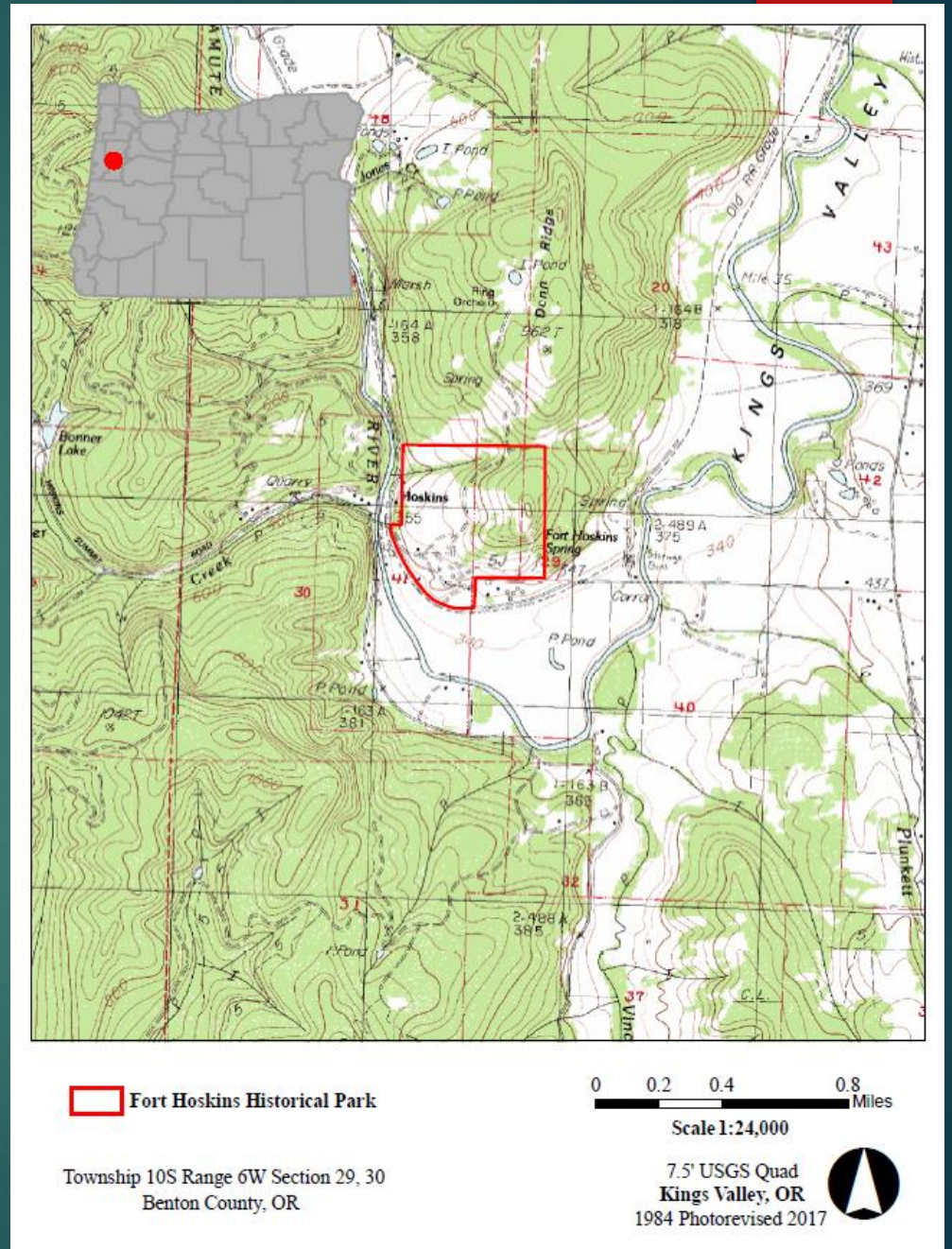
This form is for: federal cultural resource reviews (Section 106); state cultural resource reviews (ORS 358.653)

SECTION 1: PROPERTY INFORMATION		SHPO Case Number:					
Resource Name:							
Street Address:							
City:		County:					
Agency Project #		Project Name:					
<i>If there is not a street address, include the Township, Range, and Section, cross streets, or other address description</i>							
Owner:	<input type="checkbox"/> Private	<input type="checkbox"/> Local Gov	<input type="checkbox"/> State Gov				
		<input type="checkbox"/> Federal Gov	<input type="checkbox"/> Other: _____				
Are there one or more buildings or structures? <input type="checkbox"/> YES <input type="checkbox"/> NO – If no, skip to Section 2 and append photo(s)							
Is the property listed in the National Register of Historic Places? <input type="checkbox"/> YES – Individually <input type="checkbox"/> YES – In a district <input type="checkbox"/> NO							
Original Construction date: _____ <input type="checkbox"/> Check box if date is estimated							
Siding Type(s) and Material(s):		Window Type(s) and Material(s):					
Has the property been physically altered? <input type="checkbox"/> No Alterations <input type="checkbox"/> Few Alterations <input type="checkbox"/> Major / Many Alterations							
SECTION 2: APPLICANT DETERMINATION OF ELIGIBILITY - Check the appropriate box:							
<i>The purpose of this review is to avoid impacts to properties that are "eligible" (historic) or already listed in the National Register of Historic Places. Fully establishing historic significance can be very costly and time consuming. Therefore initial evaluations are based on age (50 years or greater) and integrity (historic appearance), which are the minimum qualifications for listing in the National Register. Additional documentation may be needed further in the process, but typically initial evaluations allow the review process to proceed expeditiously.</i>							
<input type="checkbox"/> The property is considered Eligible at this time because it is already listed in the National Register or <ul style="list-style-type: none"> • is at least 50 years old and retains its historic integrity (minimal alterations to key features) • has potential significance (architectural or historical) 							
<input type="checkbox"/> The property is considered Not Eligible at this time because it: <ul style="list-style-type: none"> • is less than 50 years old or is 50 years or older but there have been major alterations to key features • is known to have no significance, based on National Register-level documentation and evaluation 							
SECTION 3: APPLICANT DETERMINATION OF EFFECT - Check the appropriate box:							
<input type="checkbox"/> The project has NO EFFECT on a property that is eligible or already listed in the National Register, either because there is no eligible property involved or the eligible property will not be impacted physically or visually.							
<input type="checkbox"/> The project will have a minor impact on a property that is eligible or already listed in the National Register, and therefore there is NO ADVERSE EFFECT . Minor impacts include replacement of some, but not all, siding, doors, or windows, etc.							
<input type="checkbox"/> The project will have a major impact on a property that is eligible or already listed in the National Register, therefore there is an ADVERSE EFFECT . Major impacts include full or partial demolition, complete residing, full window replacement, etc.							
STATE HISTORIC PRESERVATION OFFICE COMMENTS – Official use only							
Eligibility:	<input type="checkbox"/> Concur with the eligibility determination above.	RECEIVED STAMP					
	<input type="checkbox"/> Do not concur with the eligibility determination above.						
Effect:	<input type="checkbox"/> Concur with the effect determination above.	<table border="1"> <tr> <td>RLS</td> <td></td> </tr> <tr> <td>ILS</td> <td></td> </tr> </table>		RLS		ILS	
RLS							
ILS							
	<input type="checkbox"/> Do not concur with the effect determination above.						
Signed: _____ Date: _____							
CONTACT INFORMATION STAMP							
Comments:							
SECTION 4: PREVIOUS ALTERATIONS TO THE BUILDING OR STRUCTURE							
<i>Only complete this section for buildings that are 50 years old or older. Describe any alterations that have already occurred to the building, such as material replacement, including siding, windows, and doors; any additions, including garages; and any removal or addition of architectural details, such as brackets, columns, and trim. Provide estimated dates for the work. Attach additional pages as necessary.</i>							

County:	
#:	
listed in the National Register of	
usually	<input type="checkbox"/> NO
district	
Date Recorded:	
Finding of Effect:	
<input type="checkbox"/> No Effect	
<input type="checkbox"/> No Adverse Effect	
<input type="checkbox"/> Adverse Effect	
RECEIVED STAMP	

GIS and Spatial Data

- ▶ Very appreciated
- ▶ Please only include:
 - ▶ APE
 - ▶ Surveyed area
 - ▶ Site and isolate locations
- ▶ SHPO data schema is available to contractors and consultants at request.



Questions?

Place your name in the
chat and you can join
me in break out room