The Division for Historic Preservation
An Introduction to the New York State Historic Preservation Office (SHPO) and the Cultural Resource Information System (CRIS)

https://cris.parks.ny.gov/

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The Division for Historic Preservation

Serves as the State Historic Preservation Office (SHPO) for many programs

Internally referred to as “Peebles Island”

Acts as the primary state government office for all historic preservation programs, efforts, reviews, etc.
The Division for Historic Preservation

- Community Preservation Services
  - Determines what is historic

- Technical Preservation Services
  - Determines impact of proposed actions
  - Archaeology and above-ground resources

- Historic Sites & Parks
  - Plans projects
  - Provides technical advice and assistance

- Information Resources
  - Links all decisions through CRIS
If a resource is listed on the National Register OR determined eligible for listing by DHP/SHPO...

The agency must take into account the effects/impacts of their actions on historic resources

Agency actions include:
- construction,
- funding,
- permits, or
- licenses
A Journey from SPHINX to CRIS...

• Old technology to a state-of-the-art solution
• Separate modules to a fully integrated solution
• Standalone maps to spatially-enabled application with integrated GIS technology
• Paper submissions to digital submissions
• “Snail mail” and standalone email to integrated communications, notifications and requests
• Basic login to advanced security, privileges and integration with NY.GOV authentication
• Rooms of paper files to over 2 million pages of digitally scanned documents
• Integration of countless disparate data sources
What does CRIS Support?

- Highest level of data organization ("master folder")
- Comprised of a series of "submissions"
- Types of projects:
  - Consultation
  - Independent Survey
  - National Register
  - Request for Evaluation of Eligibility
  - Commercial Tax Credit
  - Homeowners Tax Credit
- Over 125,000 projects migrated from SPHINX
The CRIS Database

- Key Data Elements
  - Projects
  - USNs
  - Surveys
  - National Register Listings

- Digital Documents
  - Migrated legacy document imaging
  - Over 2 million pages of hard copy documents scanned and linked to USNs, Surveys, Projects and NR listings

- GIS Database
  - All CRIS data managed spatially
  - Many reference layers

- Integration into single database
USNs (Unique Site Number)

• What is a USN?
  • Any resource that could be nominated for the National Register

• Three types of USNs
  • Buildings, structures, objects and sites (“above ground” resources)
  • Archeological Sites (“below ground” resources) & Submerged
  • Districts (Historic Building Districts and Archeological Districts)

• Over 340,000 USNs in the CRIS database
• USN Numbers: xxxxx.yyyyy (e.g., 00104.000186)
  • where xxxxx is MCD code and yyyyyy is sequential number
USNs (Continued)

- **Buildings/Structure/Objects**
  - Over 320,000 in database
  - Geocoded as point features in spatial database
  - About 1/3 of USNs did not successfully geocode due to address completeness/quality in SPHINX database
  - Limited attributes, but paper inventory forms were scanned

- **Archeological Sites**
  - Over 20,000 in database
  - Nearly all are stored as a point feature in spatial database
  - Already existed as point features in GIS at SHPO
  - Highly sensitive data, requires “Archeo” privileges from SHPO
  - Limited attributes, but paper inventory forms were scanned

- **Historic Districts**
  - Hundreds of districts
  - Stored as polygons in spatial database, but only a small percentage exist, primarily those that are NR listed
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Project 321 E Linden Avenue Apartments

Name:
Submission
Description:
Date: 11/09/2020
Received:
Date Due: 12/09/2020
Submitted by Guest User
By:
Approval Type:
Reference Number(s):

Project Description: The proposed development of a 3.13 Acre parcel at the corner of East Linden Avenue and Lincoln Mills Road. 2.37 acres of the parcel lies in the Village of East Rochester, while 0.76 acres of the northern section of the parcel lies within the Town of Perinton. The property currently has a church/gathering house onsite with limited commercial zoning in East Rochester, and Residential B zoning in Perinton. The adjacent properties consist of single-family residences.

Taylor the Builders plans to construct a 4 story, 92-unit apartment building with a 25,700 SF footprint. The project is slightly wooded, and special attention has been given to save as many trees as possible. the project will utilize existing infrastructure including utilities located in the East Linden Avenue right of way. The development also includes a 400 SF storage shed, a playground, a stormwater management area, and 138 off-street parking spaces.
Disclaimer on Landing Page

Cultural Resource Information System Legal Disclaimer

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Please read and agree to our Legal Disclaimer before proceeding.

I AGREE

I DISAGREE

Disagree redirects to nysparks.com/shpo
Landing Page

- Click **Sign In** to log in with an NY.gov ID account
  - Manage submissions from dashboard
- Click **Proceed as Guest** to submit your project without signing in
  - Reopening submission as a guest user requires 12-character token

**Welcome to the Cultural Resource Information System (CRIS)**

We encourage you to explore this new online resource which provides individuals and communities with information and tools to support the preservation and revitalization of New York's rich heritage and culture.
CRIS Home Page

- Displays differently for guest vs. registered users
- Click **Submit** in top navigation bar to open the Submit page
Submit Page

• Click the **Consultation** tile (for Section 106, Section 14.09, and SEQR projects)
Consultation Project Dialog

- Click **Start** to open a new initial consultation submission in a CRIS Submit tab.
Step 1. Contact Information

• Click **Add Your Primary Contact to Begin** to add the first contact

• Primary contact is addressee for SHPO letters

• Registered users’ contact information is entered automatically
Step 1. Contact Information (continued)

- Click **Add a New Contact** to add each secondary contact.
- To manage existing contacts, select a contact from the grid and click **View**, **Edit**, **Make Primary**, or **Delete**.
Floating Buttons

• At the lower right corner of the CRIS Submit window
• **Save and Continue:** Save current changes and keep working
• **Finish Later:** Save current changes and close CRIS Submit
• **Submit to SHPO:** Save current changes and send to SHPO processing queue
Step 2. Project Overview

• **Project Name**
  • Should be distinct and descriptive
  • Appears on SHPO letter

• **Project Description**
  • Enough details to fit in 1000 characters
  • Can attach scope of work and other documentation at Step 4

• **Involves Ground Disturbance**
  • Triggers Archaeology Unit review
  • If ground was previously disturbed, enter information about that disturbance
Step 2. Project Overview (continued)

- **One or More Buildings Present**
  - Triggers Survey and National Register Unit review
  - Requires you to submit at least one building or structure at Step 6 (Built Resources)

- **Type of Permit/Approval**
  - Optional
  - Can help SHPO staff identify appropriate review process

- **Reference Number**
  - Optional
  - Enter the reviewing agency’s own reference number, if applicable
  - Appears on SHPO letter and in CRIS email notifications
Step 3. Agency Information

• Click **Select Primary Agency** to open the agency dialog
• Select the project’s primary agency from the list or enter text to filter the list
• Federal agencies take precedence over state agencies
• Click **Add** to confirm the selected primary agency
Step 3. Agency Information (continued)

• Click **Select Additional Agencies** to reopen the agency dialog and select any secondary agencies.

• To manage existing agencies, select an agency from the grid and click **Make Primary** or **Delete**.

![Agency Information Table]

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<th>Agency Name</th>
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<td>State</td>
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* Agencies: 1
Step 4. Project-Level Attachments

- Click **Add Attachment** to open the attachment dialog
- Enter the **Name/Title** (required), select the file, and click **Upload**
Step 4. Project-Level Attachments (continued)

- To manage existing attachments, select an attachment from the grid and click **Edit** or **Delete**
Step 5. Project Location

• If your project is at a specific address, click **Yes** to open the address search form
• Enter the address and click **Find**
• If multiple results are returned, select the best match
• To move location point, click **Adjust Location** and drag point to correct place (such as building footprint)
• Click **Accept Location** to save the location point
Step 5. Project Location (continued)

• If your project is larger than a 50-foot square area or involves ground disturbance, click **No**

• **Describe project area:** Enter a description of the area of potential effect (APE)
Step 5. Project Location (continued)

• Click **Draw Project Location** to turn on the drawing tool

• Click the basemap selector to switch the background to Imagery Hybrid (satellite imagery with street labels)

• To start drawing, click the first corner of the APE on the map

• Click and drag the basemap to move the map around

• Use mouse scroll wheel or +/− buttons to zoom
Step 5. Project Location (continued)

- Double-click the last corner of the APE to complete the shape (changes to red dashed line)
- Click **Edit Project Location** to modify the shape
  - Drag **blue** points to move existing vertices
  - Drag **gray** points to add new vertices
- Click **Stop Editing Project Location** to save the modified shape
- Click **Delete Project Location** to reset
Step 6. Built Resources

- Required if there are any existing buildings or structures within your APE
- Click **Add Built Resource** to open the Built Resource dialog
Step 6. Built Resources (continued)

• By default, the first built resource has the project address (if present)
• Map zooms to APE by default
• To enter a new address, click **Find Address**
• To move the building location point, click **Adjust Location**, then click and drag the blue location point to the correct location
• Click **Accept Location** to save the location point
Step 6. Built Resources (continued)

- **Resource Type:** Building (default), Structure, Object, Site (above-ground)
- **Property Name:** Be descriptive, such as “Schneider Farms Barn”
- **Year of Original Construction:** Can enter an approximate year
- Click **Save Now to Continue Form** to proceed
Step 6. Built Resources (continued)

- **Current Uses**: Add at least one current use for the building
  - Pick from the list or type in the text filter to refine
- **Photos**: Add at least one current photo of the building’s primary façade
  - Avoid using Google Street View or similar sources
Step 6. Built Resources (continued)

• **Attachments:** Optional. Only building-specific attachments should be uploaded here
  - After SHPO processes the submitted built resource, these attachments will be **public-facing** in the building’s USN record

• **Supplemental Information:** Optional. May be helpful if building is potentially historic. Examples:
  - **Historic Uses:** For a vacant or repurposed building
  - **Materials:** If a building retains its original roofing, siding, etc.
  - **Comments:** If the building has an existing USN record, enter the USN number here for SHPO’s reference
Initial Submission: Next Steps

• Click **Submit to SHPO** to send the submission to SHPO’s processing queue

• CRIS will send a “SHPO Initial Consultation Submission Received” email to the project contacts from Step 1

• To edit the submission and resubmit:
  • Registered user: Go to **My Submissions** and click the Edit button for the submission (may need to switch grid view to “My Completed Submissions”)
  • Guest user: Go to **Submit > Consultation**, enter the 12-character submission token in the text box, and click **Continue**
  • Be sure to click **Submit to SHPO** after making edits!
Initial Submission: Next Steps (continued)

• If SHPO marks the submission as **insufficient**, a “SHPO Insufficient Initial Consultation Submission” email will be sent to the contacts with the reviewer’s comments and instructions.

• If SHPO **accepts** the submission, the Project Number will be assigned (e.g., 20PR01234) and a “SHPO Initial Consultation Submission Accepted” email will be sent to the contacts.

• SHPO review of a consultation submission is typically within 30 calendar days from the date the submission was received.
Checking the Status of a Submission Review

• To check the status, open the project details:
  • Registered user: Go to My Projects and click the View button
  • Guest user: Enter the project number and a contact’s email address in the Find My Project form

• In the project details, go to the Submissions tab

• The Submissions Overview tab will show each review’s due date and a list of SHPO reviewers and the status of their reviews (Incomplete or Complete)
Consolidated Response

• When all SHPO reviewers assigned to a submission have signed off, but they have not yet issued a finding letter, a consolidated response will be issued

• CRIS will send the project contacts a “SHPO Submission Consolidated Response” email

• The email has a link to the consolidated response page
  • Anyone can use the link to view the response (not just project contacts)
Consolidated Response (continued)

- **Review Responses:** Signoff comments from the SHPO reviewers
- **Information Requests:** Click the Process (green cog) button to submit requested information, such as surveys, photos, or attachments
- **Attachments:** Letters or guidelines from the SHPO reviewers detailing their response (not a finding letter)
Submitting Archaeological Surveys

• An archaeological consultant does not need to be a project contact to submit a requested survey
• Forward the “SHPO Submission Consolidated Response” email to the consultant
• The consultant can follow the consolidated response link to the consolidated response page and fulfill the survey request
• Emails will be sent to the consultant and project contacts when the survey submission is received, marked insufficient, or accepted by SHPO
Finding Letter

• After the SHPO reviewers receive all of the requested information and complete their review, they can issue a finding letter for the project

• A “SHPO Effect Finding Letter” email will be sent to the project contacts

• The email contains a link to the finding letter page
  • Anyone can use the link to view the page and download the letter (not just project contacts)
Questions?

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