

## CCLS Guidance: SHPO Application Process

Libraries must determine if they are required to acquire approval for their project from the State Historic Preservation Office. Contact Jan for information. If your library requires approval, start this process immediately. It can take weeks or even months to get SHPO approval.

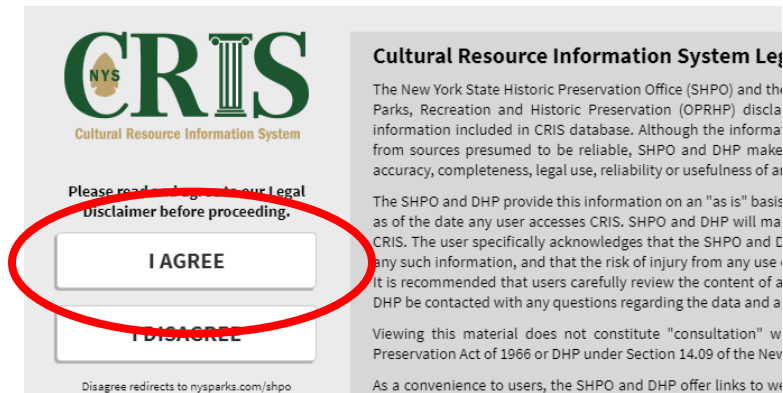
If your library building is 50 years old or older and/or the project involves ground disturbance and/or demolition, please read the following document to determine if your project requires SHPO approval: [Formal Agreement with the State Education Department](#)

This webinar helps to explain the SHPO process: <https://vimeo.com/708770727>

### **To apply for SHPO approval:**

Visit: <https://cris.parks.ny.gov/Login.aspx?ReturnUrl=%2f>

Click “I Agree”



The screenshot shows the 'Cultural Resource Information System Legal Disclaimer' page. The 'I AGREE' button is circled in red. The text on the page includes: 'Please read the following Legal Disclaimer before proceeding.', 'I AGREE', 'I DISAGREE', and 'Disagree redirects to nysparks.ny.gov/shpo'. The disclaimer text states: 'The New York State Historic Preservation Office (SHPO) and the Parks, Recreation and Historic Preservation (OPRHP) disclaim information included in CRIS database. Although the information is from sources presumed to be reliable, SHPO and DHP make no warranty as to the accuracy, completeness, legal use, reliability or usefulness of any information. The SHPO and DHP provide this information on an "as is" basis as of the date any user accesses CRIS. SHPO and DHP will make no representation or warranty regarding the accuracy, completeness, legal use, reliability or usefulness of any such information, and that the risk of injury from any use of the information is assumed by the user. It is recommended that users carefully review the content of any information before using it. If you have any questions regarding the data and its use, please contact the SHPO or DHP. Viewing this material does not constitute "consultation" with the SHPO or DHP under Section 14.09 of the New York State Historic Preservation Act of 1966 or DHP under Section 14.09 of the New York State Historic Preservation Act of 1966. As a convenience to users, the SHPO and DHP offer links to websites that may be helpful to users.'

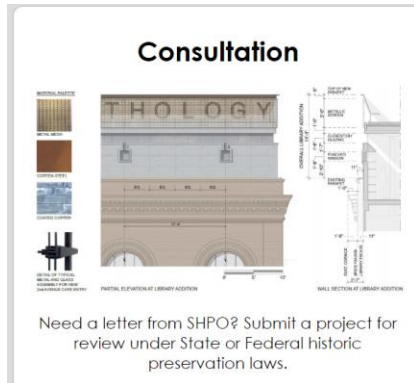
Choose “Proceed as Guest”, then click SUBMIT



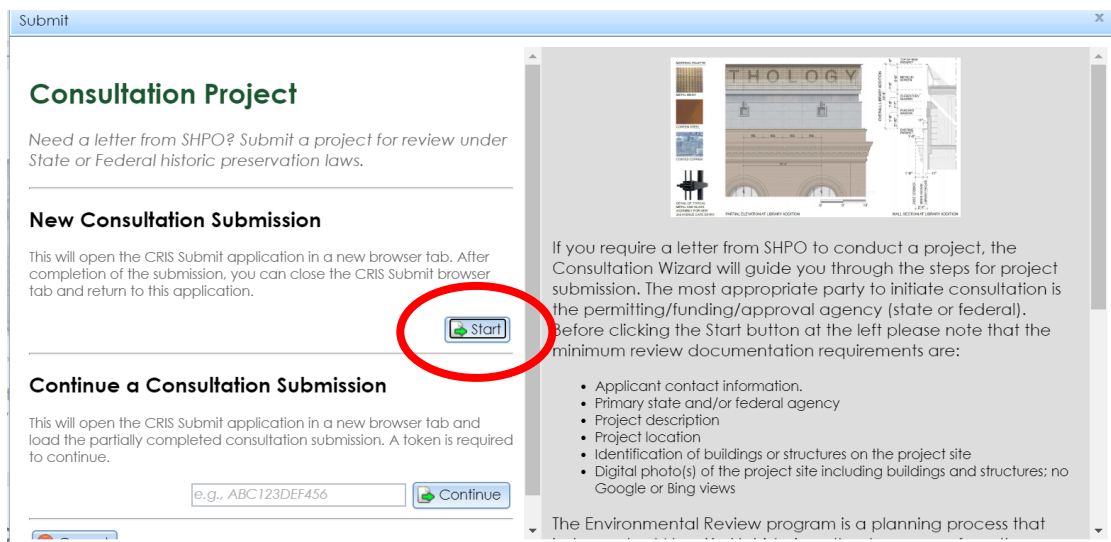
The screenshot shows the CRIS login page. The 'PROCEED AS GUEST' button is circled in red. A red arrow points to the next screen, which shows the 'Welcome to the Cultural Resource Information System' page. The 'SUBMIT' button is circled in red. The text on the next screen includes: 'Welcome to the Cultural Resource Information System', 'Find My Project', 'I know my Project Number', and 'I know my Submission Token'.

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### Click Consultation Tile




A box will pop up (see below). Click Start.



### Begin your application

## Consultation Project Submission

### 1. Contact Information

 ADD YOUR PRIMARY CONTACT TO BEGIN

VIEW EDIT MAKE PRIMARY DELETE