

# Historic Preservation for Oregon

## 24 CFR Part 58

General requirements	Legislation	Regulation
Protect sites, buildings, objects, structures, and districts with national, state or local historic, cultural and/or archeological significance. Identify effects of project on historic properties	National Historic Preservation Act, 16 U.S.C. 470(f), section 106	36 CFR Part 800 24 CFR Part 58.5(a)

**1. Does the project include repair, rehabilitation or conversion of existing properties; new construction; the acquisition of undeveloped land; or any activity that requires ground disturbance (defined as one cubic foot of disturbed soil)?**

- No: STOP here. The Section 106 Historic Preservation review is complete.  
**Record your determination on the Statutory Worksheet or Environmental Assessment.**
- Yes: PROCEED to #2

**2. Does the project involve a structure that is less than 45 years old, is not in a historic district and has no ground disturbing activities?**

- Yes: STOP here. The Section 106 Historic Preservation review is complete.  
**Record your determination that there is no potential to cause effect, including the age of the existing building and information from the National Register to show that the activity is not in a historic district, on the Statutory Worksheet or Environmental Assessment.**
- No: PROCEED to #3

**3. Consult with SHPO or THPO and any tribes or groups that may have an interest in the project to determine if the project is eligible for the National Register of Historic Places.**

- You must define and consider the Area of Potential Effect (APE). The APE is the geographic area within which an undertaking may directly or indirectly cause changes in the character or use of historic properties. The APE is influenced by the scale and nature of an undertaking. (36 CFR Part 800.16).
- Determine if there are tribes or groups that have an interest in the historic aspects of the project and invite them to participate in the consultation. For ground disturbing activities, you must make a reasonable and good faith effort to identify Indian tribes that may have an interest. HUD’s website lists interested tribes by county: <https://egis.hud.gov/tadat/> It is suggested that you go to the Legislative Commission on Indian Services, Tribal websites, or contact the SHPO to make sure contact information is current.
- Consult the State Historic Preservation Officer (SHPO), or if the project is on certain tribal lands, the Tribal Historic Preservation Officer (THPO), with details of the project and project site and your determination if it is eligible for the National Register of Historic Places. Instructions on how to submit projects for review to the Oregon SHPO and submittal requirements are below. SHPO or THPO has 30 calendar days from receipt of adequate documentation to review and concur or comment on your determination of eligibility and finding of effect. If SHPO does not respond within the timeframe, or provide a description of additional information needed, you may proceed with the next step of the process based on your finding or consult with the Advisory Council on Historic Preservation (ACHP).

State Historic Preservation Officer contacts: <https://www.oregon.gov/oprd/OH/Pages/Staff-Directory.aspx>  
 Tribal Historic Preservation Officers contacts:  
<https://members.nathpo.org/thpodirectory/FindStartsWith?term=%23%21>

Proceed as appropriate based on the Finding:

- No Historic Properties Affected:** STOP here. The Section 106 Historic Preservation review is complete.  
**Attach SHPO/THPO concurrence, copies of letters to and from other interested parties and the tribes, and your response to the ERR. If SHPO/THPO did not respond within 30 days, your dated letter documents**

compliance. Record your determination of no historic properties affected on the Statutory Worksheet or Environmental Assessment.

- No Adverse Effect on Historic Property:** STOP here. The Section 106 Historic Preservation review is complete. **Categorically Excluded projects (24 CFR Part 58.35(a)) CANNOT convert to exempt with this determination.**

Attach SHPO/THPO concurrence, copies of letters to and from other interested parties and the tribes, and your response to the ERR. Record your determination of no adverse affect on historic properties on the Statutory Worksheet or Environmental Assessment.

- Adverse Effect on Historic Property** Resolve Adverse Effects per 800.6 in consultation with SHPO/THPO, the ACHP if participating, and any consulting parties. The loan or grant may not be approved until adverse effects are resolved according to 800.6 or you have complied with 36 CFR Part 800. **Categorically Excluded projects (24 CFR Part 58.35(a)) CANNOT convert to exempt with this determination.**

Make sure that the resolution is fully documented in your ERR with all SHPO/THPO correspondence, copies of letters to and from other interested parties and the tribes, surveys, MOAs etc.

### **Submittal Processes for the Oregon SHPO:**

The Oregon SHPO is able to electronically receive project documentation using Go Digital. Go Digital submittals are sent to [ORSHPO.Clearance@oregon.gov](mailto:ORSHPO.Clearance@oregon.gov) with the appropriate attachments. This dedicated email account is monitored by support staff and ensures your project receives a SHPO case number and is assigned to the appropriate staff for review. Do not send digital submissions to individual staff members. Instructions on Go Digital are available for download from: <https://www.oregon.gov/oprd/OH/pages/projectreview.aspx>.

### **Submittal Requirements for the Oregon SHPO**

For all reviews, include a cover letter with the following:

- A statement that you are the “responsible entity” for Section 106 consultation.
- A detailed description of the proposed project actions.
- Determinations of eligibility for all cultural resources.
- Finding of effect for the undertaking.

For Built Environment reviews, include:

- Completed Oregon SHPO Clearance Form, available for download from <https://www.oregon.gov/oprd/OH/Pages/ProjectReviewResources.aspx>. If multiple properties are being recorded, each property needs a separate form.

For Archaeological review, include:

- A map with the APE clearly delineated.
- A history of the APE (e.g. past development, land use, existing utilities)
- An archaeological report with the SHPO report cover sheet, available for download from <https://www.oregon.gov/oprd/OH/Pages/ProjectReviewResources.aspx>.
- Shapefiles of APE, survey area, and any resources discovered