



ILLINOIS HOUSING DEVELOPMENT AUTHORITY STANDARDS FOR HISTORIC PRESERVATION COMPLIANCE

November 2015

All applications for Multifamily Financing to the Illinois Housing Development Authority (IHDA) must comply with Section 106 of the National Historic Preservation Act of 1966, as amended (NHPA); there are no exceptions to this requirement. If you wish to read the full version of the Act (effective August 5, 2004), please visit <http://www.achp.gov/nhpa.html>.

In the state of Illinois, the State Historic Preservation Officer (SHPO) at the Illinois Historic Preservation Agency (IHPA) must grant approval to proceed after verifying compliance with Section 106. In general, IHDA requires developers and project managers to submit their historic preservation materials to IHDA as part of all financing applications. The SHPO review process with IHPA takes a minimum of 30 days. In some extenuating circumstances, developers may have already submitted their requests for SHPO approval directly to IHPA; in these instances, the SHPO approval letter must be submitted as part of the Application for Multifamily Financing,

Also, please be aware that a SHPO approval letter is valid for only two years from the date of issuance. Either IHDA or the development team is responsible for obtaining a new letter from IHPA that is valid through initial closing. If you have questions about your letter's validity, please contact IHDA immediately.

Finally, if your project's financing triggers National Environmental Protection Act (NEPA) compliance and clearance, SHPO approval is a mandatory part of that compliance, and must be obtained prior to the publication process.

I. Format of Application

You must submit the materials itemized below in electronic form with your Application for Multifamily Financing, and IHDA will apply for SHPO approval if your project is approved for financing. Please check the application instructions or contact IHDA to determine if providing your own previously-obtained SHPO approval letter in lieu of the items below is acceptable.

- A. Historic Preservation Checklist Form (includes several of the items below); Appendix 1.
- B. Names of all funding, licensing or permitting agencies (ie, Illinois Environmental Preservation Agency, Army Corps of Engineers, US Department of Housing and Urban Development, Community Development Block Grant, HOME, etc.).
- C. Complete description of all elements of the proposed undertaking.
- D. Any relevant permit, project or previous IHPA log numbers.
- E. Map clearly indicating project location: may be a Google map, a city map (if in Chicago, provide a Zoning Map), or a county map.
- F. USGS 7.5 minute topographic map showing project location (only for new construction projects).
- G. Project site plans and specifications (for rehabilitation projects).

- H. Project address.
- I. Legal description (including section, township and range for vacant land).
- J. Existing site conditions (ie, vacant lot, agricultural field [plowed, planted], pasture, etc.).
- K. Total acreage involved in project.
- L. Documentation of any prior non-agricultural disturbance at project site (photos, soils report, etc.).
- M. Color photographs of the physical site (at least two) formatted no smaller than 4"x4," and may be either 35mm or digital (if any structures are present, please skip M and move directly to N and O below).

If any existing structures will be impacted by the undertaking, please include the following additional information:

- N. Current photos (at least two) of the exterior of each structure on the subject property: these photos must be color, formatted no smaller than 4"x4," and may be either 35mm or digital.
- O. Interior photos should adhere to the same guidelines as the exterior photos.
- P. Probable/possible date of original construction of each structure.
- Q. Any known historical/cultural information, ie, is the structure significant in the community or is it associated with an individual of significance? Include a narrative describing this historical/cultural information.
- R. An electronic copy (full color) of the HARGIS map with the project area clearly marked; this map can be found at <http://gis.hpa.state.il.us/hargis/>.
- S. An electronic copy of your search of the National Register of Historic Places at <http://www.nps.gov/nr/>.

If you have any problems gathering electronic copies of everything requested above, please contact IHDA to determine the best resolution to this.

II. Format of Historical and Archaeological Surveys, including Professional Qualifications and Fees

Sometimes, if there is reason to believe an area could contain historically or archaeologically significant artifacts, IHPA will require a historical or archaeological survey. IHPA will always provide a list of surveyors who are qualified and approved to do the required work, in the manner and format required by IHPA. It is up to the development team to approach whichever surveyor(s) they wish to hire, get quotes, and determine the impact of those costs on the project budget while working with their Development Officer.

III. Alternate Submission Information

If for some reason you need to submit your own request for SHPO approval to IHPA, be aware that IHPA prefers applications for SHPO approval to be submitted electronically to HPA.ProjectsBox@illinois.gov. Please limit the number of pages to 10. If electronic submission isn't possible, you may send your printed applications via mail or overnight shipment to:

Rachel Leibowitz, Ph.D.
Deputy State Historic Preservation Officer
Regulatory Programs, Preservation Services
Illinois Historic Preservation Agency
1 Old State Capitol Plaza
Springfield, Illinois 62701
Phone: 217/785-5031
Rachel.leibowitz@illinois.gov
www.illinoishistory.gov

There is no fee required to apply for or to receive SHPO approval directly from IHPA.

IV. Questions

Any questions or requests for clarification regarding this process should be submitted to:

ILLINOIS HOUSING DEVELOPMENT AUTHORITY

Janis Sinisi, Architectural Services & Construction Facilitator
Illinois Housing Development Authority
(312) 836-5398
jsinisi@ihda.org

or

Spencer Skinner, Manager, Architecture and Construction Services,
Illinois Housing Development Authority
(312) 836-5318
sskinner@ihda.org.

ILLINOIS HISTORIC PRESERVATION AGENCY

Archaeological Inquiries:

Joe Phillippe
Joe.Phillippe@illinois.gov
(217) 785-1279

General Architectural Inquiries:

Tina Blakenship
Tina.Blakenship@illinois.gov
217/785-4997

Historic Preservation Checklist
Revised 11/1/2015

Scattered site Projects MUST submit a separate Historic Preservation Checklist and supporting documentation for EACH Project address Site.

PID:

Project Name:

Project Address: Street:
City:
Zip Code:

If Vacant Land: Section: Township: Range:

Sponsor:

If 9% LIHTC Application: New Construction Rehabilitation

Previous IHPA log number (if applicable):

This form and all supporting documentation are required for all IHDA Applications.

In all cases, it is the applicant's responsibility to ensure the Application is clear, unambiguous, and complete, and that documentation submitted evidences the criteria outlined in the QAP.

Description of existing Site conditions, (including structures, vacant land, if agriculture, plowed, planted, pasture).

Provide the names of all funding, licensing and permitting agencies involved in the Project (e.g., 9% LIHTC from IHDA; permits from Illinois Environmental Protection Agency or Army Corps of Engineers; particular financing program from HUD; local municipality, etc.)

Agency

Involvement

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Describe all of the elements of the proposed undertaking including demolition, construction, and site work.

Total acreage of the Site

Possible date of original construction for each Site structures (if applicable)

Any known historical information about the Site and/or existing structures

Is this Site or any existing structures on Site: **(all boxes must be checked yes or no)**

- Listed on the National Register?
- Within a Local Historic District?
- Local Landmark?
- Significant in the community or associated with any individual of significance. If yes, please describe:

Historic Survey ranking, if not designated

ALL of the following documentation must be included with this checklist in your Application:

- Legal Description
- HARGIS map with Site location **clearly** identified. <http://gis.hpa.state.il.us/hargis/>
- US Geological Survey topographic map with Site location **clearly** indicated
- Minimum of two (2) color site photos, 35mm or digital, printed on 8 ½" x 11" paper, no smaller than 4"x4" each. Photos should include ALL standing structures on the Site. Black & white photos are not acceptable.
- For each existing structure: (2) Interior color photos and (2) exterior color photos (front and back of structure)
- Any relevant permits that have been issued to the Project.
- Documentation of any prior non-agricultural disturbance of the Site in the form of photos or soils reports.
- Zoning Map, if Site is in Chicago