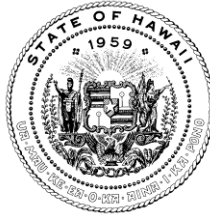


NEIL ABERCROMBIE
GOVERNOR OF HAWAII



STATE OF HAWAII
DEPARTMENT OF LAND AND NATURAL RESOURCES

HISTORIC PRESERVATION DIVISION
KAKUHIHEWA BUILDING
601 KAMOKILA BLVD STE 555
KAPOLEI HI 96707

WILLIAM J. AILA, JR.
CHAIRPERSON
BOARD OF LAND AND NATURAL RESOURCES
COMMISSION ON WATER RESOURCE MANAGEMENT

ESTHER KIA'AINA
FIRST DEPUTY

WILLIAM M. TAM
DEPUTY DIRECTOR - WATER

AQUATIC RESOURCES
BOATING AND OCEAN RECREATION
BUREAU OF CONVEYANCES
COMMISSION ON WATER RESOURCE MANAGEMENT
CONSERVATION AND COASTAL LANDS
CONSERVATION AND RESOURCES ENFORCEMENT
ENGINEERING
FORESTRY AND WILDLIFE
HISTORIC PRESERVATION
KAHOOLAWE ISLAND RESERVE COMMISSION
LAND
STATE PARKS

SHPD Architecture Submittal Requirements

The State Historic Preservation Division – Architecture Branch - requires the following to fulfill our review requirements pursuant to HRS 6E and with regards to changes to any structure that has been flagged by the Department Planning and Permitting as potentially historic:

- An existing site plan/floor plan
- Proposed project drawings
- Photographs
- Scope of proposed work
- Completed Preservation Review Submittal form

We request these items so we may identify potentially significant historic structures and/or as mitigation for proposed alteration to or demolition of structures over 50 years old.

****Partial submittals will not be accepted****

PLANS

- For minor renovation projects or demolition projects, the plans may be a sketch but we ask that they be to scale, have overall and room dimensions, and show window and door locations as well as any fixtures and built-ins.
- Drawings may be of any standard size but any drawing set that cannot be folded and filed should be accompanied by a digital version of the submittal information.
- *We do not accept original routed drawings and cannot be responsible for return of drawing sets.*

PHOTOS

- Overall view of site from street(s)
- Exterior photos of each building elevation - labeled
- Interior views as appropriate to document the proposed work - labeled

When taking the photos please view them as archival photo-documentation of an architectural period - someday someone may be very interested in seeing these structures. We will also use the photos inform the scope of proposed work. The shots don't have to be professional - just get the best views possible and try to include anything that might be unique or interesting about the structure(s) or site. A photo key plan showing the location/direction of the photos is not required but most helpful. (Views noted on the site plan works well)

HISTORIC RESOURCES INVENTORY FORM

The form is available from SHPD, The Department of Planning and Permitting/Public Works or online at: <http://hawaii.gov/dlnr/hpd/hpregistr.htm> - the link is near the bottom of the page.

All documentation is best left with Planning and Permitting/Public Works when you apply. If you have already applied you can mail or bring the items to our Kapolei office:

State Historic Preservation Division
601 Kamokila Boulevard, Room 555
Kapolei, Hawaii 96707
808.692.8015
Hours: 8am – 4:30pm

You may also email the completed documents to: DLNR.Intake.SHPD@hawaii.gov. Please be sure to include the property address and TMK in the correspondence subject line. If you have any questions, please don't hesitate to call or email.

Thank you.

Chapter 6E Historic Preservation Review Submittal Form

For projects affecting buildings more than 50 years old.

1

TMK:		YEAR BUILT:	
STREET ADDRESS:		Island:	
TOWN/AREA:		ZIP CODE:	
PROPERTY NAME:		HISTORIC NAME:	
OWNER:		ARCHITECT (If known):	
OWNER TYPE:	<input type="checkbox"/> PRIVATE <input type="checkbox"/> PUBLIC	CONTACT # : () -	
		EMAIL	@

2

Submittal Checklist:

All submittals **must** include the following

PLANS

Plans must illustrate the building before and after the proposed work. A very detailed project description will suffice for small projects. Any plans larger than 11X17 must be submitted in a digital format.

PLANS WILL NOT BE RETURNED!

PHOTOS

Include clear photos of each elevation as well as photos of the specific locations of the proposed work. Digital photos are accepted and encouraged.

3

Share your knowledge (Optional)

Is the property associated with:

significant historical events;

Examples: A building that once housed an early school. - An old commercial district that represents a town's growth over time. - A building that once housed an important social organization.

a prominent historical figure;

Examples: The office of an important labor leader. - The halau of a prominent kumu hula. - The boyhood home of a president or world leader. The studio of a locally significant artist.

an exemplary design or construction method;

Examples: A representative work of a master architect. - The oldest brick building in the state. - A small farm house with exceptional examples of Japanese carpentry. - A military facility that illustrates cold war technology.

an archaeological site

Examples: An important pre-contact habitation site. - The site of an important battle. - A plane crash site.

Describe this association:

Include any other important historical information you may know. Feel free to use multiple pages

office use only	TMK:	TOWN/AREA	ISLAND	PROPERTY NAME:
	ADDRESS:			
DETERMINATION				
ELIGIBLE FOR REGISTER:	<input type="checkbox"/> YES <input type="checkbox"/> NO			
REGISTER #:		ZIP CODE		