

## SHPO Submission Requirements List

<b><u>PRELIMINARY SUBMISSION</u></b>			
		<b>School Name &amp; Borough</b>	
		<b>Building ID</b>	
		<b>Building Description and History</b>	
		Original Construction Date	
		Additions with dates?	
		Any Modifications w/Modification Dates	
		<b>Modifications affecting Historic Character</b>	
		<b>Location Map</b>	
		<b>Block Plan/Context Photos</b>	
		Numerous Photos of Neighborhood	
		<b>Site Plan/Building Photo Key Plan</b>	
		<b>Photos of Existing Building</b>	
		<b>Exterior</b>	
		Dedication Plaque ( if available )	
		Major Elevations and architectural details	
		<b>Interior</b>	
		Major interior areas such as the lobby, main office, auditorium (including the stage), cafeteria, library, representative halls and representative classroom	
		<b>Historic Plans and Elevations of Existing Building</b>	
		Plans	
		Major Elevations	
<b>Submit 1 copy on disc.</b>			
<b><u>DETAILED SUBMISSION</u></b>			
		<b>Project Description</b>	
		<b>School Name &amp; Borough</b>	
		<b>Building ID</b>	
		<b>Building Description and History</b>	
		Original Construction Date	
		Additions with dates?	
		Any Modifications w/Modification Dates	
		Project Status	
		Proposed Project Description	
		<b>Modifications affecting Historic Character</b>	
		<b>Location Map</b>	
		<b>Block Plan/Context Photos</b>	
		Numerous Photos of Neighborhood	
		<b>Site Plan/Building Photo Key Plan</b>	
		<b>Photos of existing Building</b> (applicable to area of work)	
		Elevations	

		Major Interior area (if affected by work)	
		<b>Historic Plans and Elevations</b> (applicable to area of work)	
		<b>Scope of Investigation</b> (written description)	
		Introduction – Executive Summary	
		Existing Conditions, Findings and Conclusions	
		Include description of why items cannot be retained and repaired.	
		Include <u>percentage of damage</u> for brickwork or any component proposed for replacement.	
		Parapets – coping, cornice.	
		Terra Cotta Proposed Work	
		Ornamental Proposed Work	
		Exterior Architectural Doors	
		Window replacement per Aluminum replacement D.H. Window - (SHPO accepted aluminum windows) in SCA standard details.	
		Major Interior Spaces (if applicable)	
		Miscellaneous Items	
		<b>Recommended Work</b>	
		<b>Proposed Construction Documents</b>	
		Plans ( identify areas of work on drawings)	
		Elevations ( identify areas of work)	
		Detail sheet related to work	
		Specifications for architectural scope items only	
		<b>Appendices</b>	
		Photos of existing conditions and damage referenced in the findings	
		Damage Mapping Drawings	
		Window comparison (if required)	
		Testing Reports backing up recommendations	
		Correspondence (if applicable)	
<b>Submit 1 copy on disc.</b>			