

**INFORMATION NEEDED FOR STANDARD
UNM HISTORIC PRESERVATION COMMITTEE REVIEW**

- A consultation request letter from the UNM Project Manager, (PM):
 - Provide the PM's contact information including phone number and email and the organization they represent.
 - List all UNM departments that will be involved in the project

- Property name and location. Include building number, address or site description.
 - Indicate location on the UNM map.

- Detailed description of the property or site
 - The property's Historic Cultural Properties Inventory Form available in the UNM Heritage Preservation Survey.
 - Written identification of the UNM Historic Preservation Implementation Plan tier rating (1, 2, or 3) for the property
 - The property's distinguishing character-defining features and pertinent preservation and maintenance guidelines and the pages where these are discussed in the UNM Campus Heritage Preservation Plan and Getty project.
The [Getty Campus Heritage Project](http://historicpreservation.unm.edu/) and Implementation Plan Tier rankings can be reviewed at [Preservation Committee website](http://historicpreservation.unm.edu/)
<http://historicpreservation.unm.edu/>

- Review the State Register of Cultural Properties and the National Register of Historic Places to determine if the property is registered. The state list can be viewed at <http://www.nmhistoricpreservation.org> and the federal list at www.nr.nps.gov. Indicate if the project property is registered. If the property is listed on the State and/or National Registry, then provide the following:
 - State and/ or National Registry File Number, Name of Property, County, City, State registration date and/ or National registration date.
 - Include the State and/or National registration nomination form. Many of these forms are available at Zimmerman Library.

- Detailed description of the proposed project, including related activities (e.g. staging areas, access roads, utilities, Etc.) This description should explain the scope of work. Preliminary drawings or plans of the project design. This description must include:
 - A written discussion of the reasons for and the nature of the proposed work, and potential impact on character-defining features.
 - sufficient visual material to give a good sense of the current conditions and proposed work, including, as necessary, a site plan, floor plans, elevations and photographs.
 - Include both project specific photos and exterior photographs and elevations of the buildings

- Provide current photographs of the project area showing existing building/structures and/or the nature of the current ground surface. Exterior photographs and elevations of the buildings are sufficient. Photos should be clear so that HPC can evaluate the historic integrity of the building. Provide representative streetscape or surrounding area views to provide an idea of the architectural context.

- Who is providing funding or assistance for the project?

- Review the State Register of Cultural Properties and the National Register of Historic Places to determine if listed

properties occur in the project area. The state list can be viewed at <http://www.nmhistoricpreservation.org> and the federal list at www.nr.nps.gov. Describe any known archaeological sites, historic buildings or other cultural properties located within in the project area.

**Additional Guidance for Consultation with
The UNM Historic Preservation Committee may be found at <http://historicpreservation.unm.edu/>
Web site or contact the UNM Historic Preservation Committee Chair**