

SECTION 1: UNDERTAKING INFORMATION

PROJECT NAME:	
APPLICANT ORGANIZATION:	
ADDRESS:	
CITY:	COUNTY:

SECTION 2: PROJECT DETAILS

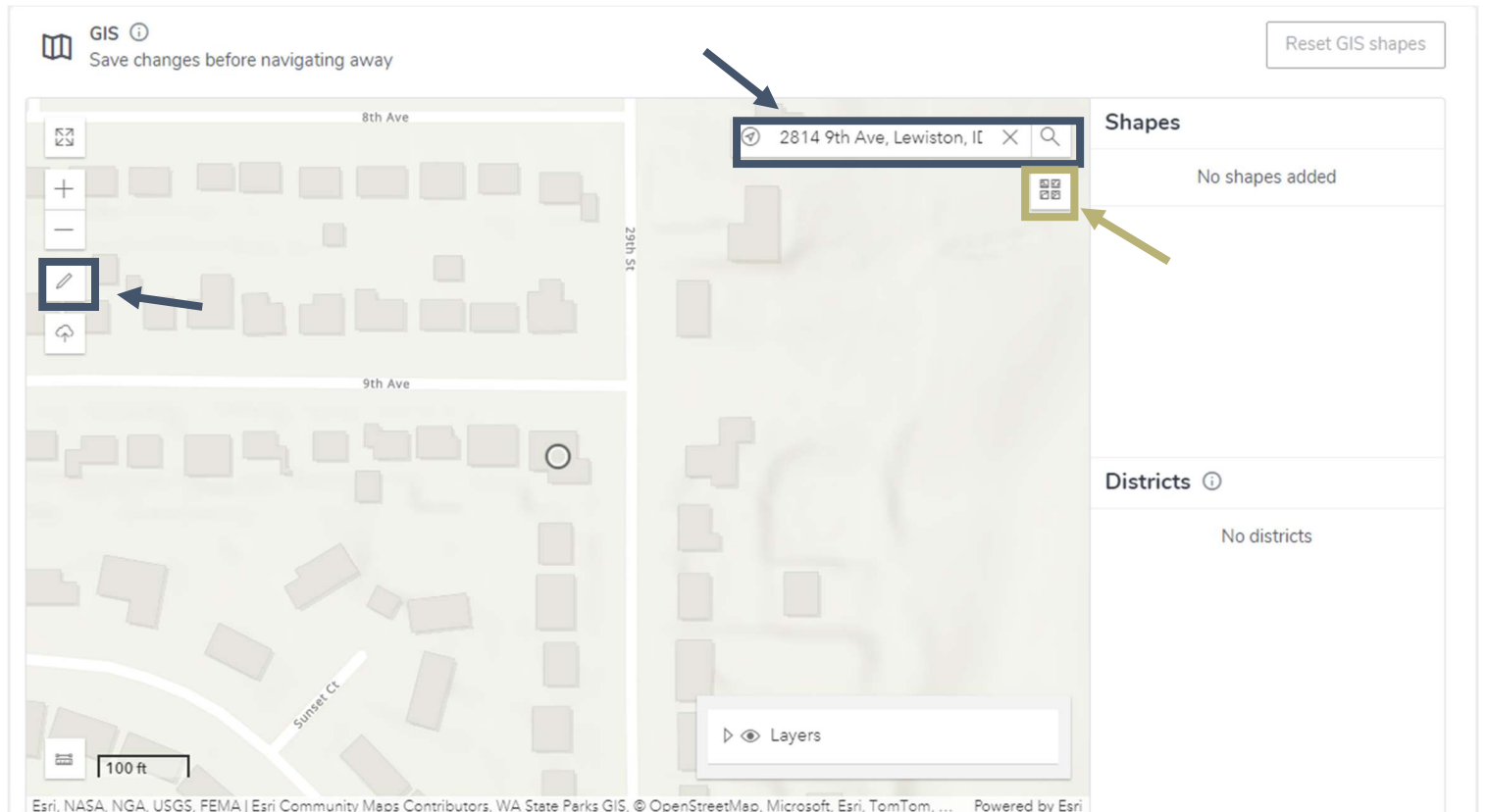
Does this involve any of the following:	<input type="checkbox"/> New Construction <input type="checkbox"/> Ground Disturbance <input type="checkbox"/> Demolition	<input type="checkbox"/> Acquisition <input type="checkbox"/> Rehabilitation/Renovation
Does this project involve any buildings, objects, sites, structures, or districts that are over 45 years old?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Building information and construction dates:
Attachments: In ICRIS, upload any pertinent project information such as plans, renderings, etc.		
Project Narrative: Provide a detailed description of the proposed project, describe the existing project site conditions and anticipated alterations to buildings or structures.		

SECTION 3: CREATE A PROJECT IN ICRIS

1. Navigate to ICRIS by going to <https://icris-history.idaho.gov/> and register for an account. You must sign and upload a [Confidentiality Agreement](#) to your profile. You'll need to be approved by our office before you can login. Once you have been approved, log out and log back in.
2. Select "New Project" and "Section 106 Review" as your project type. Enter Idaho Office of Energy & Mineral Resources (OEMR) as your lead agency. Enter the other required fields and click "Create."
3. Upload this form under the attachments section and choose the "Agency Form/DSE" option.
4. Upload a minimum of two photos (JPG) in the project photos section. These photos should be of the project location and areas where work is taking place.

SECTION 4: MAP/AREA OF POTENTIAL EFFECTS

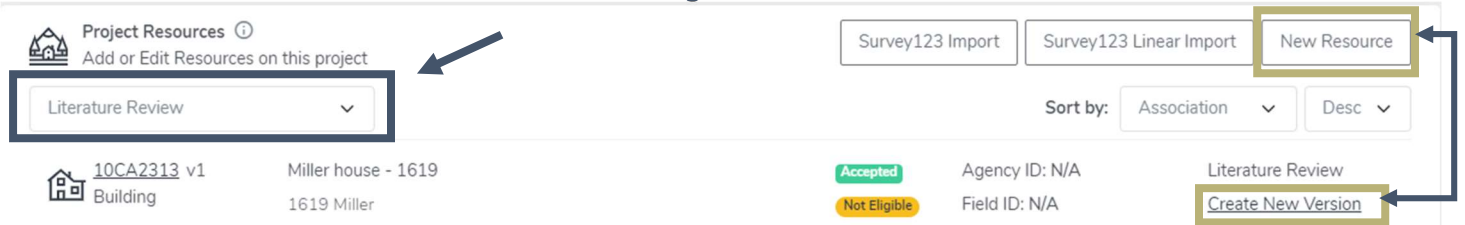
- A. In the GIS section, search for the address of your project location in the search bar in the top right of the map or zoom to it.
- B. You must draw a polygon by clicking on the pencil button to the left. Double-click to end your polygon. It will ask you to set a buffer distance. Slide the distance down to zero (0) and hit submit.



Tip: You can zoom in and trace the outline of the resource as shown on the map. You can also change your base map by clicking on the icon below the search bar and view imagery, which may help you draw a polygon that encompasses the whole project area (including garages, and other buildings).

SECTION 5: IDENTIFY HISTORIC PROPERTIES

1. If your project has a resource that is 45 years old or older: Go down to project resources. Check to see if your resource has been previously recorded by selecting "Literature Review" from the drop-down. If it shows up, select "Create a New Version." If there are no records, select "New Resource" and select "Building."



Project Resources ⓘ
Add or Edit Resources on this project

Literature Review

Survey123 Import Survey123 Linear Import **New Resource**

Sort by: Association Desc

10CA2313 v1 Miller house - 1619
Building 1619 Miller

Accepted Agency ID: N/A Literature Review
Not Eligible Field ID: N/A **Create New Version**

- A. Make sure all the required fields are populated (those with an asterisk).
- B. If the National Register of Historic Places (NRHP) Evaluation section is empty, fill it out to best of your ability. Determine if your resource is eligible. A resource may be eligible if it mostly looks the same as when it was first constructed. Select "eligible" or "not eligible." If its eligible, e.g., an Elementary School, select "yes" for the Criteria A drop-down. Choose "Education" as the Area of Significance.
- C. Click the Property Type tab on the resource (at the top). Fill out all the required fields to the best of your ability. The feature count should be the resource + any other buildings separate from the resource. E.g., a school (a gymnasium, shed, etc.) The original use and current use should be "Education" and "School."
- D. Upload a minimum of two images (jpg) in the resource photos section. There should be two clear images of the resource (e.g. front of the building and side or rear elevations). You'll need to set one of the images as the Overview Image and add a caption. Click on the pencil icon and click set as overview image.
- E. Make sure the GIS location on the map is correct if it is already populated. If it is not yet mapped, you'll need to draw a polygon around the resource like you did in the project section.
- F. When you've made all the changes, click the mark complete button at the top. Go back to the project by using your browser's back button.

SECTION 6: SUBMITTING THE PROJECT

1. Click "Edit" under project section. Select the following for "Agency Project Finding" finding: "No Comment" and click "Save."
2. At the top of the Project page select "Submit."
3. OEMR will review the documentation for sufficiency.
4. OEMR will then submit the project to SHPO for a 30-day review.
5. You will receive an autogenerated email from the system once the project has been submitted to SHPO and another email once the review has been completed. Be sure to check your SPAM or Junk folders.